MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, JUNE 22, 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

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Note: There were no Planning & Zoning Matters on this Agenda.

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, Buchanan, Baker and German were present;

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

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

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 – June 1, 2011
      2) Executive Session – June 1, 2011
      3) Council Hears Planning & Zoning Matters – May 25, 2011
   b) **Set Next Meeting, Date and Time:**
      1) July 6, 2011 at 6:30 p.m. – Regular Session
      2) July 20, 2011 at 6:30 p.m. – Regular Session
      3) July 27, 2011 at 6:30 p.m. – Council Hears Planning & Zoning Matters
   c) **Possible approval of the Intergovernmental Agreement with Yavapai County Office of Emergency Management, reappointing David R. Smith as the Town's Emergency Management Coordinator, and authorization to pay $4,675 for FY 2011/12 pursuant to the IGA.** This is a budgeted item. Staff Resource: Debbie Barber
   d) **Possible approval of Ordinance 2011-A377, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona consenting and advising the Mayor to execute all documents necessary to accept and consummate the donation of .70 acres, a portion of parcel 403-22-029N from Beta Ventures, LLC to the Town of Camp Verde.** Staff Resource: Ron Long
   e) **P ossible approval of Memorandum of Understanding with Northern Arizona Council of Governments to continue administration of the Voucher Transit System for FY 2011/12.** Staff Resource: Ron Long

   On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.

5. **Special Announcements & Presentations –**
   - **Welcome to New Businesses**
     - **Rags Roofing, LLC – Clarkdale**
     - **Kneadleworks – Camp Verde**
     - **Nitehawk Ventures, LLC – Camp Verde**
     - **West Lands Productions, LLC – Clarkdale**
     - **Wilson & Son, LLC – Camp Verde**
     - **Complete Mobile Home Service – Chandler**
     - **MD Electric, LLC – Camp Verde**
     - **Herman's Builders – Flagstaff**

❖ **The Tradesman – Cornville**

Mayor Burnside read the names of the new businesses as listed, welcoming them to Camp Verde.

6. **Council Informational Reports.**

Whatley reported that she attended the Water Advisory Committee meeting on the new model they have developed which they hope to educate everyone on how it was created in order to understand the data that will be provided.

George said he had attended the last Work Session using the new technology for a video conference call, and commented on the difficulty of hearing what was being said because of insufficient microphones in place; the audio produced was also difficult to hear. George suggested that everyone be more aware of speaking directly into microphones during meetings, and at future Work Sessions to move the microphones around to whoever is speaking.

Buchanan reported that he had attended the last meeting of the Chamber of Commerce Board, and had inadvertently arrived at an earlier time than the liaison was supposed to arrive. He was allowed to remain and found that there was pertinent information in that first period that would be helpful; he suggested that the Chamber be requested to allow the liaison to attend their full meetings.

Baker said she had attended the Verde Valley Regional Economic organization; it is represented by a number of communities around the Valley. Baker added that she looks forward to participating in that organization and that it will be very helpful for Camp Verde. She also attended the Verde River Basin partnership meeting on their model; it was very interesting and well attended.

Burnside first apologized that he had not filled in for Whatley at the Sanitary District meeting; at the Farmers' Market a lady asked if the Town could renovate the Camp Verde sign on the Ramada; Kala Pearson, representing the group concerned with the Beaver Creek golf course, left a phone message asking Burnside to announce that volunteers are needed to help work on the course. Burnside requested the Town Manager to follow up on the suggestion that Buchanan made regarding the liaison attendance at the Chamber meetings.

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

(Comments from the following individual are summarized.)

Elaine Bremner, speaking on behalf of the Verde Valley Senior Center in Cottonwood, described in detail the many valuable and crucial services and activities that are available to senior citizens of all the surrounding communities, the increasing inability of many to help with funding through their small donations, and the need to make sure that no one suffers for lack of help and attention to their needs. Ms. Bremner said she hoped that the Council would consider contributing additional funding for the Verde Valley Senior Center in this upcoming Fiscal Year 2011-2012. She concluded her presentation with the comment that, "It is hard to understand how a cemetery raised its burial plots and blamed it on the cost of living."

There was no further public input.

8. **Discussion, consideration, and possible appointment of a member to the Planning & Zoning Commission to replace Alan Buchanan. The term of the appointment ends January 2012. One application was received from Mr. Greg Blue.** Staff Resource: Debbie Barber

On a motion by Whatley, seconded by German, the Council voted unanimously to appoint Greg Blue to the Planning & Zoning Commission for the term that expires January 2012.

Town Clerk Barber commented that only one application had been received in connection with replacing Alan Buchanan on the Planning & Zoning Commission; Greg Blue is present to answer any questions the Council might have. Burnside said that it was unfortunate that the application from Norma Garrison had not been received because of some technical difficulties; Barber replied that she had offered to assist Ms. Garrison, but there was no follow-up. Councilor German expressed her belief that Greg Blue would be a good addition to the P&Z Commission, and she hoped that he would reapply at the end of the existing short term, if appointed. Councilor Whatley commented that even if more applicants had

applied, Mr. Blue would probably have prevailed; he had faithfully attended all of the Code re-write meetings, and he has "walked the walk."

Greg Blue explained that the reason he wanted to apply was because of the Manager, the Council, the staff and Chairpersons with P&Z committees and their demonstrated willingness to work together, especially after the Town Manager came on board and staff got involved, all of which prompted his desire to serve the Town.

There was no public input.

9. **Discussion, consideration, and possible approval of Resolution 2011-848, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving and adopting an intergovernmental agreement (IGA) with the Town of Camp Verde and the Arizona State Parks Board ("BOARD') allowing the Town to provide funding in the amount of $75,000 for Fort Verde State Historic Park ("PARK") in order to support the operations of the Park from July 1, 2011 through June 30, 2012.** Staff Resource: Russ Martin
On a motion by George, seconded by Baker, the Council unanimously approved Resolution 2011-848, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving and adopting an intergovernmental agreement (IGA) with the Town of Camp Verde and the Arizona State Parks Board ("BOARD') allowing the Town to provide funding in the amount of $75,000 for Fort Verde State Historic Park ("PARK") in order to support the operations of the Park from July 1, 2011 through June 30, 2012.

Town Manager Martin noted that Rick Knotts, the Regional Manager over Fort Verde State Park, was present and he would be available to speak, if the Council would like him to. Martin explained that the proposed agreement was the result of negotiations over the last few months; he added that he is not sure that it will be good, bad, overwhelming, but the current situation is one that cannot be continued, given the financial condition of the Town as well as the State. The intent is to try to find a better way to move forward and keep the valuable asset for the community open. The Attorney General has given a thumbs-up; it is a go, if it is a go for the Town as well. There will be some training for staff to help out as necessary, and there is still a very huge need for volunteers.

Rick Knotts spoke briefly on behalf of the Executive Director, Ms. Ball, to thank the Town for its past support; they look forward to continued support this year. The agreement is something that he believes can be made to work, and it is imperative to keep the Fort open. Not only is it an historic treasure, it is also a tourism engine for the economy. He hopes the agreement is a win-win for the community.

Burnside thanked Mr. Knotts for attending the meeting; other members expressed their enthusiasm for the plan for the Park. Martin responded to a question about utilizing Town staff, explaining how and when they would be used as needed, not only being trained to help at the Fort, but by addressing some of the issues from their desks. Councilor George suggested that it might be a good idea to have the Historical Society and the Hance House open on the same days as the Fort. Burnside, personally and on behalf of the Council, thanked Martin for his creative solution that benefits the State Parks, the Town, and the entire community.

10. **Discussion, consideration, and possible approval of the following:**
   a. Services agreement effective July 1, 2011 through June 30, 2012 between the Town and the Camp Verde Chamber of Commerce; and
   b. A lease agreement for the Town to provide a facility for the Chamber of Commerce (at a nominal rental fee of $1.00) per annum parking areas located at 385 S. Main Street beginning July 1, 2011, with an 18-month cancellation notice; and
   c. FY 11/12, 12-month funding to the Chamber for 1) Town of Camp Verde Visitor Center operations in the amount of $55,000 and 2) Tourism promotion and marketing Camp Verde as a destination in the amount of $25,000.

On a motion by Burnside, seconded by Kovacovich, the Council unanimously approved the Services Agreement effective July 1, 2011 through June 30, 2012; and the Lease Agreement for the Town to provide a facility for the Chamber of Commerce, as submitted in the agenda packet.

Martin noted that Tracie Schimikowsky was present to answer questions from the Chamber's point of view. Some last-minute changes had been made by the Town Attorney, but essentially the agreements represent the discussions between the Town and the Chamber over the last several months. The Chamber is the Town's contractor that provides the services for the Visitor's Center, as provided in the first agreement. The proposed lease agreement allows them to occupy the facility and assume the expenses to keep it open. The third item is the promotional budget that has been included in FY 2011-12. There was no further discussion.

There was no public input.

Mayor Burnside requested the following item:

11. **Discussion, consideration, and possible approval of Challenge Cost Share Agreement between the Town of Camp Verde and the USDA, Forest Service, Prescott National Forest for the development of a multi-use trailhead in Copper Canyon on the Verde Ranger District. The agreement authorizes the participant match from the Town of Camp Verde consisting of donated labor, equipment use, and materials and funding for a kiosk. The Town will work with the donors on certain phases of the survey and construction of the site as identified in the U.S. Forest Service's contract solicitation package.**
On a motion by German, seconded by Baker, the Council unanimously authorized the Mayor to execute the Challenge Cost Share Agreement with the USDA, Forest Service, Prescott National Forest to complete the Copper Canyon Trailhead project.

Burnside said that the history of the project is familiar to all; it is now ready to go out to bid. Burnside added that he and Tom Palmer have been working on the project for some time, including getting it through the Government, and it is now to the point where it can be completed.

Tom Palmer, from the Prescott National Forest, said he came to the meeting to show support, and was available to answer questions that the Council might have. The members discussed the agreement with Mr. Palmer, including the question of appearing to commit Town staff to supervising volunteers, the question of financial accounting, and commitment by the Town for funding of the project as it completed. Mr. Palmer explained that the only cash donation billing to the Town will be for the $1,000 already on hand that was donated by the Verde Valley Horsemen. The contact with Town staff working with the Forest Service and the volunteers scheduling the work on the ground is crucial; that is the major commitment, and Mr. Palmer does not see that as a huge commitment of time. It was also noted that the Forest Service will be getting a grant from the State and will be paying for the project up front. The total actual donations amount to approximately $31,000; no funds will come from the Town's pockets.

There was no public input.

12. **Discussion, consideration, and possible direction to the Manager to prepare and submit the 2011 Arizona Municipal Risk Retention Pool Election Ballot for three (3) members to serve on the Board of Trustees. The candidates for election are Duane Blumberg, Sahuarita Council Member; Sedona Assistant Manager Alison Zelms; Florence Town Attorney James Mannato; Pinetop-Lakeside Manager Kelly Udall; Goodyear Risk Manager Dean Coughenour, and Safford Manager David Kincaid**. Staff Resource: Russ Martin
The Town Manager was directed to prepare and submit the 2011 Arizona Municipal Risk Retention Pool Election Ballot for three (3) members to serve on the Board of Trustees, as follows: **Duane Blumberg**, Sahuarita Council Member; **Alison Zelms**, Sedona Assistant Manager; and Goodyear Risk Manager **Dean Coughenour**.

Martin commented that he was not very familiar with the candidates, and he would look to the Council members for their recommendation after discussion and selection of three candidates and direction to prepare the ballot. After discussion and input from the individual members, a poll was taken that indicated a majority preference for Duane Blumberg, Alison Zelms and Dean Coughenour, and action was taken accordingly.

13. **Discussion, consideration, and possible approval of Resolution 2011-847, a resolution of the Mayor and Common**

Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Town of Camp Verde Housing Rehabilitation Program Guidelines, as revised. Staff Resource: Debbie Barber
On a motion by Baker, seconded by German, the Council unanimously approved Resolution 2011-847, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Town of Camp Verde Housing Rehabilitation Program Guidelines, as revised.

Barber explained that the Town had received a $100,000 grant from the Department of Housing for the owner-occupied housing rehabilitation program; one of the stipulations for receiving the grant was that the Town was to update the Housing Program Guidelines which was last updated in 2008. Barber said she has prepared the update, and she reviewed the changes that had been made and suggested. During the discussion, Buchanan pointed out a conflict between two separate references to the number of members to serve as the Loan Committee, and one suggestion was made to include past members from the former Housing Commission. Barber cautioned against using citizens because of the confidential nature of the Loan Committee. That makeup of the Loan Committee was agreed upon after further consideration of the important function of that Committee and the need to maintain strict confidentiality.

It was ultimately agreed that the Loan Committee would consist of one Council member, and two staff members to be determined by the Town Manager.

14. **Call to the Public for items not on the agenda.**
(Comments from the following individual are summarized.)
Steve Goetting thanked the Council for its resolution and approval of the alcohol issues discussed; he gave updates on behalf of the Committee for Camp Verde Promotions on the upcoming Corn Fest, the Kingdom of the Spiders event scheduled in October; and the Pecan & Wine Festival scheduled for February 17, 18 and 19, 2012.

There was no further public input.

15. **Manager/Staff Report**
Martin announced that starting tomorrow and over the weekend, all the carpeting will be replaced; the new roof has been taken care of. Martin said that he will be gone on Monday, Tuesday, Wednesday and Thursday. He described the situation he had experienced today, resulting in damage to the new Expedition involving the catalytic converter and dry brush; he cautioned everyone to be aware of the dry conditions out there and to be careful that their vehicles are clear of any brush in order to avoid a dangerous situation.

16. **Adjournment**
On a motion by Baker, seconded by Whatley, the meeting was adjourned at 7:49 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 22nd day of June 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9 day of August, 2011.

Debbie Barber, Town Clerk