

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, JUNE 19, 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 German called the meeting to order at 6:30 pm.

2. **Roll Call**

Mayor German, Vice Mayor Baker, and Councilors Whatley, George, Gordon, Jones, and German were present.

Also Present

Town Manager Russ Martin, Finance Director Mike Showers, Marshal Nancy Gardner, Town Clerk Debbie Barber, and Recording Secretary Saepyo Warren.

3. **Pledge of Allegiance**

Mayor German 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:**

June 5, 2013 – Regular Session

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

- 1) Friday, June 21, 2013 at 9:00 a.m. – Council Retreat
- 2) June 26, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 3) July 3, 2013 at 6:30 p.m. – Regular Session
- 4) July 17, 2013 at 6:30 p.m. – Regular Session
- 5) July 24, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of an application of Acquisition of Control for the Maverick convenience store located at 54 W. Finnie Flat Road, Camp Verde. This is a change in ownership of the existing license. Staff Resource: Debbie Barber**

d) **Possible approval of an Emergency Management Intergovernmental Agreement with Yavapai County Office of Emergency Management for emergency services to include a fee of \$4,675 from the FY 2013/14 Budget for these services and appointing Marshal Nancy Gardner as the Emergency Management Coordinator for the Town of Camp Verde. Staff Resource: Nancy Gardner**

e) **Possible approval of Intergovernmental Agreements with Town of Clarkdale and the Town of Jerome for dispatching services provided by Camp Verde Marshal's Office. Each community will pay an annual fee to the Town for dispatching services. Staff Resource: Nancy Gardner**

On a motion by Baker, seconded by German, the Council unanimously voted to approve the Consent Agenda, as presented.

5. **Special Announcements & Presentations -**

• **CVMO Presentations:**

- ✓ **Presentation of Certificates of Commendation to Motor Officer Russ Grover, SWAT Officer Steve McClure, and K9 Officer Jeff Bowers for completion of the intensive training for these positions.**
- ✓ **Presentation of a plaque to the motor instructor.**
- ✓ **Display of new Tahoe and presentation of plaque to Reserve Officer Gary Newton for being instrumental in outfitting the new Tahoe's.**

Marshal Gardner asked instructors Ray Hardyman and Officer Roger Scarim to present highlights of the motorcycle training. This difficult course has a 50% attrition rate and includes 1500 hours of motorcycle riding, with technical courses to navigate at immense speeds. They presented a certificate to Motor Officer Russ Grover for completing this course.

Marshal Gardner recognized Ray Hardyman with a plaque for his service as the motor instructor.

K9 Officer Jeff Bowers introduced his new police dog "Claymore." Marshal Gardner presented a plaque to Officer Bowers for completing the nine week K9 Officer course in Tucson. Steve McClure received a plaque for completing the 80 hour SWAT training and becoming a member of the regional SWAT team for the Verde Valley. Marshal Gardner presented a plaque to Reserve Officer Gary Newton for his role in acquiring the new vehicles for the department.

Mayor German called for a short recess at 6:40 pm to view the new fleet and reconvened at 6:55 pm. Marshal Gardner thanked Town Manager Russ Martin and Council for their support. Mayor German thanked Marshal Gardner for her vision.

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

Elaine Bremner Executive Director of Verde Valley Senior Center in Cottonwood requested a \$5,000 increase in funding to account for increases in operational costs. The Senior Center provides the following services: Meals on Wheels, community dining, social activities, educational programs, health & wellness classes, legal advocacy, veterans counseling, tax preparation for ages 60+, and has been meeting the needs of home-bound elderly in the surrounding areas for many years. Camp Verde Meals on Wheels clients have increased from 26 to 56, and 150 people visit their facility regularly. Expenses included: food cost, packaging materials, gasoline prices, insurance, driver, food staff, hot bags, meeting all food safety criteria, and level one finger-printing for drivers. The Verde Valley Senior Center operates largely with a volunteer staff, fundraises 80% of her budget, and has asked every church and Council for help. NACOG has just cut their funding by \$12,000 and she assured that her costs well exceed the \$5,000 more she requests.

Whatley asked if Council could address this at a later time before the budget is written in stone.

7. **Sedona Recycles Director of Education and Community Outreach Alex Rovang will update Council on Camp Verde's Recycling Program and the associated costs.**

Alex Rovang requested funding in order to keep services free for the public, with an offer to meet the Town halfway. Rovang stated he would check with Director Jill McCutcheon for exact numbers, but suggested \$1,000 monthly and \$12,000 annually for the popular program. Rovang presented local recycling history, operations, and general recycling facts to Council. Rovang stated Sedona Recycles has recycling locations at Outpost Mall and Apache Trail, and keep services "egalitarian" by not offering curbside pick-up. Camp Verde recycled 370 tons of materials in 2012 and it steadily increases usage. They are unique for: being one the of the only places in the Southwest that recycles Styrofoam which comprises 30% of waste; for boasting a 98% recycle rate through the clean multi-stream method compared to the 20% - 70% average of other services; and for staying on the cutting edge of technology and innovation to recycle the 5% of difficult materials to recycle such as wax boxes. They recycle, fix, or resell electronics and accept ink cartridges and batteries, believing that "nothing should be thrown away." The reselling of materials covers only gross wages. They are a local employer, with many employees from Rainbow Acres, a partnership with YES the Ark, and a business that turns out-of-state cash into in-state revenue. He stated that recycling services should be seen on par with the library and the humane society, as a necessary and invaluable part of community infrastructure.

Town Manager Russ Martin recalled that the Town previously had budgeted \$600 monthly and recommended that Sedona Recycles use the media to publicize that they are a nonprofit operation.

Council member George requested this Agenda item come back for a motion and shared that his part-time job entails cleaning beaches and boasted of T-shirts made of recycled plastic. Whatley expressed that she too is committed to keeping recycling accessible in Camp Verde and was impressed with the cleanliness of the Bashas' recycling site.

Mayor German recommended asking Director Jill McCutcheon to join the Council meetings in March or April at the start of the budget process next year.

8. **Discussion, consideration, and possible approval of Resolution 2013-895, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting fees for Town services for FY 2013/14 and superseding Resolution 2012-864.** Staff Resource: Department Heads

On a motion by George, seconded by Baker, the Council unanimously voted to approve Resolution 2013-895, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting fees for Town services for FY 2013/14 and superseding Resolution 2012-864, with the exceptions that the pool fees take affect after this season, the children's pool fees remain the same, and the sewer fees be removed.

Martin explained the Resolution includes slight fee changes, projected increases for the pool, and changes for room rates. He recommended the pool's increased fees go into effect after this pool season.

9. **Discussion, consideration, and possible approval of additions to the Position, Classification, and Salary Plan to include Waste Water Operators I & II, Wastewater Manager, Public Works Analyst, and Plans Examiner.** Staff Resource: Russ Martin

On a motion by Whatley, seconded by George, Council voted 5 to 2 to approve additions to the Position, Classification, and Salary Plan to include Waste Water Operators I & II, Wastewater Manager, Public Works Analyst, and Plans Examiner; with the exceptions to delete the portion of the Public Works Analyst's job description which states "implements disciplinary and termination processes as necessary," and to add under "Physical Demands / Work Environment" the statement "may include occasional visits to job sites with exposure to job sites' and outdoor conditions."

Vice Mayor Baker explained that her reason for voting against the Resolution was the fact that the department has already had other new positions added to it.

Martin explained that the salaries reflect the ranges that fit the job descriptions. The Town currently has an Administrative assistant who would be promoted to Public Works Analyst. The Building Inspector currently has responsibilities as Plans Examiner. The Permit Technician position, which they are advertising for now, could take on Plans Examiner work.

Martin explained that it is best to leave the requirement that certifications be acquired within one year, because it keeps wages lower, allows the opportunity to train the person from beginning to end, and allows the Town flexibility.

German clarified that the Permit Technician, after training, would then become the Plans Examiner. Martin affirmed that to be the case, but said he hoped to find someone already with Plans Examiner experience.

Council discussed the portion of the Public Works Analyst job description that authorizes "disciplinary action" and agreed it does not accord with administrative nature of the position, but that such authority should lie solely with the department head. Martin replied that it is helpful for operating efficiency when immediate supervisors have that power and explained that the position requires technical knowledge of contracts, budgets, and business acumen, different than typical administrative positions.

Martin informed Council that Former Mayor Burnside recommended amending the job description to "may include occasional visits to job sites with exposure to job sites and outdoor conditions" so that that any injuries can be covered under workman's compensation.

10. **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. These bulletins are available at the Clerk's Office and on the web at <http://www.azleague.org/>. Staff Resource: Russ Martin**

Martin reported on TPT auditing procedures, a new sales tax in 2015, and a one-stop shop online tax-paying site. Martin explained that the legislature amended the bill regarding consolidated elections allowing for the lengthening of terms for Council, stating that this Council will serve through the fall of 2016 This will be the last legislative report.

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

12. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

George attended the Transportation Coordination Committee meeting and distributed a Transportation Network Guide, for people who need transport to doctors' appointments.

Gordon enjoyed the Council's trip to Out of Africa and riding the zipline.

Mayor German attended the Water Advisory Council and viewed close-ups of the Doce fire's destruction of nearly 7000 acres by Williamson valley.

13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

Martin asked the Council to be prepared by 9:00 am Friday to explore and express ideas. He reminded Council of the Planning and Zoning Wednesday the 26th, and stated that he would try to cancel the July 3rd Regular Session meeting to allow time with family for the holiday.

14. **Adjournment**
On a motion by German, seconded by Baker, Council unanimously voted to adjourn the meeting at 8:23pm.



Charles German, Mayor



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 June 19, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 22 day of July, 2013.



Deborah Barber, Town Clerk