REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, MAY 15, 2013 at 6:30 P.M.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor Burnside called the meeting to order at 6:30 p.m.

2. **Roll Call**
Mayor Burnside, Council Members Baker, German, Jones, and Whatley were present. Councilor George was present via video conference. Vice Mayor Kovacovich was absent. Mayor-elect Charles German and Councilor-elect Brad Gordon were present.

Also Present
Town Manager Russ Martin, Marshal Nancy Gardner, Community Development Director Mike Jenkins, Library Director Kathy Hellman, Bugle Reporter Bill Helm, Boards and Commissions applicant Christopher McHenry, Town Clerk Debbie Barber, and Recording Secretary Saepyol Warren.

3. **Pledge of Allegiance**
Brad Gordon led the pledge.

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) May 1, 2013 – Regular Session
      2) April 24, 2013 – Council Hears Planning & Zoning Matters
      3) April 26, 2013 – Work Session
   b) **Set Next Meeting, Date and Time:**
      1) Friday, May 17, 2013 at 8:00 a.m. – Budget Work Session
      2) May 22, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
      3) June 5, 2013 at 6:30 p.m. – Regular Session
      4) June 19, 2013 at 5:45 p.m. – Special Session – Tentative Budget
      5) June 19,2013 at 6:30 p.m. – Regular Session
      6) Friday, June 21, 2013 at 9:00 a.m. – Council Retreat
      7) June 26, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
   c) **Possible approval of two Special Event Liquor License applications to be held on June 8, 2013 at two separate locations on the Steve Coury complex (located at 5980 & 6101 E. Coury Drive in Camp Verde). This event is a fundraising event for the Golden Cobra Center of Fitness, Inc.** Staff Resource: Debbie Barber
   d) **Possible approval of Resolution 2013-893, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to apply for the COPS in Schools 2013 Grant.** Staff Resource: Marshal Gardner

On a motion by Jackie Baker, seconded by Carol German, the Council voted unanimously to approve the Consent Agenda with an amendment to cancel the May 22nd meeting.

5. **Special Announcements & Presentations -**
   - **Welcome to new businesses:**
     - ✓ **RNT Services – Rimrock**
     - ✓ **Impulse Industries Inc. – Sun Valley, CA**
     - ✓ **Dimond Tattoo Co. – Camp Verde**
     - ✓ **Just for you Day Spa LLC – Camp Verde**

✓ **Goodman Contracting, Inc. – Flagstaff**

Mayor Burnside recognized the new businesses.

6. **Council Informational Reports.**

Whatley reported that she was first to speak out of 40 speakers at the ADOT meeting last Friday in Flagstaff. Many of the Town staff were present to support the Hwy 260 initiative causing it to be the key topic of the meeting. The meeting was so successful and productive she is confident ADOT will seriously consider putting it on 5-year plan.

German agreed that the Town staff and elected officials such as Thomas Thurman made a significant impact at the ADOT meeting. She reported details of the Verde Valley Land Preservation Institute's board meeting: 25 juried artists participated in the River Runs Through Us event designed to promote the Verde River through art. Their artwork will be permanently donated to the VVLP, subsequent to the exhibit's display at the Manheim Gallery in Cottonwood July 27th through August, then in Camp Verde, Sedona, Phoenix, and Prescott. She asked for suggestions for any place that may want to sponsor this exhibit for 1 month. She encouraged support for any of these events which benefit the VVLP. She shared their facebook page: https://www.facebook.com/pages/Verde-Artist-Challenge/119328491561429. She attended the dedication of the Valley Verde Village Property Owners Association (VVPOA) Nature Preserve of 35 acres. She explained that it was previously misused for illegal dumping, but is now a beautiful protected land. She showed a video of the ceremony. She informed that the Nature Preserve in Verde Village 5 was made possible with a grant from the U.S. Fish and Wildlife Service foundation and encouraged everyone to visit.

Baker reported that she was impressed by the unified voice at the ADOT Flagstaff meeting and expressed appreciation for German's report on the VVLP.

Jones enjoyed the ADOT meeting in Flagstaff.

Mayor Burnside thanked the attendees for their faithful participation in Council meetings. He informed that only 15% of AZ state land is owned by people and the rest by government. He cautioned against forfeiting all property and land rights when turning over land for government protection. He continued to thank all the council members for their dedication and announced that this would be his last meeting other than a very brief meeting in June.

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

Charles German urged citizens to contact ADOT about Hwy 260 to share personal stories and impress upon them the need to improve both highway safety and the local economy. He said if the people want ADOT to finish the job they started in Sedona, and want to see more than the few improvements we have seen so far, citizens will need to step up to plate. He commended Mayor Burnside for running for office and for a job well done. He also commended Vice Mayor Kovacovich for the 10 years he served and said he looked forward with excitement to serve with this Council.

8. **Discussion, consideration, and possible appointment of one member to the following Boards and Commission:** Staff Resource: Mike Jenkins
On a motion by Baker, seconded by George, the Council unanimously to appoint B.J. Davis to the Planning & Zoning Commission and Christopher McHenry to the Board of Adjustments & Appeals.

a) **Planning & Zoning Commission – for the term ending 12/31/2015. There are two applicants, B.J. Davis and Christopher McHenry**

Mike Jenkins reported that he received 2 letters of interest for 2 vacancies. He read the Town Code

7-2-110: "qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the Town."

Mayor Burnside asked if the applicants were present and invited applicant Christopher McHenry to explain to the Council the reason for applying for the Board positions.

Christopher McHenry thanked the Council for the opportunity to address them and shared his relevant work experience, most notably that of 911 dispatcher. He reported that he is now medically retired and wants to get involved with the community. He stated that his dispatcher experience could translate to the requirements of the position, such as when interpreting statutes. He admitted it would be a learning process, but expressed his desire to serve and benefit the citizens of community.

Mayor Burnside appreciated Christopher McHenry's precisely typed application and thanked him for his professionalism.

Mike Jenkins reported that he has worked with B.J. Davis and that he is a licensed architect who already serves well on the Board of Adjustments & Appeals. He stated that he does not know Christopher McHenry and acknowledged that his resume does not include construction experience. He expressed that he felt confident about B.J. Davis for the Planning & Zoning Commission, but was unsure about Christopher McHenry for the Board of Adjustments & Appeals.

Whatley asked Mike Jenkins if Christopher McHenry would be given study materials to learn more about the Board duties and responsibilities and expressed that though he may lack field experience, his volunteer spirit ought to be accepted and appreciated. She asked Mike Jenkins to give Christopher McHenry what he needs to succeed. Mike Jenkins assured this would be the case.

German asked Mike Jenkins for clarification that B.J. Davis would serve on both the Planning & Zoning Commission as well as the Board of Adjustments & Appeals. Mike Jenkins confirmed this as true.

b) **Board of Adjustment & Appeals for the term ending 12/31/2015. There is one applicant for the vacant seat, Christopher McHenry**

9. **Discussion, consideration, and possible acceptance of the following Library Services and Technology Act grant awards as submitted by the Library Director.** Staff Resource: Kathy Hellman
On a motion by Jessie Jones, seconded by Jackie Baker, the Council voted unanimously to accept the grant award for the Fort Verde days Creator Faire and the Foundation of a Teen Advisory Board.

a) **Fort Verde Days Creator Faire**
Director Hellman invited opening questions.

Baker asked Hellman if it might be better to wait until the library moves into the new building to host a Creator Faire, expressing concerns about unanticipated expenses.

Hellman explained the Creator Faire is intended to draw community members into the library with various creative work shops in order to increase patronage for the new building. She stated it was best to host the Creator Faire this year since it is the off-year for the Quilt Show. She explained that the library intends to alternate the two events year after year. She announced that the grant has already been awarded and approved, but that she will not accept the funds until May 21st at the Carnegie Center in Phoenix, AZ.

Whatley expressed that she prefers for better clarity, to see the Creator Faire and Teen Advisory Board issues as two separately numbered agenda items. Barber pointed out that letters separated the two items.

b) **Foundation of a Teen Advisory Board**
Baker expressed that she liked the full report and loved the teen advisory board idea. She said it was a good opportunity for encouraging leadership.

Whatley said the Teen Advisory Board teaches responsibility and gives ownership to teens of their space. She applauded the detailed and focused effort.

Mayor Burnside asked if Director Hellman was requesting $20,000 and another $18,000 in funds.

Director Hellman explained she requested $23,000 total: $20,000 for the part-time Teen Manager position of 18 hours a week with no benefits, and $3000 for supplies and travel. She said to disregard the $38,000 figure listed in the request. She explained that grants look favorably upon partnerships and in-kind contributions. She expressed that Economic Development Director Steve Ayers' involvement with the library's committee was invaluable.

Mayor Burnside suggested increasing the in-kind contribution figures by 44% for both the Creator Faire and Teen Advisory Board grant reports.

German asked how we would pay for the Teen Manager salary after the grant runs out. Director Hellman said she hopes the new salary will be included in library's future budget. German asked if benchmarks of success had been established and Director Hellman affirmed that to be the case.

Mayor Burnside asked if background checks and safety considerations would be enforced for the Teen Manager and Director Hellman affirmed this would be the case.

Director Hellman expressed she was disappointed at first that the technology funds were not approved, but that she now sees the wisdom in the need to first develop relationships with the youth rather than trying only to entice them with technological assets.

10. **Update and discussion for the Governor's Office of Highway Safety grant award in the amount of $7,500 to be used for the command van to support DUI enforcement.** Staff Resource: Marshal Gardner
There was no action required for this update.

Marshal Gardner reported an update that a $7,500 grant was awarded for outfitting the Command Van with a fax machine, copy machine, computer, and restraint chair so that blood could be drawn and booking paperwork completed and sent electronically from on-site. The grant money was also applied toward training personnel and they have certified volunteers on-call for blood-draw when needed.

11. **Discussion, consideration, and possible approval of a contract with eCivis for future grant research, management, and tracking.** Staff Resource: Russ Martin/Michael Showers
On a motion by Carol German, seconded by Robin Whatley, the Council voted 4 to 0 to approve the contract with e-Civis for future grant research, management, and tracking, in the amount of $15,500 per year for three years pending the Town Attorney's review and approval. Jackie Baker abstained from voting due to uneasiness with the cost of request.

Martin explained that e-Civis is a nationwide renown grant program and a great asset for governments, which has shown impressive results over time. It has been used by cities as big as Los Angeles and as small as Avondale, showing varying degrees of usage. There are many grants available that are not well known and difficult to find through conventional search engines such as Google. The software presents a

synopsis for each grant, allowing for efficient searches and offers an online management tool for tracking grant requirements, which facilitates follow-through. Hiring grant writers is more costly than investing in e-Civis, and though grant writers have been historically successful, we have not always been able to see them through. The key difference is that departments will be able to identify, apply for, and manage the grants online themselves. This makes their job more efficient and provides a way to fund projects other than taxpayer dollars. He recommended a 3-year subscription of e-Civis for up to 10 licenses, to be used even beyond the Town government, by community-based organizations.

Baker expressed concern about the additional work-load department heads would incur and wanted reassurance that the licenses would be used for projects that would benefit the community.

Martin explained that all the department heads have reviewed e-Civis and understand the implications of the subscription. Some are enthusiastic and others more neutral, but all are likewise conscious of the cost for the program. He cited that Nancy Floyd looks forward to e-Civis and highlighted that Maricopa County supervisors have received an overwhelmingly positive response to the program.

George stated that e-Civis would save residents money and that there would be a big return on the investment toward roads and parks. German was impressed with its efficiency and that it is cheaper than hiring a grant writer. Jones said it was worth the cost and a great opportunity.

Martin explained that it costs $2,500 for 1-4 reviews, and $2,500 for each additional review, but assured that Bev Browning, who wrote the book on grant writing, is worth the cost of a top-notch review. He explained that his reason for recommending buying 10 licenses upfront is that it reduces the cost of each license from $450 to $350. He alerted the Council that many of the grants are matching grants, so the Town will have to be prepared to incur some cost. He assured that he would be the "gatekeeper" and ensure a focus first on projects that have already been agreed upon.

Mayor-elect Charles German reemphasized the importance of Martin's job as gatekeeper.

Baker expressed hesitation to support e-Civis due to the cost, citing that the Library Director and Marshal were able to successfully apply for grants for free.

Mayor Burnside asked Martin to carefully consider the Town Attorney's review of the e-Civis contract. He wanted to know how the "gift clause" would affect each non-profit group and what the town's liability would be for a non-profit organization getting a grant. He informed that approving e-Civis would require amending the Town Code which currently requires all grants to be brought before the Council. He said that such an amendment would need to be addressed by the Council as a separate issue.

Jones suggested that only matching grants of large amounts be required for Council's approval.

Martin assured that the law requires all large expenditures to be approved by the Council whether the money comes from a grant or otherwise. He explained that accepting e-Civis would, however, require projecting grant-matching into future years' budgets, but that it is not necessary to have the money upfront.

Baker asked if Council should wait to make a decision until after the Town Attorney's review. Martin explained that a delay means further delay of much needed grant funding, and requested Council's approval to sign the contract pending the attorney's approval.

12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation, as described in the League of Arizona Cities and Towns Legislative Bulletins Issues #2 through #17. These bulletins are available at the Clerk's Office and on the web at http://www.azleague.org/.** Staff Resource: Russ Martin
Council took no action on this item.

Martin explained that the Transaction Privilege Tax (TPT) moved forward and that the Senate put out the budget yesterday. He reported that the use-tax for construction would be a standard percentage for contractors, but that it was a confusing discussion. He stated that we will get the construction tax, but until June 19th or July, he is unsure how it will affect the Town financially.

13. **Call to the Public for items not on the agenda.**
There was no public input.

14. **Manager/Staff Report**
Martin reminded the staff of the Friday budget session, asking them to arrive prepared to discuss disagreements with the budget recommendations upfront so that they can focus the majority of the discussion on CIP projects. He distributed copies of his CIP recommendations to the Council.

Mayor Burnside made clear that no votes occur during Work Sessions.

15. **Adjournment**
On a motion by German, seconded by Jones, the meeting was adjourned at 7:57 p.m.

6-5-13

Bob Burnside, Mayor

Saepyol Chae Warren

Saepyol Warren, 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 May 15, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6 day of June, 2013.

Deborah Barber

Deborah Barber, Town Clerk