

**MINUTES (Corrected)  
REGULAR SESSION  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, SEPTEMBER 2, 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, Roulette and German were present.

**Also Present:** Town Manager Michael Scannell, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Paulsen, Recreation Supervisor Lynda Moore, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by German.

**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 – August 19, 2009

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

1) September 9, 2009 at 6:30 p.m. – Work Session – Personnel Manual

2) September 16, 2009 at 6:30 p.m. – Regular Session

3) September 23, 2009 at 6:30 p.m. – Council Hearings Planning & Zoning Matters

**c) Possible approval of a Proclamation memorializing those men, women, and children who lost their lives in the unprovoked attacks of September 11, 2001.**

**d) Possible approval of the agreement with the Verde Lakes Homeowners Association (HOA) for the joint use of a 1.21-acre park owned by the HOA for a two-year period.** This is a budgeted item. (Staff Resource: Lynda Moore)

**e) Possible approval of the Lease/Rental Agreement with Dr. Proper for the continued use of his building as an Animal Control/Shelter facility.** This is a budgeted item in the General Fund. (Staff Resource: Marshal David R. Smith)

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as to **Items a), b), and c).**

Councilor Garrison requested that Items (d) and (e) be pulled for discussion.

**4.(d) Possible approval of agreement with the Verde Lakes Homeowners Association (HOA) for the joint use of a 1.21-acre park owned by the HOA for a two-year period.**

On a motion by Baker, seconded by Roulette, the Council unanimously approved the agreement with the Verde Lakes Homeowners Association for the joint use of a 1.21-acre park owned by the HOA for a two-year period.

Garrison requested clarification regarding purchase of the playground equipment for the subject park. Recreation Supervisor Moore confirmed that the Town had purchased the equipment in connection with the agreement with Verde Lakes HOA, and replaced the existing equipment that was determined to be unsafe. The expense of approximately \$50,000 came from the Park Fund. Mayor Burnside suggested that the signpost directing visitors to the Park be made more visible for newcomers to Town.

**4.(e) Possible approval of the Lease/Rental Agreement between the Town of Camp Verde and Dr. Proper for the use of his building as an Animal Control/Shelter facility.**

On a motion by Garrison, seconded by Baker/Whatley, the Council unanimously approved the Lease/Rental Agreement with Dr. Proper for the continued use of his building as an Animal Control/Shelter facility.

Garrison commented that certain provisions in the lease that previously had been of concern to her had been revised; they were minor changes and Marshal Smith had informed her that he felt that attorney review had been unnecessary. Scannell said that the agreement with Dr. Proper was the only option available to the Town at this time. In the interim, alternate and possibly better options are being explored, including working with citizens to that end.

5. **Council Informational Reports.**

**Whatley** reported on her attendance at the interesting August 21<sup>st</sup> Internal Control Monitoring Seminar, together with Mayor Burnside, held by Heinfeld & Meech on the Town auditing; on August 28<sup>th</sup> Whatley and Roulette met with Chairman Greg Freeman of the Sanitary District regarding streamlining the permitting problem.

**Garrison** reported on attending the NACOG meeting in Flagstaff, together with Mayor Burnside; on the issue of transportation they are trying to project out to the year 2050; very little change is predicted for Northern Arizona. Garrison added that there is a limited amount of Swine Flue vaccination available; young people and the elderly should have priority.

**Roulette** commented on meeting with Greg Freeman of the Sanitary District Board, together with Whatley, and the special meeting on streamlining the permitting process, including abandoning septic tanks and connecting sewer lines. Roulette said he has met with Scannell and staff, and appreciates the cooperation from the staff.

**Baker** relayed information regarding the NACOG Area Agency on Aging, also called the Area Council on Aging; their next conference will be held on September 30<sup>th</sup> in Flagstaff; more information is available at 1-877-521-3500; also at [www.regonline.com](http://www.regonline.com) for registration.

**Burnside** also reported on the NACOG meeting that he attended with Garrison; at the October meeting there will be a Camp Verde Show-and-Tell event presented by two ladies from the Chamber. Burnside also had recently met with two representatives, one from the Governor's office and the other from Flagstaff, who had heard good things about the new Camp Verde Council; the discussion included information by Burnside from the NACOG meeting regarding a transportation concept being suggested by a gentleman in Page involving an extension of I-17.

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

(Comments from the following individual are summarized.)

**Tom Nielson** reminded everyone about the Fort Verde Tom Sawyer Day scheduled for Saturday, September 12 from 10:00 a.m. to 4:00 p.m.

There was no further public input.

**NOTE: Item 11 was heard prior to Item 7 by unanimous agreement of Council.**

7. **Discussion, consideration, and possible approval of the Special Event Liquor License as submitted by the Verde Valley Mounted Sheriff's for the Fort Verde Days celebration on October 9 and 10, 2009.** (Staff Resource: Debbie Barber)  
On a motion by Baker, seconded by Whatley, the Council **voted 6-1** to approve the Special Event Liquor License as submitted by the Verde Valley Mounted Sheriff's for the Fort Verde Days celebration on October 9 and 10, 2009; **with a 'no' vote by Garrison.**

Deputy Town Clerk Jones commented that Mr. Williams was not present to represent the applicant; there were no questions or further discussion.

8. **Progress report by Town staff and consultant Dava and Associates regarding the Planning & Zoning Ordinance Comprehensive Update Project.** (Staff Resource: Matt Morris)

There was no action taken.

Dava reported on the meetings held to date, including two with the Zoning Technical Advisory Committee (ZTAC), and an organizational meeting with staff; also a meeting with the Zoning Ordinance Rewrite Committee (ZORC). Dava outlined other steps being taken and plans for multiple neighborhood meetings to solicit public input. The consultants, together with input from Scannell, commented on the professionalism of the individuals who potentially will be serving on the rewrite committee; the plan is to also invite members from the Fire District, the Sanitary District, the Water Company and the Yavapai-Apache Nation to participate as well. An honest and open process will be followed, with the community kept advised throughout; a draft diagnostic report is planned for November.

9. **Discussion, consideration, and possible direction to staff relative to the request by Council to combine the Design Review Board duties with those of the Planning & Zoning Commission.** (Staff Resource: Matt Morris)

On a motion by Garrison, seconded by German, the Council **voted 6-1** to direct staff to begin the process to repeal the Design Review Board duties by Ordinance of this Council at the earliest possible date, **as amended**, with a 'no' vote by Whatley.

On a motion by Garrison to amend the original motion, seconded by German, Council unanimously directed staff to begin the process to **suspend** the Design Review Board duties; Council's intent is to incorporate appearance standards and check lists into the Town Code re-write of the Zoning Ordinance, to be brought back to Council by an Ordinance at its earliest possible date.

Scannell advised the Council that such a "merger" of duties, as proposed, will require some extensive revisions to the Zoning Ordinance and other documents in order to achieve consistency, a time-consuming process. Scannell outlined the two options to consider: Staff to conduct an analysis of combining the responsibilities of the two entities as part of the update of the P&Z Ordinance; or, to direct staff to begin the process to combine the duties, either by a recommendation or submitting an Ordinance for adoption by Council.

The ensuing Council discussion included input from Scannell and Mike Jenkins on the origin and intent of the Design Review Ordinance, and the labor-intensive process of combining that Ordinance with Planning & Zoning. There were comments from the members on the number of strong complaints from the community about the design review process, and suggestions simply to do away with Design Review, let Planning & Zoning work on issues that come up during the time that staff and the consultants are working on the rewrite, and incorporate good elements, if any, from the Design Review Ordinance. It was also pointed out that Cottonwood is now dissolving that city's long-standing design review process. A specific request from Whatley was to incorporate Section J, Items 6 and 7, from the Design Review Ordinance into the proposed rewrite of the P&Z Ordinance.

Jenkins said that the consultants had discussed combining the Design Review responsibilities with the P&Z Commission, which it was understood had been the direction from Council. Dava had advised that design criteria can be implemented within the P&Z Ordinances where it would be more of an administrative type of decision, or a type of check-off list; the public will be involved during the P&Z and Council hearings. In further discussion it was commented that in the meantime, the Council and P&Z can still oversee what needs to be done with buildings, as they successfully have done in the past.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**George Young** said he would take exception to the word "steel building." He has one, and he defies anyone to detect whether the building is a steel structure; the exterior finish can make the difference. Mr. Young said there is a good reason for a commercial building to be steel; unreasonable control makes it difficult for an individual who is willing to come in and spend money. Verde Santa Fe is an example of everything looking the same. Design review allows only certain people, who have no investment whatsoever, to make decisions for those who have the money and are willing to build.

There was no further public input.

Following public input, Garrison made a motion regarding repeal of the Design Review Board duties. That original motion was subsequently amended after further extensive discussion, with suggestions from Scannell and Dava & Associates to instead suspend the Design Review standards, holding them in abeyance, and then incorporate selected design review, or appearance standards and check lists into the Zoning Ordinance that is going to be rewritten, and perhaps even add the phrase, "as brought out in the General Plan." Scannell explained that eliminating the Design Review standards completely today might give rise to a problem reintroducing those at a future date, given Proposition 207. Suspension will keep them on the books and will not preclude introducing design review concepts into the rewrite of the Code that is coming. German wanted to assure the members of the Design Review Board that they had done a great job; it was the process that created such a bottleneck and caused so much frustration.

**A recess was called at 8:31 p.m.; the meeting was called back to order at 8:45 p.m.**

10. **Possible approval of the Intergovernmental Agreement with the Camp Verde Unified School District for the triangle parking lot located between the District Administrative Offices and Butler Park for a one-year term.** (Staff Resource: Lynda Moore)

On a motion by Garrison, seconded by Kovacovich, the Council unanimously approved renewal of the Intergovernmental Agreement with the Camp Verde Unified School District for the Triangle Parking Lot and Trail located between the District Administrative Office and Butler Park for a one-year term.

Moore said this item had been brought before the Council in February and not approved at that time. Dan Brown was appointed as Schools Superintendent recently, and in accordance with his intent for the schools and community to work together, the proposed agreement was revised and has been resubmitted for approval. Garrison said that the issues she had disagreed with back in February now have been resolved, and she now is ready to approve the document.

11. **Discussion, consideration, and possible action relative to granting authority to the Town Manager to acquire computer and ancillary equipment in order to upgrade the Town's computer system to prepare for the implementation of a new system-wide system in an amount of approximately \$59,448.** This is a budgeted item in the CIP. (Staff Resource: Michael Scannell)

On a motion by Whatley, seconded by Garrison, the Council unanimously approved granting authority to the Town Manager to acquire computer and ancillary equipment in order to upgrade the Town's computer system to prepare for the implementation of a new system-wide system in an amount of approximately \$22,750 per year for three years; financing this purchase over three years with Hewlett-Packard utilizing the three annual payment option.

Scannell outlined the details of the quote from Hewlett-Packard's Financial Services, as conveyed by the Town's computer consultants, Four-D LLC, consisting of three options available to finance the upgrade of the Town's computer system. The upgrade and new equipment are necessary to prepare for the implementation of a new system-wide system that will result in a more efficient use of staff. The amount of \$52,509 has been budgeted; the needed upgrades will require the \$59,448. The financing option offered by Hewlett-Packard, which staff is recommending, is to enter into a lease-purchase agreement over a period of three years with payments of approximately \$22,750 per year. Scannell confirmed that by doing so, the amount of approximately \$30,000 would be freed up in this year's budget. Although there will be additional significant expense in the future in connection with a new software system, where the Town now is does not allow for the best utilization of staff and service to the public. If Council so requests, Scannell said that a more comprehensive review of the elements of the accompanying report may be scheduled for a future agenda.

Councilor Baker requested item 12:

12. **Discussion, consideration, and possible direction to staff relative to printing out various administrative reports, such as the Check Summary Report, to individual Council members that constitutes a waste of valuable resources.**

Staff was directed to send to all members the discussed reports electronically, or by hard copies as requested, on a pilot three-month program basis; staff will check back with Council in three months for approval or further direction.

Baker said she believes that the copying and dispersing of all reports to all Council members, such as the Check Summary Report, was begun at the request of the former Mayor, or other Council members; she feels that the practice is unnecessary and that the information would be available on the website. Baker commented on other reports that could be distributed on a less frequent basis. The members discussed the benefit of receiving such information by e-mail to save time and resources; they also were in support of the practice of being able to know what was being distributed to the other members. Scannell confirmed that there is a mandate by Resolution that when one member requests or receives information, all members are to receive the same document or information. As a solution to the concern about waste of valuable resources, Scannell proposed a pilot three-month program to send reports electronically, only by hard copy if requested; Council agreed to the proposal and will reassess at the end of that period whether the program is working satisfactorily.

13. **Discussion, consideration, and possible direction to staff to notify the League of Arizona Cities and Towns relative to the Council's support of the following resolutions that have been presented to the League for consideration: 1) Federal Funding for Ports of Entry; 2) Trust Lands – Offsets/Credits for Rights-of-Way Purchase; 3) Reduce State Trust Land Acquisition Requirements for Transportation and Public Facilities; 4) Recognize Open Space as a Best Use for Certain Trust Land Parcels; 5) Allow Certain State Trust Lands to be Transferred to Cities for Open Space; 6) Support Heritage Fund; 7) Fully Fund Public Education and Higher Education Programs; 8) Support Housing Trust Fund; 9) Fund the Arizona Water Supply Revolving Fund; 10) Protection of Dedicated Funds; 11) Redevelopment Areas/Economic Development; 12) Retain and Enhance Economic Development Tools; 13) Sustainable Energy Financing District Authority; 14) Implement Emergency Medical Services Access Task Force Recommendations; 15) Service Maintenance District and HOA Insolvency; 16) Allow Requests for Price Ranges on Fees in RFQ/SOQs for Professional Services; 17) Additional Fees for Voluminous Public Records Requests; 18) Allow Municipal Websites to serve as Official Publication/Notification; 19) Certificate of Necessity, Local Government Ambulance Service; 20) Municipal Library Special Taxing Districts; 21) Municipal Input on Liquor Licenses; 22) Impact Fee and Building Code Protection; 23) Reducing Barriers to Annexation: County Fees, Taxes; 24) Greater Flexibility in Annexing County Islands; 25) Submission of Nomination Petitions by Candidates; 26) Independent Agency Review of Municipal Candidate Election Issues; 27) Military Installations; and 28) Clean Water Act. NOTE: A copy of these resolutions are available with this agenda packet online at [www.cvaz.org](http://www.cvaz.org). (Staff Resource: Debbie Barber)**

On a motion by Whatley, seconded by Garrison, the Council unanimously approved the League of Arizona Cities and Towns recommendations, either to abstain or support Resolutions 1 through 28, listed as follows, and directed staff to notify the League of Arizona Cities and Town accordingly: (1) 5-2 to Support; (2) and (3) Unanimous Support; (4) and (5) 5-2 to Support; (6), (8) and (10) Unanimous Support; (7) and (9) Do not recommend; (11) and (12) Abstain; (13) Recommend for discussion; (14) and

(15) Abstain; (16) 4-3 to Support; (17) Do not recommend; (18) 3-4 re Support; (19), (20), (21) and (22) Abstain; (23) and (24) 5-2 to Oppose; (25) and (26) Abstain; (27) and (28) Unanimous Support.

The members reviewed the chart summarizing the 2010 Resolutions submitted for consideration by the League of Arizona Cities and Towns Resolutions Committee and the actions taken by the Subcommittee. Although complete information on the proposed resolutions had not been provided, the members addressed each one to the best of their understanding and arrived by vote at each decision to support, not support or abstain from voting on the actions taken by the Subcommittee.

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

There was no public input.

15. **Advanced Approvals of Town Expenditures**

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

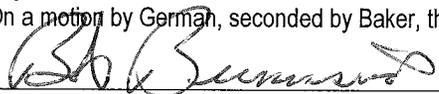
There were no advanced approvals.

16. **Manager/Staff Report**

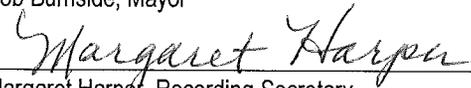
There was no Manager/staff report.

17. **Adjournment**

On a motion by German, seconded by Baker, the meeting was adjourned at 9:27 p.m.

  
\_\_\_\_\_

Bob Burnside, Mayor

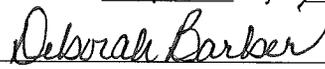
  
\_\_\_\_\_

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 2<sup>nd</sup> day of September 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 24 day of September, 2009.

  
\_\_\_\_\_

Debbie Barber, Town Clerk