

**MINUTES  
WORK SESSION  
MAYOR and COMMON COUNCIL  
of the TOWN OF CAMP VERDE  
COUNCIL CHAMBERS - 473 S. Main Street, # 106  
WEDNESDAY, SEPTEMBER 12, 2012  
5:00 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**

Mayor Burnside called the meeting to order at 5:00 p.m.

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, and Councilors George, German, Jones, and Whatley were present. Councilor Baker was absent.

**Also Present:**

Finance Director Mike Showers, Town Manager Russ Martin, and Town Clerk Debbie Barber

**3. Pledge of Allegiance**

Councilor George led the pledge.

**4. Discussion, consideration, and possible direction to staff relative to amending Procedures and Operations Guide, Council Polices, Rules, and Procedures section to permit remote conferencing.**

Staff Resource: Debbie Barber

Barber explained that the AG requires Council-approved policies to be in place in order to allow remote conferencing attendance at Council meetings. She advised that the Town had been informally permitting remote conference by phone and internet for some time, but there were no written or Council-approved policies in place. She explained that the Clerk's Office had placed notices on the agendas and noted the attendance in the minutes as required. Referring to her Staff Report, Barber pointed out several questions that were intended to assist in developing a policy. She explained that after Council decided what they would like to include in the policy, she would prepare it, place it in the POG and bring it back for Council approval at a later meeting.

Following concerns expressed by Whatley and George, Barber assured Council that this action was intended to allow remote conferencing and to ensure compliance with Open Meeting Laws by developing a policy as recommended by the Attorney General.

In answer to Jones' and Whatley's questions about the attorney and presenters attending meetings telephonically, Barber explained that Open Meeting Laws apply to Council members only. Martin assured Council that the attorney would make sure that there was no potential for OML violations.

George advised that he checked with Cottonwood, Clarkdale, and Sedona and the only community that had a policy was Clarkdale. He read from the policy, which included the four recommendations from the AG's Office in addition to a few more rules. Whatley and George favored a simple approach, using AG's recommendations only.

Burnside reminded Council that there was no "I" in "team" and that the policies that Council develops will apply to all members of the Council and to future Councils. He said that this is not based on a particular person, but rather on history to ensure that the Town complies with laws and that the public is well-served. German and Burnside favored allowing remote conferencing attendance only when absolutely needed. Burnside recommended that this would be allowed in emergencies only and must be approved by the Manager and Mayor.

Burnside, German, and Kovacovich favored allowing only one member to remote conference at one time.

All members agreed that remote conferencing would not be allowed for executive sessions or for just one item on an agenda.

Members agreed that if there was an item on the agenda for a meeting that they could not attend, they could request that the item be pulled for another meeting.

Martin advised that staff would put something together from which Council could choose and bring it back to Council at a later date.

5. **Discussion and possible direction to staff regarding the Town of Camp Verde Financial Operation Guide (FOG) and proposed revisions.**

Showers covered the highlights of the changes to the FOG, including payroll, cash receipts, procurement, cash disbursements; the fiscal policy was eliminated and incorporated into other areas; accounting, audit, and general financial was compiled from various sections; donations section; duplicate references and references to specific exhibits have been eliminated; and deletions and additions are shown as adjustments. Showers explained that there are 5 departments in Community Development, asking for Russ to have authority to be permitted to move money within the functional control of the department. Showers said that allocating is all that is being done on someone's perception. He said that job costing is important, but not important as a Town. The Investment Policy requires a lot of detail to go to Council on a quarterly basis.

Burnside advised that these policies were developed when past mistakes and losses were discovered. He explained that Council lost control and the citizens demanded answers. He advised that the policies were for the benefit of the Town. Martin explained that there is intricate and great detail, such as a derivative going in one place as opposed to another, and this type of this information is not necessarily of interest to Council.

Showers also covered the recommended reduction in the reserve balance.

Martin recommended that Council look over the recommended changes, as they would be discussed in more detail at another work session.

6. **Discussion and possible direction regarding The Town of Camp Verde Capital Improvements Plan and update.**

Martin suggested several work session dates in October to discuss the CIP and Sanitary District acquisition. Council members agreed that it was important work on these items. Martin asked Council to let him know if they were not available on certain dates so that the meetings could be scheduled. He advised that the meeting dates would be listed on the next agenda.

A brief recess was called at 6:46 p.m. and reconvened at 6:56 p.m.

7. **An open discussion regarding concurrent sessions attended at the League of Arizona Cities and Towns Conference. Discussion may include, but not limited to sustainability: Solar and Green Building Codes, Water and Wastewater Treatment, Smart Growth, and Economic Development.**

Martin explained that he had attended a community planning & community plans sessions. He said that he learned the importance of assessing the planning process. He has a 13 page document that he has directed staff to work through and getting input from other departments. This will ensure a good baseline for community participation and will be useful to the Planning & Zoning Commissioners and the Council. He advised that he had also recommended that the Commissioners attend a planning training session in December.

Burnside felt that the most important thing that he brought back was that a plan is useless unless you work the plan, noting that looking back over the past 10 years; there have been many plans with good intentions.

He said that it was important to involve the citizens and the local merchants. He said that he would like to see a plan get started, that the next Council commits to moving forward. He said that Camp Verde is a bedroom community and we need to start looking at educational needs and promoting the entire Verde Valley as a regional package. He said that people will drive 42 miles to work and that even if a plant goes into another community, the Town will still benefit from the employment opportunities. He also noted that Prescott Valley has a foundation that works with potential businesses to show them available opportunities, noting that there was no need to worry about potential Open Meeting Law violations. He also noted that it was important for the Town to own its utilities and to know and care for its facilities.

German said that she attended an economic development session that showed a paradigm shift has occurred on the approach in creating a business-friendly environment, explaining that businesses now follow the workforce. She spoke to a business incubator in Chandler, noting they had spent \$10 million dollars getting it ready. She advised that the businesses had been in the incubator for 36 months and showed no signs of being ready to move out. She advised that it was also important to include arts and culture in your plans. She said that the State lost 330,000 jobs, with 50% of those in the construction industry and the recovery is slow. To attract business, she advised that we need incentives without giving away the farm; draw attention to our quality of life; and note our location near the freeways. She advised that data centers would be a good business, as would bio-fuels. She also liked Dr. Catlett's speech, especially the section about analyzing expenses.

Martin advised that Councilor Baker suggested that other communities and agencies get together to invite Dr. Catlett of New Mexico State University to give a presentation.

Jones said that she realized that we are underfunded and 'over-visioned'. She felt that it was daunting because Camp Verde does not have the money to compete and grow as quickly as we need to do. She said that she would like to suggest to the League that they focus on smaller communities and the opportunities that are available to us.

Whatley said that she attended a legislation session that explained how laws were made and passed. She was particularly disturbed by the striker process in which everything in a bill is stricken and replaced with entirely different language. She explained that a bill is read 3 times because back in the 'old days', some legislators could not read. She advised that the League represents us well and watches the bills closely. She also said that the Council and public can speak by requesting a speaker request form. Martin advised that this could be done by phone. Whatley also spoke to the border issues with regard to commerce and trade and that more frequently, communities are moving to a paperless system. She advised that State law still requires a paper document as the official record.

Kovacovich found the economic development session very interesting, noting that to be business-friendly, districts are being created and zoning requirements relaxed. He felt that it did not make sense to implement zoning laws and then relax them to attract business. He also liked the speech by Dr. Lowell Catlett.

Martin advised that he is meeting with the Senior Citizens Center to decide how to spend the \$7,000 that was budgeted for them. He said that he will let Council know when the meeting is so that Council could attend if they like.

German thanked Martin for this agenda item that allowed Council to share the information and to get a feel for the different perspectives.

Whatley said that she liked the way that Council had attended different sessions.

8. **Adjournment**

On a motion by German, seconded by Whatley, the meeting was adjourned at 7:40 p.m.

*Bob Kovacovich*

Bob Burnside, Mayor *Bob Kovacovich - VICE MAYOR*

*Deborah Barber*

Deborah Barber, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on September 12, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 4 day of December, 2012.

*Deborah Barber*

Deborah Barber, Town Clerk