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**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MARCH 3, 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 Whatley, Garrison, Baker, Roulette and German were present.

Also Present: Town Manager Michael Scannell, Town Marshal Dave Smith, 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 – February 17, 2010
- 2) Executive Session – February 17, 2010 (Recorded)
- 3) Special Session – February 17, 2010
- 4) Special Session – February 10, 2010
- 5) Executive Session – February 10, 2010 (Recorded)

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

- 1) March 17, 2010 at 6:30 p.m. – Regular Session
- 2) March 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 3) April 7, 2010 at 6:30 p.m. – Regular Session
- 4) April 21, 2010 at 6:30 p.m. – Regular Session
- 5) April 28, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

On a motion by Burnside, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the addition of a Special Session set for Wednesday, March 24, 2010, commencing at 6:00 p.m..

Whatley requested that a Special Session be scheduled for March 10th to address solutions to the Budget issues discussed at the meeting last week. During the initial discussion of the request, the majority of the Council indicated agreement with that request. However, after further discussion it was agreed that a Special session will be set for March 24, 2010 at 6:00 p.m. instead, to include the issues on the proposed agenda provided by Garrison and Whatley prior to the meeting, an update sheet of the financial data called for, and an exit interview with the Town Manager. Additional agenda items may be added, if requested in the interim.

5. **Special Announcements & Presentations**

There were no announcements or presentations.

6. **Council Informational Reports.**

Whatley said that she had attended the Intergovernmental meeting in Jerome; water issues were discussed as well as the new agreement with SRP.

Garrison reported on several meetings including the NACOG Economic Development Committee; a copy of the strategy document prepared on a fast track will be given to the Town Clerk for information to all. The financial reports presented by the towns and cities present a bleak picture for this coming year; NACOG has predicted that the following year will be critical and no immediate relief is in sight. Garrison also reported on the Intergovernmental meeting in Jerome, and the water issue involving years to come.

Burnside commented on his meeting with Scannell and Harkness of CCCVL; the media publicity on State Parks is growing. At the SRP meeting, Burnside asked if SRP would just back off of the Verde Valley because of the current economy; no answer was forthcoming.

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

(Comments from the following individuals are summarized.)

Greg Blue requested that Council reconsider reinstating Marvin Buckel to his position with the Roads Department; he feels the move was handled very poorly. Mr. Blue added that in his research throughout the community and other governments he has heard nothing negative about Buckel who is highly respected. If there was a problem it could have been handled differently.

Howard Parrish said he found that the new telephone books totally overlook Camp Verde among the towns listed on the first page directory. The White Mountain Sheriff's Posse will be here on April 23rd; tickets will be available.

Linda German offered a paraphrase of a statement made by the Mayor on the radio regarding the resignation of the Town Manager that seemed to indicate that the he and members of the Council may not know what their elected role is in Town government. The Council is elected to set Town policy, not to manage Town government. If the members do not understand their role, perhaps they should consider resigning the office. The Town Council running the Town is not an option.

Irene Peoble said that the Town is losing a very competent Town Manager, and Ms. Elliott is very smart and knows her stuff. With Scannell there was the feeling that the "good ol' boy" network was no longer a standard; any complaint was taken care of fairly regardless of one's name or length of residence. Scannell is respected by the employees; the new manager will need to be able to work with the Yavapai-Apache Nation and be able to stand up against a very strong, assertive Council to protect the Town from Code violations or illegal actions. Ms. Peoble recommended working with the League of Cities & Towns to recruit a new Manager. The Denim & Lace auction is set for April 10, 2010.

There was no further public input.

8. **Presentation by John Neville, (LEED Consultant to Architect Joel Westervelt), followed by discussion, consideration, and possible approval of one of the following contract options for the remodel of Rio Verde Plaza:** (Note: Council previously approved budget reappropriations in the amount of \$129,000 for this activity.)

- **Option A: For basic services as outlined in Section 11.5 of the contract, including the consulting services of John Neville, LEED Consultant. The total basic compensation for Option A (Green Technology) is \$86,100.**
- **Option B: For basic services as outlined in Section 11.5 of the contract (WITHOUT Green Technology consulting services). The total basic compensation for Option B is \$67,850.**

On a motion by Burnside, seconded by German, the Council unanimously accepted Option A: For basic services as outlined in Section 11.5 of the contract, including the consulting services of John Neville, LEED Consultant; the total compensation for Option A (Green Technology) is \$86,100.

Scannell reviewed the recent decision of the Council to engage Architect Westervelt in connection with the remodel of the subject building. Scannell commented that the Town now has an opportunity to set a standard of good leadership by electing to incorporate green technology into the project, resulting in an energy efficient building.

John Neville, the Leadership in Energy and Environmental Design (LEED) Consultant to Mr. Westervelt, gave a presentation on the merits of employing green technology, with input from Westervelt. Mr. Neville stated that in addition to the direct impact of that technology on the building itself, there would be the impact for future development of the community through the Town setting the standard. Mr. Neville explained that LEED, in essence, is all about using the available resources to the optimum extent, and cited some studies of government buildings that have shown an average reduction of energy use by 25%. Mr. Neville detailed examples of ways to reduce energy consumption as part of the remodel project, tax incentives, and the benefit of producing a "healthy" building. Because of the small size of the project, going green is estimated to cost perhaps 20% more. There was some discussion about the cost of work on the project following the completion of the architectural design, as well as financing options. During a discussion of possible negotiation of project costs, Mr. Westervelt confirmed that he would be taking all possible steps to reduce the overall expense, and in particular agreed to adjust the contract regarding the reimbursables and change orders.

9. **Possible approval of Resolution 2010-806, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving and adopting the Intergovernmental Agreement between the Town of Camp Verde and the Arizona State Parks Board allowing the Town to provide funding of \$105,000 for Fort Verde State Historic Park in order to support the operations of the Park from March 30, 2010 to March 29, 2011 and approval of the budget reappropriation of \$26,250 from the Contingency Fund to the Arizona State Parks – Fort Verde Line Item to fund the operations through June 30, 2010. \$26,250 is unbudgeted, with the remaining balance to be included in the FY 10/11 budget. Staff Resource: Michael Scannell**

On a motion by Baker, seconded by Garrison, the Council unanimously approved Resolution 2010-806, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting the Intergovernmental Agreement (IGA) between the Town of Camp Verde (Town) and the Arizona State Parks Board (Board) allowing the Town to provide (1) Funding of \$105,000 for Fort Verde State Historic Park (Park) in order to support the operations of the Park from March 30, 2010 to March 29, 2011; and (2) Approval of the Budget re-appropriation of \$26,250 from the Contingency Fund (01-20-00-9999) to the Arizona State Parks – Fort Verde Line Item (01-20-17-7810) to fund the operations through June 30, 2010, with the changes so discussed.

Following the motion made by Baker, it was confirmed by Scannell that the change in Section 4.B on Page 3 of 8 to specify that the Town will be responsible for administering the volunteer program, not the Historical Society, will be incorporated into the document; also, the language the Capital Project list will be changed to read, "...within 30 days of execution of the document.." which gives sufficient time to sort out the projects and provide the referenced Exhibit B.

Introducing this item, Scannell referred to the proposed IGA between the Town and the Arizona State Parks Board that will result in the continued operation of the Fort Verde State Park despite the current austerity demands on the State and the Town. The IGA is a draft document for the purpose of discussion; the final version that will include suggested changes or additions will be brought to Council on March 17th well in advance of the March 29th cutover date for the funding assistance to be provided by the Town. Although the proposed Resolution calls for the amount of \$105,000, Scannell explained the funding arrangement that in essence continues to obligate the Town only for the previously estimated \$77,000. Scannell also commented on the significant contribution of the committed volunteer participation. The IGA contemplates renewals of one-year increments after the initial year, should the Council elect to do so.

Scannell explained that some changes to the document have been discussed with the State Contract Administrator, such as the reference on Page 3 of 8, Section 4.B, to the volunteer program being administered by the Camp Verde Historical Society. That is incorrect in that it would be a Town responsibility, working with a number of other entities including the Historical Society, and would involve approximately 10 hours a week of Town staff time. Also, on Page 3 of 8, Item B, Scannell will request that State Parks allow the Town to complete Exhibit B, the list of the Capital Projects, within 30 days of the execution of the document. It will be up to the State Parks to authorize which projects should be funded with the \$35,000 provided solely by them. Scannell distributed copies of a list of priority items that he prepared indicating projects identified by Park personnel, making up Exhibit B.

In response to a question on the issue of the Town holding events at the Fort, Scannell said that the IGA memorializes the offer of the Town to financially assist in keeping the Park open; however, it continues to be a State Park in every regard, administered by the State Parks Department. Arizona State Parks has a permit process that will allow people to hold events at the Fort. Scannell has also advised Senior Staff at State Parks that it would be fitting and proper for the Cavalry to return to Fort Verde and play a prominent role in the life of that Fort; Senior Staff has indicated agreement on working on an adjustment to the policy that will result in the Cavalry returning to the Fort and participating fully.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Steve Ayers, speaking on behalf of the Camp Verde Historical Society, thanked the Council for making the contribution to keep the Fort open, given the current state of the economy. He also thanked the Town Manager for his diligence in pursuing the IGA. As for the community getting involved, possibly with fundraisers, Mr. Ayers suggested that it might be appropriate to ask State Parks if that might be possible. He also commended Nancy Floyd for her work on organizing volunteers.

Nancy Floyd said that she has devoted over 200 hours since January 19th gathering volunteers, approximately 57 at this time; of that number there are 34 individuals signed up for the training and orientation session given by State Parks. Ms. Floyd added that it is critical that the Town have a liaison to interact with the volunteer program, Arizona State Parks and the Parks Manager. Ms. Floyd expressed concern about the "gentlemen's agreement" between Scannell and the Parks Board that is not a part of the IGA, and feels that there should be a firm commitment on the part of State Parks. There needs to be a partnership with a firm understanding of the programs and activities discussed.

Sheila Stubler, speaking as a Camp Verde resident, also thanked everyone for the work they have done on behalf of the Fort. She assured everyone that, as a resident, she will make certain that all the concerns expressed will be brought to the attention of the Park Manager. She said the Park is still planning on continuing the special events, and they are looking at ways to bring even more events to the Park. *There was a brief discussion between Ms. Stubler, Baker and Roulette regarding the Park Manager's authority, the special permit process, and whether some issues discussed should be put in writing as a part of the IGA; Stubler said it would not hurt to ask.*

Howard Parrish said that he has been a member of the Camp Verde Cavalry for 52 years; they are always looking for new members. He added that he hopes that with the Town helping to fund the Park, the community will have an equal say-so, or he questioned whether it would be run by the same bosses in Phoenix who have been running it all the time. As far as the Cavalry is concerned, they will have a meeting when the time comes, and will decide on participating.

Ron Brattain said he was speaking as the Honorable Judge George Washing Hance, which is the character he portrays at the Fort; he described his role in conducting a tour of the Park this morning for about 18 members of the Osher Lifelong Learning Institute, also known as OLLI. Mr. Brattain said he got positive feedback from them and believes they will be back again to go through the State Park. He also thanked the Town for keeping the Park going.

There was no further public input.

Scannell recommended that Council execute the Intergovernmental Agreement, and then direct staff to next contact State Parks with a request to amend the document in the following ways: Paragraph A to say what the Town would like about events; Paragraph b, what the Town would like it to say about the Cavalry; Paragraph C, D and E, to memorialize that understanding with State Parks. Scannell said he believes that the State Parks personnel are honorable people who will honor their commitment and will welcome the Cavalry back to the facility because they recognize the error of their ways. Scannell stressed the importance of communication between Ms. Stubler of the Park, her department head, the Town Manager, the Town liaison, and anyone else who has an interest in the matter, to make sure there is an effective, constant communication mechanism in place. There was a comment about the former group identified as Friends of the Fort; Councilor German volunteered to try to persuade a member of that group to have them once again participate; Scannell said he will be happy to also meet and talk with that individual.

A recess was called at 8:46 p.m.; the meeting was called back to order at 8:57 p.m.

10. Discussion, consideration, and possible approval of the Special Event Permitting Process and Handbook. Staff Resource: Debbie Barber

On a motion by German, seconded by Baker, the Council unanimously approved the Special Event Permitting Process and Handbook, with the corrections noted.

Corrections discussed included changing the requirement on Page 19 to "providing your "501(c)3 number" to "**providing proof of non-profit status**. On Page 12, in the second paragraph under Street Closure/Barricade, change the second line to read, in part, "...AND a licensed barricade company **may be required** to perform...."

Barber said that the subject document was the latest draft, and is brought to Council for final comments. As for the question of waiving fees, Barber explained that it will be necessary to prepare an ordinance specifically establishing that authority since it appears that the only fees that the Clerk can waive pursuant to the existing Code are business license fees. The Council discussed with Barber the subject of waiving fees, under what circumstances such decisions have been made, and the approximate amount that the Town had foregone, or lost as income by doing so. However, the tax income generated by visitors during the events was also noted. During the discussion there were suggestions made for specific changes, which are outlined in detail above.

Following the action taken, Barber was requested to prepare an ordinance regarding establishing the authority to waive fees in connection with events; she will bring a proposed ordinance back to Council for approval as soon as possible.

Mayor Burnside requested items 11, 12, & 13:

11. Discussion, consideration, and possible approval of/and authorization for the Mayor to sign a letter of opposition relative to House Bill 2512. The major impacts of this bill include the elimination of the option for municipalities to self-collect local taxes through a contracted service; elimination of local efficiencies that might be available through utilizing a contracted service to self-collect local taxes; and the elimination of the option to contract for an audit through a contingency fee basis. Staff Resource: Mayor Burnside

On a motion by Whatley, seconded by Kovacovich, the Council approved the subject letter opposing House Bill 2512, which impacts the collection of local taxes and authorize the Mayor to execute the letter.

During a brief discussion, it was agreed that it was important to protect the option of cities and towns to collect local taxes by opposing the subject House Bill, and to authorize the Mayor to send the proposed letter of opposition, a copy of which was included in the agenda packet.

12. Discussion of the process to be used in selecting candidates for the Town Manager position, followed by discussion, consideration, and possible direction to staff to begin the process. Discussion may include, but not be limited to using the

League of Cities and Towns, advertising, the internet, etc. Staff Resource: David R. Smith as HR Director

On a motion by German, seconded by Whatley, the Council unanimously directed staff to begin the process of selecting candidates to interview for the Town Manager position, using the League of Cities and Towns.

HR Director Smith said he would recommend the same recruitment process that was used the last time by contracting with the League of Cities and Towns. Smith outlined the thorough steps that are followed by that group to come up with a group of the best possible candidates to be interviewed by a Town committee including Council members, City Managers of other towns, and possibly members of the community, with the Council then interviewing a group of three and making the final selection. Smith reviewed other options for recruiting, but said he believes the best approach would be through the League from the standpoint of results obtained and a competitive financial outlay.

13. Discussion of the process that Council wishes to utilize in the selection and/or appointment of an Interim Town Manager. Discussion may include, but not be limited to using the League of Cities and Towns, other agencies, or selecting an existing staff member. Staff Resource: Mayor Burnside

On a motion by Roulette, seconded by Baker, the Council directed the HR Director to utilize the League of Cities and Towns to bring the Council at least three candidates for Interim Town Manager.

Burnside referred to the letter from an individual from the Range Riders who are retired managers who serve in a volunteer capacity to help cities and towns as needed. During the discussion it was suggested that the HR director request the League to recommend three individuals from the Range Riders to be interviewed for the position of an Interim Town Manager.

14. Call to the Public for Items not on the Agenda.
(Comments from the following individuals are summarized.)

Howard Parrish provided further details on the visit from the White Mountain Sheriff's Posse regarding the Pony Express mail around the middle of this month; the mail will have a special cancellation stamp to commemorate the event.

Nancy Floyd said she has enjoyed working with Mike Scannell, and she thanked all the Council members for their dedication and was impressed at the unanimous support given to motions made.

There was no further public input.

15. Advanced Approvals of Town Expenditures.

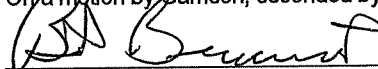
There were no advanced approvals.

16. Manager/Staff Report

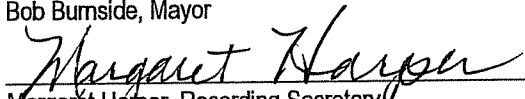
Scannell assured the Council that the Budget calendar that has been prepared will be met by the Finance Department; it is contemplated that all the targets will be hit. Staff fully intends to honor every entry in a timely fashion, meeting all the statutory requirements that exist for adoption of the budget. Scannell confirmed that Lisa Elliott is very capable; he will also be available by contract, at a 20% reduction in his usual compensation, to help with the process pending the arrival of an Interim Town Manager.

17. Adjournment

On a motion by Garrison, seconded by Kovacovich, the meeting was adjourned at 10:04 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 3rd day of March 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25 day of March, 2010.



Debbie Barber, Town Clerk