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**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, JUNE 2, 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, German and Roulette were present.

Also Present: Acting Town Manager Dave Smith, Public Works Director Ron Long, Sr. Acct. Lisa Elliott, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Kovacovich.

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 – May 19, 2010
- 2) Special/Work Session – May 19, 2010
- 3) Work Session – May 12, 2010
- 4) Executive Session – May 12, 2010
- 5) Special Session – March 24, 2010

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

- 1) June 2, 2010 at 6:30 p.m. – Regular Session
- 2) June 7, 2010 at 1:00 p.m. – Budget Work Session
- 3) June 8, 2010 at 1:00 p.m. – Budget Work Session
- 4) June 16, 2010 at 6:30 p.m. – Regular Session
- 5) June 23, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) **Possible approval of a letter of support for the Camp Verde Fire District's application for funding to USDA to construct a new fire station.** Staff Resource: Debbie Barber

d) **Possible authorization for the Magistrate Court to increase the Local Court Enhancement Fund by \$3,000 to cover the replacement costs of a new air conditioner.** This will be a budgeted item. Staff Resource: Magistrate Harry Cipriano

e) **Possible award of bid for Project 10-079, Town of Camp Verde energy Efficiency Retrofit Program to replace 9 air conditioning units on the Public Works building. The grant award for this project was \$91,150.97. The low bidder is Carrier Corporation with a bid amount of \$76,434.93. This is a budgeted item in the General Fund.** Staff Resource: Ron Long

On a motion by Kovacovich, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with Item 4.d) pulled.

Mayor Burnside requested that Item 4.d) be pulled.

4.d) Possible authorization for the Magistrate Court to increase the Local Court Enhancement Fund by \$3,000 to cover the replacement costs of a new air conditioner.

On a motion by Burnside, seconded by Roulette, the Council unanimously approved the Budget Reallocation of \$3,000 from the Housing Grant Fund – Local Revolving Loan Fund Expenses (18-50-00-9999), to the Magistrate's Special Revenue, Local Court Enhancement (05-60-68-7653)

Burnside said that Sr. Acct. Elliott had brought to Council's attention that this item cannot be approved as set forth on the Consent Agenda; Elliott suggested the correct motion that Burnside then made.

5. **Special Announcements & Presentations**

Burnside announced that the Town has received official notice that the Town was not awarded the SSP Grant and is proceeding with the Hollamon Street Improvement Project in the Regional CDBG application.

6. **Council Informational Reports.**

Whatley reported that she had attended the Sanitary District plant Open House event; it was extremely information, and she appreciated the opportunity to go out there. Whatley also attended the Intergovernmental Meeting at the YAN, and enjoyed a presentation on efforts to have the Upper Verde designated as Wild & Scenic; she has invited the presenter to make his presentation at a future Council meeting.

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

(Comments from the following individual are summarized.)

Irene Peoble said she has recently observed some conditions on properties that appear to be out of compliance; staff has informed her that unless a formal complaint from a neighbor is received there is nothing that can be done pursuant to the existing Code. Ms. Peoble suggested that the Council should look into this situation, since there also appear to be some dangerous conditions that exist

There was no further public input.

8. **Discussion, consideration and possible appointment of Murray J. Lichty to the Board of Adjustments and Appeals to fill a vacancy, the term expires January 2011.** Staff Resource: Debbie Barber

On a motion by Roulette, seconded by Baker, the Council voted unanimously to appoint Murray J. Lichty to the Board of Adjustments and Appeals for a term that will expire January 2011.

Town Clerk Barber said that the existing vacancy on the Board of Adjustments and Appeals was advertised; only one qualified applicant has volunteered, and he was present if the Council wished to address him.

Mr. Lichty said that he is a resident of Camp Verde, and had looked for a way to be of service to the community. He reviewed his background that he feels qualifies him to make decisions, both from the standpoint of those who follow the rules and those who break the rules.

Councilor German requested item #9:

9. **Discussion, consideration, and possible direction to staff relative to the proposed 1% sales tax increase measure on the ballot in November 2010. Discussion may include percentages, potential allocations, and proposed initiative currently underway.**

On a motion by Burnside, seconded by Garrison, the Council voted unanimously to postpone this agenda item until June 9th at 6:30 p.m.; the motion was made based on guidance from the Town Attorney.

Mayor Burnside announced the agenda item; Council Garrison stated that she had a Point of Order in that she does not believe this item is correct, based on her understanding from discussions with the League of Cities and Towns. Garrison believes the agenda title and the purpose do not match up, since the request for the agenda item asks the Council to reconsider its direction to place the increase on the ballot and support adopting the increase administratively; that is not a part of the language of the agenda item, and according to Robert's Rules of Order cannot be considered and is out of order. A discussion followed with Town Clerk Barber citing from the Council's Policies & Procedures which would appear to defend the request for reconsideration as presented. Barber said that Council had directed her to place the issue of a 1% Sales Tax increase on the November Ballot; after that direction was received a citizen filed an initiative petition requesting a 1/2 % increase, and that gives rise to additional information that may or may not affect the

direction that was given. Garrison stated that she believes the Council cannot get involved in a decision by any citizen to put an issue to a vote, and must move forward pursuant to the vote that was previously taken on the issue. Garrison said that the League during her discussion with them strongly recommended that the Town Attorney should be involved, especially in any discussion of a tax issue. After further debate on the citizen's proposed ballot language, including the possibility of two tax issues being presented for a vote, and agreement on the need for legal advice and clarification, as well as the need to make a timely decision, the Council elected to go into Executive Session for legal advice and consultation with the Town Attorney.

On a motion by Roulette, seconded by Garrison, the Council voted unanimously to go into Executive Session for legal advice and consultation with the Town Attorney.

A recess was called at 6:56 p.m. to go into Executive Session; the meeting was called back to order at 7:27 p.m., at which time it was announced that this agenda item is postponed until June 9 at 6:30 p.m.

Items 10, 11, 12, & 13 have been carried over from previous meetings:

10. **Discussion, consideration, and possible selection of Financial Consultant to provide administrative services for the Finance Department, followed by possible direction to staff to prepare a contract based upon the approved proposal and bring back to Council for approval at the earliest possible date. Heinfeld & Meech submitted a proposal at an annual cost of \$37,840 and Lisa Lumbar & Associates, PLLC submitted a proposal at an annual cost of \$23,500. This is a budgeted item in the General Fund. Staff Resource: Lisa Elliott**

On a motion by Garrison, seconded by Baker, the Council by a 5-2 vote approved the development of an agreement for financial consulting services with Lumbar & Associates, PLLC to provide financial consulting services for the Finance Department as determined; **with Roulette and German opposed.**

Sr. Acct. Elliott said that both accounting firms had submitted proposals as directed by Council on May 5, 2010. The proposals detail each firm's experience, qualifications, anticipated scope of work, and proposed hourly costs for their subject services; those costs are fairly comparable. Elliott suggested that the Council should look at the selection of a firm based on experience and qualifications, similar to hiring an employee.

Following the motion made and seconded, both German and Roulette expressed their preference for employing Heinfeld & Meech based on their opinion that this firm had presented a better offer and was the better accounting service to utilize; the motion was then voted upon.

11. **Discussion, consideration, and possible appointment of the Mayor or another Council member to serve on the 2010 Resolutions Committee of the League of Arizona Cities and Towns. Staff Resource: Debbie Barber**

On a motion by Baker, seconded by German, the Council unanimously appointed Mayor Burnside to represent the Town of Camp Verde on the 2010 Resolutions Committee of the League of Arizona Cities and Towns.

Barber reminded the Council that an appointment was discussed at the last meeting, but a decision was delayed until all members could be present. The Mayor of a community traditionally serves on the subject Committee, and Mayor Burnside has indicated a willingness to serve.

12. **Discussion, consideration, and possible approval of a resolution urging the legislature to act on behalf of all cities and towns asking for protection, authorization, and full appropriations for funding of State Shared Revenues and Arizona State Parks Board Heritage Funds. If approved, the resolution will be presented to the Arizona League of Cities and Towns Resolution Committee for consideration. Staff Resource: Debbie Barber**

On a motion by Roulette, seconded by Baker, the Council unanimously approved a resolution urging the Legislature to act on behalf of all cities and towns asking for protection, authorization, and full appropriations for funding of State Shared Revenues and Arizona State Parks Board Heritage Funds.

Barber explained that the proposed Resolution had been drafted and distributed to the Verde Valley communities of Cottonwood, Sedona, Jerome and Clarkdale. Clarkdale has agreed to sign on, but has proposed a change in the document to cover just the Heritage Funds. The members discussed making the requested change. However, the other communities had only the original draft for reference and it was pointed out that there was no time to coordinate with them a revised resolution. It was agreed to go forward with the draft that was originally distributed.

Councilor Garrison requested item #13:

13. **Discussion, consideration, and possible approval of the job descriptions and pay ranges for the Senior Accountant, Special Projects Administrator, and Special Projects Coordinator positions.**
On a motion by Roulette, seconded by Baker, the Council by a 6-1 vote approved the job descriptions and salary ranges for the Senior Accountant and the Special Projects Administrator; **with Garrison opposed.**

Garrison said that she had requested this item in order to determine how these title changes were made and whether it had been done correctly. These titles, although discussed at three different meetings, had never been brought to Council for a vote on the changes.

.Acting Town Manager Smith explained that the title of Special Projects Administrator was created during a budget session when the Housing Department was eliminated and the Housing Director was given that title; the job description was created but never submitted to Council. The position of Special Projects Coordinator never came through HR; the person requesting the title is an Administrative Assistant and the Department Head acknowledges that the change requested never went to the Council or to HR. Smith suggested that the title be pulled at this time pending going through the correct investigation and procedure. The position of Sr. Accountant and Special Projects Administrator did go through HR; Smith was not at the meetings when they had been discussed and had assumed those had been approved by Council.

The members reviewed the history of discussions with the former Town Manager and the subsequent budget process in essence approving the positions and salaries of the Sr. Accountant and Special Projects Administrator without formal Council approval. There was a suggestion to delay any further decision until the new Town Manager is on board; however, Smith said that these persons have held these two positions for some months now, and Council should go ahead with approval. If the new Town Manager feels that should be rectified or a new authorization is necessary, the Council can take action accordingly; the correct procedure will be followed in the future.

14. **Call to the Public for Items not on the Agenda.**
(Comments from the following individuals are summarized.)
Murray J. Lichty said he had read about the planned Hollamon Street improvements because of the traffic volume; there is also an increase in volume of traffic on Head Street, and a problem with young children playing in the street with skateboards and scooters. Mr. Lichty suggested providing a 3-way stop at the top of the hill, or to install rows of ceramic devices in the street to deter riding the skateboards and scooters. *(Smith will coordinate with the Town Engineer to look into this request.)*

Jim Meredith announced an upcoming July 4th event to be held by the United Methodist Church, and passed out copies of the flyers that will be distributed in the Town, saying that everyone is invited to attend. Mr. Meredith also expounded on the need to encourage the community to unite in efforts to support events, increase tax revenues, and revitalize the Town.

There was no further public input.

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


16. **Manager/Staff Report**

Smith reminded everyone of the Crawdad Festival coming up this weekend.

Councilor German commented on the help the Town is giving the Senior Center, and the need for publicity to encourage the public to support the Center. German said she will be coming back to the Council with an agenda item in connection with the Town needing to help the Center in any way possible.

17. **Adjournment**

On a motion by Baker, seconded by Roulette, the meeting was adjourned at 8:10 p.m.



Bob Burnside, Mayor

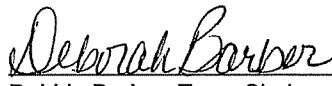


Margaret Harper, Recording Secretary

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 2nd day of June 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 8 day of July, 2010.



Debbie Barber, Town Clerk