

4 a.1

**MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS  
WEDNESDAY, JULY 21, 2010  
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 Baker, Roulette, and German were present; Councilors Whatley and Garrison were absent.

**Also Present:** Acting Town Manager Dave Smith, Sr. Acct. Lisa Elliott, Town Clerk Debbie Barber, 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 – July 7, 2010
- 2) Special Session – July 7, 2010
- 3) Executive Session – July 7, 2010

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

- 1) July 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 2) August 4, 2010 at 6:30 p.m. – Regular Session
- 3) August 18, 2010 at 6:30 p.m. – Regular Session
- 4) August 25, 2010 at 4:00 p.m. – Council/Manager Retreat
- 5) August 25, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of a letter of support to the Small Business Administration as requested by Richard and LouAnn Patterson for a proposed indoor shooting and archery range to be located on Commonwealth Drive adjacent to the Yavapai County facilities.** Staff Resource: Mayor Burnside

d) **Possible award of bid to Cactus Transport, Inc., and authorization to execute the contract for Bid #10-081 "Supply & Delivery of Liquid Asphalt". The Town received one bid for this project.**

This is a budgeted item in HURF. Staff Resource: Ron Long

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented, deleting the meeting set for July 28, 2010.

There was a brief discussion regarding a request for a Work Session with the Chamber of Commerce; it was agreed to bring the issue back to set a date convenient to all parties. It was also noted that the July 28<sup>th</sup> meeting is canceled.

5. **Special Announcements & Presentations –**

- **Presentation of a Certificate of Appreciation to former Council Member John Reddell for his service on the Board of Adjustments. Mr. Reddell submitted his letter of resignation on July 13, 2010.** Staff Resource: Debbie Barber

Mayor Burnside commented on the service to the Town by John Reddell on not only the Board of Adjustments, but other important civic roles, and personally presented to Mr. Reddell the Certificate of Appreciation.

Burnside also announced that Gary Thompson is a new grandfather.

6. **Council Informational Reports.**

**Roulette** reported on his attendance at the Sanitary District meeting and a proposed lease that is being considered, depending on working out some details and the lessee obtaining the necessary permits; the Corn Fest was a blast.

**German** said she attended the Chamber Board meeting last Thursday; Tracie Schimikowsky will be giving a detailed report in her Quarterly Report; the Corn Fest was a wonderful event.

**Burnside** commented that he also enjoyed the Corn Fest, and hope it happens every year as more and more people and newspapers become involved.

7. **Call to the Public for Items not on the Agenda.**

**Howard Parrish** said that it has been a real privilege for him to serve with John Reddell who has helped this Town a lot. Parrish requested that the Highway Department be contacted to take care of the weeds causing a problem at the Black Bridge walkway. *Burnside requested Dave Smith to look into that request.*

There was no further public input.

8. **Discussion, consideration, and possible appointment of Michael Hough to the Board of Adjustments and Appeals to fill the vacancy created by the resignation of Wes Bonham. The term expires in January 2013.** Staff Resource: Debbie Barber

On a motion by German, seconded by Roulette, the Council voted unanimously to appoint Michael Hough to the Board of Adjustments and Appeals for the term expiring in January, 2013.

Town Clerk Barber said that two applications had been received; one applicant was not qualified. Burnside commented that Michael Hough has already served on the Council, the Planning & Zoning Commission, and other bodies, and is a really dedicated citizen.

9. **Quarterly reports/presentations to include possible discussion of the reports from the following:**

- **Board of Adjustments**
- **Planning and Zoning Commission**
- **Camp Verde Chamber of Commerce**

There was no action taken.

Jenna Owens presented the Quarterly Reports for the Board of Adjustments and the Planning & Zoning Commission on behalf of the respective Chairpersons who were unable to attend.

Tracie Schimikowsky distributed packets of publicity literature and brochures prepared by the Chamber of Commerce, and followed with a Power Point presentation on the Chamber's various advertising campaigns during the last quarter to promote tourism for Camp Verde.

10. **Discussion, consideration, and possible approval of the Consulting and Accounting Services Agreement with Lumbard & Associates, P.L.L.C. including the term of the agreement and professional liability insurance requirements.** This is a budgeted item in the General Fund. Staff Resource: Lisa Elliott

- **Council will review and possibly determine the length of the contract; and**
- **Possibly determine the Professional Liability Insurance limits requirement. The current requirement of \$1,000,000 per occurrence and \$2,000,000 aggregate will result in an additional \$1,200 annual premium costs that the Town will incur with this contract.**

On a motion by Baker, seconded by German, the Council **voted 4-1** to approve the Consulting and Accounting Services Agreement between the Town of Camp Verde and Lumbard & Associates, PLLC for the period of July 21, 2010 through the end of the Fiscal Year, requiring Professional Liability Insurance coverage in the amount of \$1,000,000 per occurrence and \$1,000,000 aggregate; **with Burnside opposed**.

Sr. Acct. Lisa Elliott said that at the June 2<sup>nd</sup> Council meeting, Lumbard & Associates were chosen to provide consulting services for the Finance Department, for which staff was directed to bring back an agreement. There are two issues remaining to be resolved; one, the agreement does not provide for a time frame, and, two, the decision on liability insurance coverage. The Town policy requires coverage in the amount of \$1,000,000 and \$2,000,000 aggregate. The consultant carries a \$1,000,000-\$1,000,000 policy and has stated that if the higher coverage is required, then the Town will be liable for the additional premium.

The Council discussed the issue of a time frame and generally agreed that renewing the contract on an annual basis would provide for a yearly review and comparison with other consulting firms regarding the performance of the consultant and the fees charged. It was suggested that, based on some current research by staff, it appears that the \$1,000,000-\$1,000,000 should be sufficient for the Town for the professional services the firm is proposing to provide. It was also suggested that the members consider including at a Retreat the issue of changing the Council Policies and Procedures to allow more flexibility in establishing insurance requirements. The members generally agreed with those suggestions. However, Burnside did not agree with lowering the insurance requirement for the consulting firm, since it would not be fair to the tax auditor who is required to provide the \$1,000,000-\$2,000,000. Burnside said he would prefer to address the insurance question at a Retreat in order to also clear up possible misinformation regarding events and get some true answers. He added that if the Council elects to allow the \$1,000,000-\$1,000,000 coverage for the financial consulting firm, then in all fairness the amount of coverage required from the tax auditor should be re-addressed.

11. **Discussion, consideration, and possible approval of Resolution 2010-815, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2010-2011 Budget".** Staff Resource: Lisa Elliott
- On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Resolution 2010-815, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2010-2011 Budget."

Elliott explained that following adoption of the Tentative Budget on June 23, the budget schedules were published on June 30 and July 7 as required by Arizona Revised Statutes, along with the public hearing held on July 14. The final step required by law is to adopt the Final Budget and declare that document a public record. At the adoption of the Tentative Budget, it was determined that there were a few minor changes and reallocations that needed to be done; it was also subsequently found that an additional bill for the Animal Shelter has come up. Staff will be coming to Council at a later date to request such reallocations to the Budget funding.

#### **PUBLIC INPUT**

There was no public input.

There was no further Council discussion; Burnside reminded the members that everyone has agreed that contingency money is for emergency purposes only.

12. **Discussion, consideration, and possible approval of the reallocation of budget appropriations in the amount of \$1,200 from the Human Resources Department Legal Services line item and \$1,000 from**

**the Human Resources Department Personnel line item to the Human Resources Department Training line item in the FY 2009-2010 Budget to allow for the payment of outstanding tuition reimbursement requests. There are two outstanding tuition reimbursement requests. There are no regulations prohibiting reallocation of budget appropriations after the end of the fiscal year. This is a budgeted item in the FY 09/10 budget. Staff Resource: David R. Smith**

On a motion by German, seconded by Baker, the Council unanimously approved the re-allocation of budget appropriations in the amounts of \$1,200 from the Human Resources Department Legal Services line item and \$1,000 from the Human Resources Department Personnel line item to the Human Resources Department Training line item in the FY2009-2010 Budget.

Acting Town Manager Smith advised the Council that all the monies in the training line item that is set up to reimburse employees for college course work had been either used or reallocated to other funding prior to receiving requests from two employees for reimbursement for classes they had completed. There are funds remaining in the FY 09/10 HR budget that may be reallocated to cover the two reimbursement requests. Smith confirmed that any course work to be undertaken by any employee must be pre-approved and pertinent to the position they hold in the Town.

13. **Discussion, consideration, and possible direction to the Mayor to support or oppose resolutions to be presented to the Resolution Committee for consideration at the Annual League of Arizona Cities and Towns conference on August 24, 2010. The following are summaries of resolutions that are recommended for approval by the League: 1. Protect and defend the Model City Tax Code; 2. Support reasonable state revenue reform; 3. Incorporation reform; 4. Prohibition of unfunded mandates; 5. Job creation and economic development; 6. Standardization of political signs; and 7. Transparency – allowing communities to publish official public notices on their websites. A full copy of the proposed resolutions packet is available on the Town's website at [www.cvaz.org](http://www.cvaz.org). You may also obtain a copy from the Clerk's Office. Staff Resource: Debbie Barber**
- The Mayor was directed to support the following resolutions to be presented to the Resolution Committee for consideration at the Annual League of Arizona Cities and Towns conference on August 24, 2010, identified by the numbers listed on the summary tables: **1, 7, 9, 11, 13, 15, 17, 19, 21, 22, 2-12, 6-10, plus all of the League recommendations.**

Barber said that this item is an event to be addressed each year; the proposed League Resolutions are submitted by their member communities for discussion and consideration at the August 24 Resolutions Committee Conference Meeting which Mayor Burnside will be attending on behalf of the Town. After Council review and decision to either support or oppose each resolution, Barber said she will provide the Mayor with notes of those decisions for his guidance in voting for or against a particular resolution. The members discussed the proposed legislation, arriving at a list of the resolutions on which there was agreement to either oppose or support, and directed the Mayor accordingly.

14. **Call to the Public for Items not on the Agenda.**  
Howard Parrish described how he picks up brochures from the Chamber of Commerce and leaves them with different hotels or motels whenever he is traveling out of state, and suggested that others consider doing likewise in order to use every opportunity to publicize Camp Verde.

There was no further public input.

15. **Advanced Approvals of Town Expenditures.**  
There were no advanced approvals.

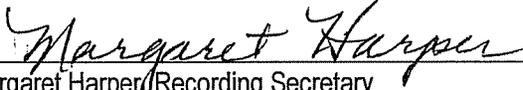
16. **Manager/Staff Report**  
Acting Town Manager Smith advised the Council that he will take a short vacation next week; he will be back to welcome the new Town Manager.

17. **Adjournment**

On a motion by Baker, seconded by German, the meeting was adjourned at 7:33 p.m.



Bob Burnside, Mayor

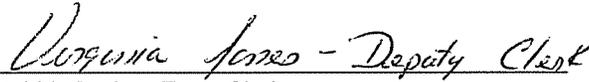


Margaret Harper, Recording Secretary

**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 21<sup>st</sup> day of July 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5<sup>th</sup> day of August, 2010.



~~Debbie Barber, Town Clerk~~ *Vj*