

DRAFT
MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, APRIL 4, 2012
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, George, Baker and German were present; Councilor Buchanan was absent.

Also Present: Town Manager Russ Martin, Community Development Director Mike Jenkins, Finance Director Mike Showers, Economic Development Director Mel Preston, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Baker.

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 – March 21, 2012

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

1) April 18, 2012 at 6:30 p.m. – Regular Session

2) April 25, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters

3) **Monday**, April 30, 2012 at 4:00 p.m. – Budget Work Session

c) **Possible approval of Ordinance 2012-A381, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Article 2-1, Section 2-1-4, Vacancies in Council.** This amendment requires a vacancy to be filled by election if the vacancy occurs more than 30 days prior to the nomination petition deadline for the next regularly scheduled election. Staff Resource: Debbie Barber

On a motion by Kovacovich, seconded by George, the Consent Agenda was approved as presented, with the addition noted; Baker abstained since she had not been present at the meeting.

Kovacovich requested an addition to the Minutes of March 21, 2012; on Page 2, Item 6, add the word (underlined) to the statement by Kovacovich, “Verde Valley Water User’s Association meeting would take..”

5. **Special Announcements & Presentations**

There were no special announcements or presentations.

6. **Council Informational Reports.**

Whatley reported on her attendance at the designation of the Center of Arizona; staff did a remarkable job in making the plaque setting presentable. Whatley congratulated Healthy Thymes on its six-year anniversary, and expressed her sadness over the loss of Boom-Boom at Out of Africa.

George said he had been in South Carolina visiting his Great Grand Triplets.

Kovacovich said he was also at the dedication of Center of Arizona, and thanked staff for doing a great job; hopefully it will be a great attraction for tourists.

German was also at the dedication, and echoed the comments congratulating the staff for the job well done; the Petapaloosa on Saturday was a huge success.

Baker commented on the letter that the other members had also received from the Verde Archaeological Center complimenting the staff on the help they had given during the recent successful Archaeological Fair.

Burnside reported that he had enjoyed a long meeting with the Town Manager today; Burnside outlined the details of the upcoming raffle to be held by Clear Creek Cemetery on April 15th at 9:30 a.m.; volunteers are needed to help with keeping the area cleaned up. Burnside announced that Ace Hardware is offering a 17 percent discount this Saturday on any items in the store. He also commented on information available online to make sure that the intent in making a gift or donation to a particular cause is protected.

7. **Call to the Public for items not on the agenda.**

(Comments from the following individuals are summarized.)

Latahna Fulton, Event Chairman for the Camp Verde Relay for Life, announced the upcoming Fourth Annual Event scheduled for June 1st, a 12-hour event commencing at 6:00 a.m. The funds generated are used for the various programs dealing with cancer treatment, research and prevention. Community support is important to the success of the event, and teams are invited to participate. She issued an invitation to the Town and the businesses to help “paint the Town purple,” as a way to make the community aware of the event that will take place.

Sandy Ashton, a volunteer at the Camp Verde Animal Shelter, expressed her concern over rumors that the Shelter might be shut down and return to contracting with Yavapai County. She described numerous problems resulting in animal abuse from that former arrangement, and requested that all measures be considered to keep the Shelter open.

Melanie Hicks said that she feels that Planning & Zoning has erred in their definition of modular home vs. manufactured home; she lives in a site-built-only homes area, and a mobile manufactured home has been moved into that area last week. She said that she and her neighbors are here to request that the error be corrected and the mobile manufactured home be removed immediately. It is not a modular home, which P&Z has said would be allowed in the area. Ms. Hicks outlined the definitions of a modular home and a manufactured home. Her subdivision name is Verde Lakes 5; it has ten site-built homes only, which was the reason she bought her home there. Ms. Hicks distributed packets of material defining the difference between the two types of homes, and requested a halt to the home currently being moved in.

Sam Reidl said he just bought a home in Verde Lakes 5; he had understood it was for stick-built homes only, no manufactured homes in the area. He reiterated in detail the concerns expressed by the previous speaker; he is ready to sell his home and move back out rather than put up with the possibility of more mobile homes being allowed into the area.

Ed Collins also spoke in protest of the mobile home issue that has come up in the neighborhood. He spoke with members of Planning & Zoning, one of whom said he could not define the difference between a mobile home and a modular home; the home being brought in is not a modular home and needs to be taken out.

Burnside requested that the Town Manager look into the concerns expressed by the speakers representing Verde Lakes 5, and to research the history of the Animal Shelter. As for the Relay of Life, Burnside suggested possibly placing some purple ribbons around some of the light poles.

There was no further public input.

8. **Presentation and possible discussion of the FY10/11 Audit.** Staff Resource: Mike Showers
There was no action taken.

Finance Director Showers introduced Scott Graff from Colby & Powell, Certified Public Accountants, who presented to the Council a comprehensive report outlining their approach to the audit of the financial statements for the year ending June 30, 2011, as well as the findings and recommendations for improvements in internal controls. He referred to the letter accompanying the report stating that the financial statements presented fairly, in all material respects, the financial position of the Town of Camp Verde, which he noted reflected a clean opinion on the financial statements. Mr. Graff made recommendations to streamline the Policies and Procedures and improve internal controls, and congratulated the Town on a job well done. During discussion and clarification of portions of the report, it was agreed that the line item identified as "Library Endowment" would be corrected to "Library Building Fund." There was also a recommendation to discontinue the practice of maintaining an audit committee.

9. **Presentation, update, discussion, and possible direction to staff relative to Economic Developments efforts, including but not limited to regional efforts (VVREO), 4th Friday, Archaeology Center, Fort Verde, etc.** Staff Resource: Melissa Preston
There was no action taken.

Economic Development Director Preston gave a comprehensive report outlining the areas she has been working on, including the CIP planning based on the recent survey, tourism promotion, business attraction, retention and outreach, as well as community partnerships and outreach, and the numerous meetings attended and contacts made to support those efforts. Ms. Preston also reviewed plans for creating an economic development strategic plan including a business incubation project, and her intention to request funding for a feasibility study to support an ACA grant application. During the presentation, Burnside suggested that Ms. Preston also direct her marketing efforts toward helping all of the existing businesses in Town, not just the Fort and the Archaeology Center, and thanked her for the job she is doing. Ms. Preston agreed to present another report in three months.

10. **Presentation, discussion, and possible direction to staff relative to the most effective approach in developing a Water Conservation Program as directed by Council on February 6, 2008.** Staff Resource: Mike Jenkins

Staff was directed to continue gathering information and ideas to present to the Commission in order to develop a policy plan for a Town-sponsored education program on water conservation, as directed by Council in 2008, to be incorporated into the future update of the General Plan.

Community Development Director Jenkins said that the Council had directed the Commission in 2008 to move forward in developing a water conservation program. Following that directive, the department was faced with the problem that since the Town does not own the water company, its control is somewhat limited as far as sanctions or incentives to mandate or encourage the public to conserve water. Staff has gathered policies and ordinances from surrounding Arizona communities that have worked on water conservation, and the Commission was requested to review that material from the standpoint of how it might best serve Camp Verde, which the Commission has done, including contacting members of the community. Staff subsequently noted that the General Plan contains a section setting forth water conservation as one of the main goals, and discussed with the Commission delaying an approach to developing the water conservation program until it can be included in the water resources element of the General Plan upcoming update process, and that is the suggested approach that staff was requested to bring to Council.

The Council discussed with Jenkins the suggestion and request from the Commission. It was generally agreed that staff would continue working with the Commission pursuant to the previous direction given by

the Council, so that the Commission can start evaluating a water conservation program, as well as to come up with appropriate recommendations for water conservation to discuss incorporating into the General Plan.

11. **Presentation, discussion, consideration, and possible approval or denial to acquire parcels 403-23-098 (aka Park Parcel) and 403-23-099 (aka Drainage Easement Parcel) from the State of Arizona Division of Emergency Management for recording and administration costs. Both parcels are a part of the Groseta Gardens Subdivision as recorded in the Final Plat in Book 21 of Plats and Maps, Map 86 of the Yavapai County Recorder's Office. The subject parcels are located on the south side of Finnie Flat Road, east of the intersection at SR 260 and Finnie Flat Road.** Staff Resource: Mike Jenkins
On a motion by German, seconded by Baker, the Council unanimously voted to acquire Parcels 403-23-098 and 403-23-099 from the Arizona Division of Emergency Management, both of which are located within the Groseta Gardens Subdivision, and to authorize the Mayor to sign all documents for the acquisition; further, staff is requested to negotiate splitting the Title Insurance and Recording costs with the State.

Jenkins reviewed the background of the offer from the State of Arizona Division of Emergency Management to turn over the subject two parcels of property to the Town; ownership of property is not one of the responsibilities of that department, and the State needs to dispose of those parcels. Jenkins said he confirmed the history of the ownership of the properties, and has reviewed the issue with the Town Attorney. It was recommended that the State execute a quitclaim deed to effect the transfer to the Town. The Council discussed with Jenkins how the parcels could be utilized and the need for the State to rid itself of the property. The discussion ended with agreement to acquire the parcels, and to suggest that the costs for the transfer be negotiated, with the State to share the expense equally.

12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation that affects the Town.** Staff Resource: Russ Martin
There was no action taken.

Town Manager Martin reported on the status of proposed legislation, including the Senate killing the consolidated election bill as it had been presented. The Governor vetoed the Parks bill; however, that was done in order to try to strengthen it through a rewrite to come up with a better document. Martin also commented on the Governor's stated defense of local control.

13. **Call to the Public for items not on the agenda.**
(Comments from the following individual are summarized.)
Ramona Aldridge said she had questions regarding the report made by Melissa Preston in Item 9. Ms. Aldridge is a business owner and Vice Chairman of the Chamber of Commerce. She questioned why the existing small businesses are not given more support; she is more interested in how the Town is dealing with Shopping Locally instead of attracting more mom-and-pop businesses. Also, the first three Friday events only featured the buggy going to and from the Fort and The Horn, and did not help the other businesses at all. As for the 8:00 at night time, there is a different set of dynamics on South Main rather than up where there is drinking. Ms. Aldridge also noted that there are no business owners on the committee for the 4th Friday events; they do not even know what is going on. Ms. Aldridge said the only thing she got out of the report was the need for a plan and to spend \$20,000 for yet another feasibility study, which has been done countless times. *Burnside said that the Town Manager would respond to her questions.*

There was no further public input.

14. **Manager/Staff Report**
Martin repeated his appreciation for the staff putting together a great location for the Center of Arizona; staff will be continually making improvements and additions to it. Staff is open to any ideas or help with improvements; a specific need right now is for an artistic welder. Martin added that this weekend there is the

opportunity for free dumping of any and all trash, with the exception of hazardous waste. Martin also outlined the planned upgrade to the phone system. Martin reported that two responses have been received to the RFQ that had been requested for the sale of property; the next step will be to market and/or sell properties that have been identified.

German added that she thought it was really neat that at the dedication of the Center of Arizona some of the Camp Verde Cavalry were there in full uniform on horseback.

15. **Adjournment**

On a motion by German, seconded by Baker, the meeting was adjourned at 9:06 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 4TH day of April 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

Debbie Barber, Town Clerk