

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, SEPTEMBER 21, 2011
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 Buchanan, George, Whatley, Baker and German were present.

Also Present: Town Manager Russ Martin, Public Works Director Ron Long, Community Development Director Mike Jenkins, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Whatley.

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 – September 7, 2011
 - b) **Set Next Meeting, Date and Time:**
 - 1) September 28, 2011 at 6:30 p.m. – Council Hears Planning & Zoning Matters– **CANCELLED**
 - 2) October 5, 2011 at 6:30 p.m. – Regular Session
 - 3) October 19, 2011 at 6:30 p.m. – Regular Session
 - 4) October 26, 2011 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible approval of the renewal of the lease agreement with Dr. Proper for the continued use of his building as an Animal Control/Shelter facility.** Staff Resource: David R. Smith
 - d) **Possible approval of the purchase of two uninterruptible power supplies (UPS) battery backup systems at a cost of \$11,990 for the traffic signal at Finnie Flat Rd. and Cliffs Pkwy and at Finnie Flat & Montezuma Castle Highway.** This is a budgeted item. Staff Resource: Ron Long
 - e) **Possible approval of Resolution 2011-856, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting the “Save Arizona’s Forest Environment” (SAFE) Plan.** Staff Resource: Debbie Barber
 - f) **Possible approval of a Special Event Liquor License application for the Golden CobraCenter of Fitness, Inc. fundraiser to be held at Steve Coury on October 15, 2011 from 11:00 a.m. to 11:00 p.m. The organization is raising funds for a trip to participate in the West Coast Classic in California.** Staff Resource: Debbie Barber

On a motion by Baker, seconded by Buchanan, the Consent Agenda was unanimously approved as presented, with the following changes: Item 4a) pulled; setting a Special Executive Session for September 28, 2011 at 5:30 p.m.; and Item 4e) pulled for further discussion.

Whatley requested that Item 4.a) Approval of the Minutes be pulled for discussion, commenting that language on Page 4 needs to be reworded.

Discussing Item 4.b), setting the next meeting, dates and time, it was agreed to schedule a Special Executive Session for water-related issues on September 28, 2011, at 5:30 p.m.

Buchanan requested that Item 4.e) be pulled for further discussion.

4.a) Approval of the Minutes

On a motion by Whatley, seconded by George, the Council unanimously approved Item 4.a), the Minutes of September 7, 2011, with the change discussed.

Whatley referred to Page 4, the last sentence of the paragraph at the top of the page stating, in part, "with the majority opposed to even more government bureaucracy." After Council discussion, it was agreed to revise that phrase to, "with the majority of the Council opposed to even more government bureaucracy pertaining to the Southwestern Willow Flycatcher."

4.e) Possible approval of Resolution 2011-856, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting the "Save Arizona's Forest Environment" (SAFE) Plan.

On a motion by Buchanan, seconded by Baker, the Council unanimously voted to schedule Item 4.e) for the meeting of October 5, 2011, Possible Approval of Resolution 2011-856, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting the "Save Arizona's Forest Environment" (SAFE) Plan, for further discussion and possible introduction from the public and other entities as to the validity or the necessity of this.

Buchanan said he had understood this item would be brought back to Council, allowing time for input from other interests, and set for a future meeting in October; further discussion should be delayed pending clarification. With input from Town Manager Martin, it was agreed that more information and participation will be solicited from other entities as well as the public, and submitted to Council for review prior to any final decision on this particular item.

5. Special Announcements & Presentations

❖ **Approval of the Proclamation declaring September 19 through 23, 2011 as "Senior Corps Week"**

Mayor Burnside announced and formally declared approval of the subject Proclamation.

❖ **Welcome to New Businesses:**

- Gaillard Enterprises – 1054 W. Hollamon, Camp Verde
- Keith's Sports Café – 522 Finnie Flat, Ste. G-2, Camp Verde
- Maui Maid, Inc. – 155 Montezuma Castle Hwy., Camp Verde
- Nomad Homes & Designs – Cottonwood
- Collingwood Pumps, Inc. – Cottonwood
- White Hills Winery dba "The Horn" – 348 S. Main St., #17, Camp Verde

Burnside read the list of new businesses, welcoming each of them to the Town of Camp Verde.

Buchanan then introduced his 89-year-old mother who is visiting from Illinois, along with his sister Diane, who were sitting in the audience.

6. Council Informational Reports.

Whatley reminded everyone of the Fort Verde Days Parade scheduled for October 8 at 10 a.m., and the upcoming Colonel's Daughter competition. The annual event featuring "Kingdom of the Spiders" will commence on October 29 at 3:30 p.m. Whatley reported on attending the 10th Anniversary of 9/11 at the Ramada, and the Volunteer Fair that enjoyed an excellent turnout.

Kovacovich said he attended the Pioneer Picnic, and thanked the Historical Society for their efforts in putting it together.

Baker said she attended the groundbreaking of the Copper Star Indoor Shooting Range that will be a great addition to the Verde Valley; she complimented the staff for their great job organizing the Volunteer Fair. Baker read aloud a letter received from a citizen commending the Public Works Department and the Maintenance and Grounds Crew on the excellent and consistent job they do in maintaining the fields and grounds in connection with the youth activities, and for all they do for the Town of Camp Verde.

German reported that she, too, participated in the groundbreaking for the Indoor Shooting Range, a fun affair. Also, the

American Legion 9/11 Memorial was a wonderful event; she also commented on the success of the Volunteer Fair last Thursday night, and the suggestions to hold it again from time to time.

Buchanan thanked staff for putting on the Volunteer Fair, and suggested that it might be a good idea to hold that event a couple of times a year; he added that because of the event, he was inspired to volunteer for the Verde Valley Care Givers.

Burnside also reported on attending the groundbreaking for the Indoor Shooting Range that will be opening soon; the 9/11 event was very good. He also went to the FFA Auction at the Middle School cafeteria that was a great turnout for the kids. Burnside described a wager he made through Bob Weir with Diane Joens of Cottonwood on the outcome of the football game between Camp Verde and Cottonwood, and the offer by Dan Brown to arrange for a couple of his youth groups to help monitor and maintain the Copper Canyon Trailhead on weekends. Burnside commented on the Pioneers Picnic, and the upcoming Cattlemen's Association Annual Barbecue on September 24.

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

(Comments from the following individuals are summarized.)

Justin Wirth again addressed the Council on the issue of supporting skateboarding events.

Linda Buchanan, a Board Member of the Verde Valley Leadership Organization, commented on the two-day retreat held this past weekend at the Jackpot Ranch to induct the new class members, at which time they made a two-year commitment to the program learning about leadership and network building; two of the new members are from Camp Verde. Ms. Buchanan added that the purpose of the organization is to inspire individuals to action.

There was no further public input.

8. **Update and discussion with the Town Consultant Don Zelechowski, CPA relative to the status of the Taxpayer Education Program that was designed to increase compliance with the Town's tax program; supplementary transaction privilege audits services to verify reporting; and consulting/education services for the Town. Staff Resource: Russ Martin**

There was no action taken.

Town Manager Martin explained that this item is an opportunity to be able to engage Mr. Zelechowski in any issues the Council may wish to address, adding that Mr. Zelechowski has been very instrumental in educating Town staff on different nuances of the Arizona tax code and laws, and it has been a good relationship.

Don Zelechowski presented a comprehensive overview of the results of his efforts on behalf of the Town in connection with increasing compliance with the Town tax program, enhancing revenue, and the progress made through his consulting and education services for the Town. He stressed his intent to do more work with taxpayer information letters and make more of a presence in Town in connection with taxpayer education. The Council briefly discussed with Mr. Zelechowski some of the information he had reviewed, including the tax revenue he has been successful in collecting since he was first employed by the Town.

9. **Presentation/training/discussion by Arizona Municipal Risk Retention Pool (AMRRP) Program Manager Ed Bantel relative to the Risk Retention Pool's insurance coverage and techniques for identifying, analyzing, transferring, diminishing, and/or avoiding risk exposures. Staff Resource: Carol Brown**

There was no action taken.

Martin pointed out that Item 10 will also be somewhat combined with this item; the loss control issues will be addressed in more general terms as far as the Risk Pool and how that operates. He added that this is another opportunity to get some understanding of who is working on behalf of the Town in connection with the premiums that are paid, to whom they are paid, and why; the intent is to keep the Council up to date on what is happening and to be able to get answers to

questions and understand the importance of maintaining insurance coverage.

The Arizona Municipal Risk Retention Pool Program (AMRRP) Manager Ed Bantel introduced himself and his co-worker, Nancy Green, the Loss Control Representative. Mr. Bantel then presented a Power Point overview of the insurance program, what was covered and what was not covered, special events, and some changes in the law since January 1st. Mr. Bantel reviewed the origin of the need for and development of Risk Retention Pools, noting that Camp Verde became the founding member of AMRRP. The new law regulating insurance certificates in connection with special events was reviewed and discussed in detail, as well as the availability of the fairly inexpensive Tenant User Liability Program.

10. **Presentation/training/discussion by Senior Loss Control Consultant Nancy Green from Arizona Municipal Risk Retention Pool (AMRRP) relative to the AMRRP loss control program.** Staff Resource: Carol Brown
There was no action taken.

(This Item 10 was addressed together with the presentation and discussion at Item 9.)

11. **Discussion, consideration, and possible approval of Resolution 2011-851, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting fees for Town services.** Staff Resource: Debbie Barber, Ron Long, Mike Jenkins, Judge Cipriano, Marshal David R. Smith, Gerry Laurito
There was no action taken.

The schedule of the proposed fees for Town services was reviewed and discussed page by page; the following areas will be further clarified or revised by staff as discussed, and as underlined:

Public Works:

Engineer's Cost Estimate Residential grading plan review (\$100 for entire submittal, including any plan revisions).

Finance Department: Change NOTE to state correctly the \$30.00 fee.

Parks and Recreation:

Pool Fees: (Keep daily fee of \$2.00 for Adults and \$1.50 for children.)

Electric and Ball Field Light Fee and Ball Field Lights: (Revise headings to clarify; add semicolon for Electric;

Park/Gazebo/Ramada, all classes per event.) Note: Add box for Long-Term Rentals. Consider season pass for Farmers Market (Seasonal Event).

Specialty Classes: (Add clarification that fee determined by the Instructor.)

Tent Lighting Fee: (Further clarify, consider generators, or eliminate.)

Community Development:

Zoning Clearance for Building Permits: (Manufactured Home/FBB – no charge shown; Jenkins will check with staff.)

Sprinkler System: (Clarify as Fire Suppression)

(Note: Complete sentence ending with "...adopted by the Town of Camp Verde through ? ")

Factory Built/Modular Building: (Staff to clarify the \$4.60 fee – per sq. ft., per cu. ft.?)

Concluding the review of the fees, it was suggested that the plumbing/electrical/mechanical fees on the new construction be consolidated under one permit, if possible. Baker said she believes that Camp Verde and other surrounding cities all follow the Uniform Building Code; therefore everyone should be on the same page when it comes to the inspections that are required. Baker added that she wanted to go on record to address what this Council and government can do for our businesses in this Town regarding some of the fees, and the cost of construction for starting businesses, whatever that entails. Jenkins said that the Town Manager has already directed looking into the fees imposed by the other communities; a report should be available within the next several weeks. Martin suggested that staff will bring back the proposed revisions and clarifications at the next meeting.

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

There was no public input.

13. **Manager/Staff Report**

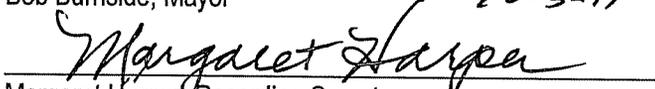
Martin said he again wanted to thank staff for the wonderful job on the Volunteer Fair, as well as volunteering their time to organize and hold it. Some good door prizes were distributed to deserving people; in the next couple of weeks an assessment of the event will be discussed, together with ideas on ways to improve and follow up on suggestions. Martin noted that on Monday the crew will be starting some oil on both sides of 17 on 260, and advised patience and caution for a few days.

14. **Adjournment**

On a motion by Baker, seconded by German, the meeting was adjourned at 8:57 p.m.



Bob Burnside, Mayor 10-5-11

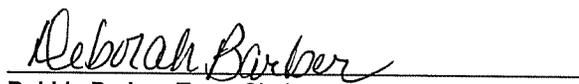


Margaret Harper, Recording Secretary

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 21st day of September 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6 day of October, 2011.



Debbie Barber, Town Clerk