

AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, FEBRUARY 21, 2007
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

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) February 7, 2007 – Regular Session
- 2) February 7, 2007 – Executive Session
- 3) January 24, 2007 – Council Hears Planning & Zoning
- 4) January 17, 2007 – Regular Session

b) Set Next Meeting, Date and Time:

- 1) Council Hears P&Z – February 28, 2007 at 6:30 p.m.
- 2) Regular Session – March 7, 2007 at 6:30 p.m.
- 3) Regular Session – March 21, 2007 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – March 28, 2007 at 6:30 p.m.

c) Possible appointment of Patty (Pat) Gunnells to the position of Civil Hearing Officer.

d) Possible approval of the Notary Public Service procedures that will be added to Section II of the Clerk's Office Policies and Procedures Manual.

d) Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, removing the charges associated with Notary Public Services, reducing the charge for duplicating CDs from \$5.00 to \$2.00, and increasing the cost for publicity pamphlet arguments from \$100 to \$200.

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

6. **Presentation of a Certificate of Congratulations to the Camp Verde Cowboys Wrestling Team.**

7. **Presentation by United Way Coordinator Deb Darby on the organization's activities in the Verde Valley.**

8. **Presentation and discussion by Cocopai Trails Team Coordinator Bob Rothrock on how a regional trail plan might be developed.**

9. **Discussion, consideration, and possible approval of Resolution 2007-719, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona supporting the establishment of a Verde Valley Regional Trail Plan Committee to be comprised of one staff member each from the incorporated communities in the**

Verde Valley, Yavapai County, and State, Federal, and Tribal Land Management agencies so as to provide assistance with the development of this Regional Trail Plan.

10. **Discussion, consideration, and possible approval of the Chamber of Commerce's final draw of \$33,669 for the quarter covering April, May, and June 2007.**
11. **Discussion, consideration, and possible approval of payment in the amount of \$36,000 to the Chamber of Commerce to participate in the TEAM Grant Program. This is an unbudgeted amount from the General Fund.**
12. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

13. **Advanced Approvals of Town Expenditures**
 - a) **Possible approval of a \$3,000 increase in the Transcriptionist contract to cover additional meetings and increased work hours as a direct result of the establishment of the Housing Commission and Design Review Board. This is an under-budgeted item in the General Fund.**
14. **Manager/Staff Report**
15. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the 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.
16. **Adjournment**

Posted by: D. Barber

Date/Time: 2-16-07 8:15a.m.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
REGULAR
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 7, 2007
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 Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Parrish and Parry were present.

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims, Finance Director Dane Bullard, Grants Administrator Mike Casebier, Parks & Rec Director Lynda Moore, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Councilor Smith.

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) Special Session – January 31, 2007
- 2) Council Hears Planning & Zoning – January 24, 2007
- 3) Executive Session – January 24, 2007

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

- 1) Regular Session – February 21, 2007 at 6:30 p.m.
- 2) Council Hears P&Z – February 28, 2007 at 6:30 p.m.
- 3) Regular Session – March 7, 2007 at 6:30 p.m.
- 4) Regular Session – March 21, 2007 at 6:30 p.m.
- 5) Council Hears P&Z – March 28, 2007 at 6:30 p.m.

c) **Possible authorization to purchase two (2) patrol and one (1) animal control vehicles for the Camp Verde Marshal's Office for \$60,391. There is \$73,000 budgeted in the CIP for the purchase of CVMO vehicles.**

d) **Possible authorization to install ductwork and air conditioning in the Adult Literacy section of the Community Center building. There is \$10,000 budgeted for this project in the CIP Fund.**

e) **Possible approval of a short-term lease agreement with Out of Africa for the use of tram/train equipment and generator that was recently purchased by the Town from State Surplus.**

On a motion by Baker, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with Item 4.e) pulled for discussion.

Councilor Smith requested that Item 4.e) be pulled for discussion.

e) **Possible approval of a short-term lease agreement with Out of Africa for the use of tram/train equipment and generator that was recently purchased by the Town from State Surplus.**

On a motion by Gioia, seconded by Smith, the Council unanimously approved the short-term lease agreement with Out of Africa for the use of tram/train equipment and generator that was recently purchased under economic development.

In response to questions from Smith, Town Manager Lee responded that the agreement provides for payment of \$1 per month, a purchase price that will recoup all the cost of shipping and handling plus the \$300 requested by Council, and all maintenance costs; the agreement also includes liability and property insurance.

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

Staff was directed to look into both Code Sections 108 and 109 to determine possible conflict, P&Z will review and then make a recommendation to Council.

Leonard Krautbauer expressed concern about what he considers a hog farm next door to his property; he estimates the number of pigs at over 50 at one time and the odor is offensive. Mr. Krautbauer would like to get rid of all the pigs in the Town of Camp Verde altogether, except for one hog for each 4-H person.

Susan Danner said she is another close neighbor and would like the Council to do something about the pig problem; the smell is disgusting and there should be a limit to the number of pigs allowed.

Eric Schweitzer also complained about the neighbors with the pig farm who let their rabbits run loose and breed and multiply into a neighborhood nuisance.

Gary Blair spoke on behalf of the pig situation and said he understands what the owner is up against, but also understands that only two pigs are allowed for each FFA or 4-H member.

Vern Johnson outlined his history growing up in the area and participating in 4-H, and stressed the importance of children being involved in 4-H and FFA; the pigs are very necessary for locally and economically supplying animals for the 4-H and FFA projects.

Greg Terry, referred to his sons as being the owners of the hog farm, and that it is a 4-H breeding project. Mr. Terry also outlined the benefits to all the children who are active in 4-H and FFA. Mr. Terry said he notified the neighbors of his plans to bring in pigs to breed and supply piglets for the children to choose for their projects. He believes that Ordinance Sections 108 and 109 are in conflict and need to be updated regarding ownership of swine and/or farm animals.

Norma Garrison said that she understands that the issue of Sections 108 and 109 will be discussed tomorrow at the P&Z meeting; maybe it can be resolved at Planning & Zoning.

There was no further public input.

6. **Presentation by Gwen Gunnell, Director, Camp Verde Adult Reading Program (CVARP), regarding CVARP activities and the Adult Literacy Week, and possible approval of a proclamation declaring February 18-24, 2007 as Arizona Adult Literacy Week.**

On a motion by Gioia, seconded by Hauser, the Council unanimously approved the Proclamation declaring February 18-24 Adult Literacy Week.

Gwen Gunnell distributed badges and brochures to the members on the Adult Reading Program with its current theme of "I Am In Love With Learning." Ms. Gunnell pointed out that the Governor has proclaimed Adult Literacy Week, gave a report on the 19-year history and past excellent results of the Camp Verde Adult Reading Program, and the benefits of important ongoing projects. Ms. Gunnell thanked the Town of Camp Verde for participating in issuing a proclamation as well.

There was no public input.

7. **Presentation by Christine Bryson-Lazo, President and Chair, Verde Valley Seniors in Action Coalition, followed by discussion, consideration, and possible approval of a cooperative agreement for advocacy and representation for senior citizen matters.** On a motion by Gioia, seconded by Parry, the Council unanimously authorized the Mayor to sign a cooperative agreement for advocacy and representation by the Verde Valley Seniors in Action Coalition, between that Coalition and the Town of Camp Verde.

Christine Bryson-Lazo distributed some literature to the members that included information about the group's recent accomplishments, a list of senior issues pinpointed during an event held on September 30th, and the historical background of the Verde Valley Seniors in Action Coalition ("VVSAC"). Ms. Bryson-Lazo reviewed in detail what the VVSAC proposes to accomplish and asked the Town Council to consider recognizing the VVSAC as the official advocacy organization regarding issues affecting Camp Verde seniors by entering into the subject cooperative agreement.

Mayor Gioia outlined his desire to possibly create a committee to represent seniors, his subsequent contact with Ms. Bryson-Lazo, and reviewed highlights of the proposed agreement with the VVSAC that would provide that representation. A brief discussion on the benefits and make-up of that organization followed.

There was no public input.

8. **Presentation and update by staff and Wilbert Odem from the NAU College of Engineering and Technology regarding the evaluation and possible funding sources and construction alternatives for the low-water crossing project on Verde Lakes Drive followed by possible direction to staff concerning next steps.** Staff was directed to look into regulations to determine how much authority the Town has in the delineation of or ability to rebuild the roadway; also to look into the possibility of the Forest Service grading an extension of Lazar as a way out.

Town Manager Lee said that the presentation was a follow-up to directions from Council for staff to look into the low-water crossing on Verde Lakes Drive; this included the cost for a study by Arizona Engineering and Arizona Envirosystems.

Grants Administrator Mike Casebier, together with Dr. Wilbert Odem, made a power point presentation outlining their findings and conclusions based on their research into the history of the flooding problems, environmental issues and impacts, the different proposed engineering solutions, and the estimated projected costs, as well as the difficulty of finding sources of funding.

The members discussed the projected costs and many impediments, including the restrictions on as well as current lack of available government funding, the lack of Town funds, and the sensitive environmental issues, all of which appeared to preclude any immediate resolution of the low-water crossing problem. It was acknowledged that a tremendous amount of money, time and effort has gone into trying to resolve the low-water crossing issue on Verde Lakes Drive. It was generally agreed that at this time the issue should be just held in abeyance pending a possible totally different solution that might come along.

PUBLIC INPUT

Tom Nielsen said that there are three streams coming down and across; he suggested bringing the three streams together, right down the center, and put the culverts together to make a bridge.

Karen Keel said she is directly affected by the problem, but she wanted to thank this administration for pursuing the issue as much as they have; she agreed that perhaps the matter

should just be held open until something good might come along. Ms. Keel added that the residents are not asking for the impossible or millions of dollars to be spent.

Sandy Cronin said she is also affected by Verde Lakes Drive; she said she can go around and it is not a major problem, or an inconvenience, unless a heart attack would be involved. Ms. Keel understands it is an impossibility right now, and agrees that the issue could just be kept open.

Shirley Brinkman lives in Verde Lakes and is impacted, but she said it is not that big a deal to go around Big Valley, except when that might flood. Ms. Brinkman said there is no other way out, unless it would be Lazar, which would need a four-wheel drive. Perhaps the Forest Service could grade that out as a way out.

Bob Johnson suggested that a bridge be built like one in Baltimore, Maryland over Chesapeake Bay, and described that arch as similar to the McDonald's arch, really high. Mr. Johnson also suggested building a flood wall.

Greg Terry commented on the environmental issues as well as the monetary issues; he suggested adapting the back road so that it would still be accessible in the event of an enormous flood.

There was no further public input.

A recess was called at 8:40 p.m.; the meeting was called back to order at 8:47 p.m.

9. **Discussion, consideration, and possible direction to staff regarding adding Council members, Commission members, and volunteers to the mandatory drug testing procedures as set forth by the Town's Personnel Manual, Section 307.**

On a motion by Hauser, seconded by Parrish, the Council voted unanimously to go into Executive Session.

Staff was directed to review the personnel manual, make the necessary changes in accordance to the law and bring back to Council recommendations regarding Council, Commissions, and Volunteers.

Mayor Gioia said that he had requested this agenda item in light of what is happening in the State, plus the fact that the Town asks staff to undergo random drug testing; Gioia feels it only appropriate therefore that Council members, Commission members and volunteers that deal with the children also agree to the same standards. After a brief discussion among the members, the Town Attorney confirmed that Council should go into Executive Session, at which time the following Items 10 and 11 could also be addressed. Input from the public was then requested.

PUBLIC INPUT

Norma Garrison said that she has been pushing for this issue since September as a safeguard for the children, to give the parents the confidence in the volunteers working with their children. Ms. Garrison pointed out how times have changed as shown by recent incidents of uncovering pedophiles, new people are moving into the community; she is adamant about the need for drug testing and background checks. Ms. Garrison stated for the record that she is very disappointed that the discussion will go into Executive Session; it should be a public discussion in a public meeting, and the opinion of the Attorney should be public as well.

Dave Freeman, a member of two of the Commissions, and a past public school teacher working with volunteer and youth organizations also commented on how society has changed in the last ten years; he believes strongly in drug testing and background checks, especially on behalf of the children, as well as being able to have confidence in our leaders.

Gary Blair, a 20-year resident of Camp Verde, told one of his grandchildren had witnessed and reported a drug deal going on at the swimming pool; the person in charge was of good character and called the police. Mr. Blair also reviewed his background in law enforcement, and based on that experience strongly supports drug testing and background checks.

Tom Nielsen said he has never touched drugs but has been in the middle of them all his life; his wife is a teacher and has shared with him her experience that the parents are on drugs and are a source of the problems; drug testing and background checks are necessary.

Greg Terry said that the CDL drivers are tested to provide public safety on the road; it is no different for the leaders of the community; if it is legal to do so, testing would provide that safety net for the public.

Robin Whatley said that if, as suggested, the testing might be illegal, she would expect that the Council members would volunteer for drug testing and background checks, as well as anybody else that would work or volunteer for the Town.

Daria Wier said that as an educator in the community and being a counselor for eight years, it was sad to believe how many kids are on drugs, and sad to listen to their problems, and that comes from the home; she said that at least we can prevent some of it by screening those who work with the children so that the children are safe.

There was no further public input.

There were additional comments from the Council expressing support for drug testing and background checks, and reconfirmation from the Attorney regarding the necessity of holding an Executive Session for advice on the law. Councilor Hauser added that she believes it is the right message to convey to our community, that drugs are not acceptable here and we do not tolerate it in any area of our Town government or employment.

10. **Discussion, consideration, and possible approval of/or direction to staff regarding mandatory background checks for all elected, appointed officials, and volunteers.** On a motion by Hauser, seconded by Baker, the Council voted unanimously to go into Executive Session.

Staff was directed to make necessary changes in the Personnel Manual, and bring the Manual back with recommendations regarding Council, Commissions, and Volunteers.

There was no public input beyond that expressed in combination with Item 9.

11. **Receipt of legal advice followed by discussion, consideration, and possible direction to staff concerning the acceptance of the street improvements in the Verde Cliffs Subdivision.** On a motion by Hauser, seconded by Baker, the Council voted unanimously to go into Executive Session.

No further action was taken by Council.

PUBLIC INPUT

Gary Blair said he was concerned about the agenda item, that he lives in the Cliffs and does not understand what the litigation is. *Gioia explained that the litigation involves the newer Verde Cliffs, not his development.*

There was no further public input.

The following Items 12 through 15 were addressed prior to going into Executive Session:

12. Call to the Public for Items not on the Agenda.

Daria Wier spoke in favor of the 4-H programs and expressed concern over the protest about the swine in the community. Ms. Wier outlined her activities growing up in 4-H activities and her belief in the importance of those activities fostering responsibility in the children.

Lynda Moore said she lives next door to the Terry farm and there is no smell; she invited anyone over to check that out personally.

There was no further public input.

13. Advanced Approvals of Town Expenditures

a) There are no advanced approvals.

There were no advanced approvals.

14. Manager/Staff Report

Lee reported that former Council member Jim Redinger is doing rather poorly after recent surgery, and encouraged everyone to send him well wishes.

15. Council Informational Reports

Smith reported on his and Roy Gugliotta's appearance in connection with the Good Morning Prescott TV show on the Pecan, Wine and Antique Festival. Smith also commented on reporting for jury duty. He added a reminder regarding the Buffalo Soldiers.

Baker said she had participated in a conference on the Transportation Policy Advisory Committee for NACOG; she will make copies of her notes to distribute to the other Councilors. She stressed the importance of talking to the rural legislative people in Phoenix regarding funding.

Kovacovich reported on his attendance at the first meeting of the Yavapai County Drought organization, together with Smith and Lee.

Hauser said that the Governor has asked members of the WAC to be in Phoenix in the morning at 9:00 in connection with upcoming legislation. Basketball and wrestling are still going on and it is a fun activity to watch. Hauser added that she needs water questions for the WAC meeting on the 21st. The Verde Watershed movie on Fossil Creek will be shown Sunday from 3:00 to 5:00 at the Cliff Castle Casino.

Gioia asked the community to contact our representatives, Lucy Mason for one; her phone number is 602-026-5874. One of the biggest issues is the 100-year assured water supply is being proposed to drop down to 30 years assured water supply. Jake Flake's phone number is 602-926-4129. Another representative is Andy Tobin at 602-926-5172.

A recess was called at 9:24 p.m. to go into Executive Session to address Items 9, 10 and 11; the meeting was called back to order at 10:25 p.m.

16. Adjournment

On a motion by Hauser, seconded by Baker, the meeting was adjourned at 10:30 p.m.

Tony Gioia, 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 7th day of February 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Virginia Jones, Deputy Town Clerk

**MINUTES
COUNCIL HEARS PLANNING & ZONING
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 24, 2007
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 Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Parrish and Parry were present.

Also Present: Community Development Director Nancy Buckel; Town Attorney Brad Woodford (by telephone conference), and Recording Secretary Margaret Harper; Town Manager Bill Lee arrived at 7:09 p.m.

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) There are no minutes for approval.

b) Set Next Meeting, Date and Time:

1) Special Session – January 31, 2007 at 6:00 p.m.

2) Regular Session – February 7, 2007 at 6:30 p.m.

3) Regular Session – February 21, 2007 at 6:30 p.m.

4) Council Hears P&Z – February 28, 2007 at 6:30 p.m.

c) Possible acceptance of the Board of Adjustment's and Planning & Zoning Quarterly Reports.

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

5. Call to the Public for Items not on the Agenda.

There was no public input.

6. Presentation and discussion of CR 2006-01, an application submitted by Tom Pender of Pender Engineering, agent for RH Development/Thearem Investments, LLC, owners for a conceptual review of their Master Development Plan, the Crossings @ Cherry Creek that includes approximately 96 acres. This development is proposed to include 154 single family units (25 acres), 145 multiple family units (17.5 acres), 115 apartments (4.9 acres), 23 acres of commercial development and 25.5 acres of open space. The site for this development is located on the west side of SR 260, 6/10ths of a mile north of the Cherry Road intersection.

There was no action taken.

Community Development Director Buckel explained that the developer will be presenting the project and reviewing the design and site plan and answering questions regarding the project. Because of the size and scope and potential for high development in the area, as well as proposed development of a waste treatment plant, staff felt it would be helpful to preview the

project. The developer is looking for issues and concerns from the Council that can be addressed before the development moves forward, with the goal that it meets the General Plan and the desires of the community. A General Plan Amendment request will be heard next month; that will not be a part of this discussion. Buckel said that no official action will be required; she then introduced the project manager, Tom Pender of Pender Engineering, who represents the owners.

Tom Pender, following an overview of the proposed development, gave an extensive Power Point presentation, stressing that one of the goals throughout the planning of the project was to meet the community plan. Mr. Pender also distributed printed copies of the presentation for further study by the members. In summary, Mr. Pender said that the developer believes the proposed development meets the goals and vision of the General Plan, will provide traffic enhancements, utility infrastructure, economic benefit, workforce housing, and preserve open space. Following the presentation, several concerns were expressed by the members and discussed with Mr. Pender, with input from Sean Gray, Vice President of Read Homes, in general as follows:

- Connecting trails to the Town trails system, and composition of trails;
- Consideration of "green building"; *V.P. Gray indicated willingness to incorporate that;*
- Traffic access; status of working with ADOT; previous owner's access availability;
- Proposed construction of waste water treatment facility; working with Y-A Nation;
- Design of proposed two parks; children's neighborhood play areas;
- Decrease in commercial area shown on General Plan while increasing residential;
- Suggestion to consider a commercial strip as a buffer between project and Out Of Africa, from the standpoints of buffering sound and discouraging vandalism;
- Attainable housing; *V.P. Gray volunteered trying to achieve costs in the 160-175,000 range, with the goal of under 200,000;*
- Retaining a percentage of native vegetation;
- Availability of water.
- Concern over future homeowners possibly protesting against and jeopardizing the existence of Out Of Africa.

Mayor Gioia expressed appreciation for the opportunity to preview the proposed development, and also encouraged the applicant to meet with the Housing Commission to discuss mutual help.

PUBLIC INPUT

Dale Rizzi asked if there were any pictures of the proposed houses available. *Pender said they will bring some in.*

Bob Johnson wondered if any alternative had been considered if the Water Company cannot supply the water. *Pender said that, in that event, the developer will work with the Town to resolve that one way or the other.*

Dean Harrison, Out Of Africa, said they had met with principals of Read Homes; Harrison's primary concern is the liability issue about individuals gaining access to the animals and being injured, and the need for a safety buffer. Harrison also expressed concern regarding access from 260, and also addressed the possible impact to the business of future homeowners objecting to Out Of Africa.

Paul Clawson spoke at length on the road access issue, the great increase in traffic entering and leaving the development, with no plan yet in place. He commended the builder on considering planning on green building.

Gary Blair questioned a possible problem with Fire District response time, and whether the development would provide an extra tax base that would allow hiring another person.

There was no further public input.

7. **Presentation and possible discussion of the list of street names with historical significance.**

Staff was directed to submit a memo to Council every six months on the status of the street name list, to include new names or changes made.

Director Buckel first commented on the extensive research and hard work done by P&Z Commissioner Dave Freeman on helping to compile the lists of the roads. There are two lists, including streets that are not available, historic names, and a list that will be given to developers showing names that are available. The lists will be revised as projects come through and street names are chosen.

Following a brief discussion of the lists, procedure for adding names to the lists, and a commendation regarding Freeman's involvement, the members decided that they would review every six months any street name changes or additions; Buckel will submit memos accordingly.

There was no public input.

7.a **Receipt of legal advice and discussion, consideration, and possible direction to staff regarding Camp Verde v. Kyllingstad litigation as it relates to the Main Street Beautification Project.**

On a motion by Hauser, seconded by Baker, the Council voted unanimously to go into Executive Session.

There was no further action taken.

(NOTE: Items 8 through 11 were addressed prior to adjourning for the Executive Session.)

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

There was no public input.

9. **Advanced Approvals of Town Expenditures**

There were no advanced approvals of Town expenditures.

10. **Manager/Staff Report**

There was no Manager/Staff Report.

11. **Council Informational Reports**

Hauser reminded the members of the MATForce invitation she had given each.

A recess was called at 8:21 p.m. to go into Executive Session; the meeting was reconvened at 8:35 p.m.

12. **Adjournment**

On a motion by Hauser, seconded by Baker, the meeting was adjourned at 8:36 p.m.

Tony Gioia, 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 24th day of January 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 17, 2007
at 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 Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Parrish and Parry were present.

Also Present: Town Manager Bill Lee, Town Attorney Bill Sims, Finance Director Dane Bullard, Housing Director Matt Morris, Community Development Director Nancy Buckel, Marshal Dave Smith, Parks & Rec Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

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

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) January 3, 2007 – Regular Session
 - 2) January 3, 2007 – Executive Session
 - b) **Set Next Meeting, Date and Time:**
 - 1) Council Hears P&Z – January 24, 2007 at 6:30 p.m.
 - 2) Regular Session – February 7, 2007 at 6:30 p.m.
 - 3) Regular Session – February 21, 2007 at 6:30 p.m.
 - 4) Council Hears P&Z – February 28, 2007 at 6:30 p.m.
 - c) **Possible approval of Resolution 2007-718, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, adopting fees for Town Services.**
 - d) **Possible approval of Proclamation declaring January 15 through 19 as “Homes for Arizonans” Week.**
 - e) **Possible approval of Resolution 2007-717, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing an application for an Arizona Department of Transportation Safe Routs to Schools Program grant on behalf of the Town and the Camp Verde Unified School District, Number 28 for safety improvements, enforcement, and education to positively impact student bicycle and pedestrian routes to school and the students, pares, district staff and community members utilizing said routes.**

On a motion by Baker, seconded by Gioia, the Consent Agenda was approved as presented, with instructions to staff for the additional meetings on January 31st and pulling Items 4c) and 4e).

Requests were made to pull Items 4c) and 4e) for discussion; Finance Director requested setting an Executive Session for January 31st on the Water Company issue; Gioia said that a 15-20 minute presentation would be added. It was agreed that because of the importance of the meeting and time being of the essence, the members would forego the opportunity to attend the Legislative session that day. The members were also reminded of a meeting at 5:00 p.m. on the 31st on the subject of affordable housing requested by the Housing Director. Scheduling the time for the meetings will be worked out with the members according to the needs of the principals.

Councilor Hauser also requested a separate discussion on Item 4c).

c) Possible approval of Resolution 2007-718, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, adopting fees for Town Services.

On a motion by Baker, seconded by Kovacovich, the Council by a 6-1 vote approved Resolution 2007-718, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town Services; with a 'no' vote by Parrish.

Community Development Director Buckel said that the proposed fees had been reviewed and recommended by the Planning & Zoning Commission with the request a 10% raise across the board, rounded off to the nearest \$5. Also recommended was an additional \$450 fee to cover advertising, mailing and posting costs on applications that generate those costs; that amount is comparable to what is charged by other communities. Buckel pointed out the \$100 fee recommended for a Verification Letter, and explained that lending institutions require certain statements from the Town which requires time and the Director's personal responsibility. Although there was general agreement to support the recommended fee structure, there was also some concern about possibly imposing a hardship on some applicants, and may even affect the efforts for affordable housing. Buckel said that in most cases the fees apply to builders and developers whose projects are for profit, the costs are figured into the projects, and affordable housing is a separate issue for consideration.

There was no public input.

e) Possible approval of Resolution 2007-717, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing an application for an Arizona Department of Transportation Safe Routs to Schools Program grant on behalf of the Town and the Camp Verde Unified School District, Number 28 for safety improvements, enforcement, and education to positively impact student bicycle and pedestrian routes to school and the students, pares, district staff and community members utilizing said

On a motion by Gioia, seconded by Smith, the Council unanimously approved Resolution 2007-717, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing an application for an Arizona Department of Transportation Safe Routes to Schools Program grant.

Mayor Gioia said that the grant application, the first in a series of three, was brought to light as the result of a recent tragic event near the schools. Councilor Smith pointed out that attending the Yavapai Transportation meeting was how the information about the grant money was discovered, and is a good example of the opportunities that are out there.

There was no public input.

5. Call to the Public for Items not on the Agenda.

Jean Jones wanted to make the Council aware of a safety issue in the area of Cliff Parkway and North Azure Drive because of obstructed vision to the left coming out of Azure Drive. *Gioia responded that staff is directed to look into the problem.*

There was no further public input.

The members agreed to move Item 10 forward at this time as a courtesy to the veterans; also, Town Manager Lee reported that Item 9 was to be postponed because of the unavailability of the presenter at this time.

6. **Discussion, consideration, and possible approval of Resolution 2007-712, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving the development agreement between the Town of Camp Verde and Camp Verde Homestead, LLC; Verde River Properties, LLC; R&R Homestead, LLC; A.L.D. Development, Inc; River Edge 12, LLC; and Haven Homes, Inc. for the maintenance of the trails systems within Simonton Ranch, a Planned Area Development, and Authorizing the Mayor to execute the agreement.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved Resolution 2007-712, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving the development agreement between the Town of Camp Verde and Camp Verde Homestead, LLC; Verde River Properties, LLC; R&R Homestead, LLC; A.L.D. Development, Inc; River Edge 12, LLC; and Haven Homes, Inc. for the maintenance of the trails systems within Simonton Ranch, a Planned Area Development, and Authorizing the Mayor to execute the agreement.

Town Attorney Sims reviewed the background that led up to drafting the subject agreement in connection with the Town's trails system. Sims explained that the agreement provides that the Homeowners Associations in the various developments within Simonton Ranch would have a duty to provide basic weed and trash maintenance of trails created within their developments. Through each plat approval, the Town ensures that the trail location is acceptable and integrates into the balance of the trails system; the Town would then include the HOA in the Town's liability insurance and indemnify users of the trails through that insurance or pre-approved budget items. Sims said he recommended approval of the agreement.

The Council discussed at length the issues of the type of surface for the trails and the responsibility of the Town for long-term maintenance, with input from Scott Simonton that the standard for the surface would be up to the Town as part of each final plat approval and dedication of the property to the Town. There was some discussion about the one plat already approved and two pending, with the suggestion that the agreement be approved with a stipulation regarding compliance with any required standards for trails surfaces; however it was pointed out that the issue of trails surfaces has not yet been discussed with the developer. Sims suggested that it would be appropriate to go ahead and sign the agreement, which does provide that future plats can include what the Town wants to have, and he questioned whether the Town would want additional requirements added to previously approved final plats. Simonton confirmed his belief that the other developers will continue to be willing to cooperate with the Town standards, just as he will.

There was no public input.

7. **Presentation of the December 2006 monthly financials by Finance Director Dane Bullard. This may be followed by discussion and review of the Town's finances.**

There was no action taken.

Finance Director Bullard briefly outlined the status of the current budget figures, adding that department heads are already commencing work on the next year's budget process. Bullard said that there are serious concerns in connection with the 07-08 budget in that revenue growth is down, not only for Camp Verde but statewide. Following his review and a brief discussion, the members generally commended department heads for staying within their budgets.

There was no public input.

8. **Discussion, consideration, and possible approval of funds for \$30,000 from the CIP for pool upgrades.**

On a motion by Hauser, seconded by Baler, the Council unanimously approved the funding for \$30,000 from the CIP for the pool upgrades listed by the P&R Director.

Moore outlined the pool upgrades that will include resurfacing the pool deck, shade structures, drinking fountains, and fencing, adding that if the dollars can be stretched far enough, she would like to see the pool resurfaced. It was confirmed that the requested amount was budgeted as a CIP; and there was a suggestion that pool resurfacing might be budgeted for next year..

There was no public input.

9. **Presentation and update by staff, EnviroSystems and Wilbert Odem from the College of Engineering and Technology at NAU regarding the evaluation and possible funding sources and alternatives for the low water crossing project on Verde Lakes Drive, followed by discussion and possible direction to staff concerning the next steps.**

NOTE: Mayor Gioia announced that this item has been postponed and the item is tabled until all the parties are available.

10. **Discussion, consideration, and possible approval of an amount not to exceed \$3,000 for the Verde Valley Veterans Van/LLC to continue services for Camp Verde veterans.**
On a motion by Gioia, seconded by Parry, the Council unanimously approved the \$3,000 request for the Verde Valley Veterans Van, LLC to continue services for Camp Verde veterans.

Camile Severson, Coordinator for Verde Valley Veterans Van, which is based on the American Legion Post 25 in Cottonwood and supported by all four Veterans' organizations of Cottonwood and Camp Verde, reviewed the transportation services provided by the subject van. Ms. Severson explained that the program operates solely on donations and they are seeking support from the Town.

Following a brief discussion regarding use of LTAF funds, Attorney Sims recommended that since the service is available for not only Veterans' needs, but for other purposes such as public transportation, the Town could approve the subject request and authorize the expenditure from LTAF-2. If using that funding is not possible, the Town can draw on the General Fund based on welfare of the community. Ms. Severson added that they will be applying for a grant to purchase a new van in June; Mayor Gioia said that the Town will place an item on the agenda at that time to discuss writing a letter of endorsement in support of the grant application.

There was no public input.

11. **Discussion, consideration, and possible authorization to reallocate funding among various line items in order to fund pre-employment psychological screening for law enforcement officers.**

On a motion by Hauser, seconded by Parrish, the Council unanimously authorized reallocating the funding for the pre-employment psychological screening for law enforcement officers.

Marshal Dave Smith reported on his research regarding the use of psychological screening by other communities, as well as his experience as Police Chief in Marana using that testing on all the applicants. The cost of testing each individual is approximately \$250, and Smith said he would like to be able to send the two recently acquired personnel for testing, adding that the money is in the budget and only needs to be reallocated to another line item.

There was no public input.

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

Lynda Moore, Parks & Rec Director, reminded Council that January 27th is the date for the Bachelor Auction; she also outlined details in connection with the Relay for Life event scheduled this Saturday from 10:00 to noon.

There was no further public input.

13. **Advanced Approvals of Town Expenditures**

- a) **Possible approval to reallocate \$2,500 from the Pro Tem Magistrate line item to line item 8001 – Office Equipment in the amount of \$1,500 and 6043 – Interpreters in the amount of \$1,000.**

Staff was directed to follow through with the reallocation of funds as outlined.

Bullard reviewed the subject request, confirming that the transfer of funds will not affect the overall budget amount.

14. **Manager/Staff Report**

Town Manager Lee reported on the outcome of the Kyllingstad trial; the jury awarded Mr. Kyllingstad \$122,000, more than double what the appraisal had been, and far less than the \$1.2 million that he had asked for. Work will be commenced immediately, and should be completed in the next two months. As for the award, Attorney Sims said that a memo with possible alternate options had been circulated to the members just prior to the meeting, none of which he believes are good; Sims recommended that the Town pay the amount of the jury award.

Lee said that a letter had been received by the Streets Department thanking employees for their help, a welcome change from the usual letters received.

Matt Morris said he had distributed a memo to the members regarding Sarah Darr's presentation tentatively scheduled for January 31st at 5:00 p.m.; also on January 30th at 6:00 p.m., in Rooms 206-207 the Drachman Institute personnel will be here for the public workshop on the Town-owned 5-acre property.

Lynda Moore also outlined the details on the upcoming Pecan & Win Festival February 10th and 11th; adding that volunteers are needed.

15. **Council Informational Reports**

Parry commented on the number of forms available to be filled out for the Bachelors Auction.

Hauser reported on the clean-up last Saturday at Wingfield Mesa and the excellent turn-out of volunteers and the leadership of Diane Joens. Hauser also reported on a Verde Watershed Association meeting scheduled for February 11th from 3:00 to 5:00 at the Casino. Hauser shared the news that the Verde River Greenway purchased the 40 acres on the Simonton property.

Smith said he was also at the Stewards clean-up event and cited one example of how cold the weather was. He also commended Diane Joens for a well-organized event. Smith displayed a map from the Verde Valley Transportation meeting, and gave a comprehensive update on the status of road construction activities and future plans. Smith reported on the seating of the new Board for the Sanitary District that included a thorough review of the background of the District activities presented by the engineers and the attorneys; there are still easements to be acquired. Smith said he went to the Homes for Arizonans event in Phoenix and enjoyed the experience of being invited onto the floor of the House.

Baker thanked everyone for their participation in the clean-up, and also commented on the terrific work Diane Joens is doing as the facilitator, as well as staff members who have worked so hard.

Gioia also referred to the map displayed by Smith and said copies have been distributed, and he would share comments, if any, from the members at the next Verde Valley Transportation meeting. Gioia commended the efforts of all in the Stewards of Public Lands activities. Gioia reported on his discussion with Ken Travis and the status of the Verde River Greenway. He also

reported on the latest Water Advisory Committee meeting and the recognition of the standing of the Verde River Basin Partnership. Information was also received regarding a State Water Advisory group; information from that group can be found on the Department of Water Resources website. ADWR and SRP have made water issues available on a new website, www.watershedwise.com. Gioia reviewed in detail the latest technology developed to research water issues and projections, and invited questions from the Council to help the Water Advisory Committee direct some of their efforts.

16. **Adjournment**

On a motion by Hauser, seconded by Baker, the meeting was adjourned at 7:58 p.m.

Tony Gioia, 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 17th day of January 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: Feb. 21, 2007

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact): Possible approval to appoint Patty (Pat) Gunnells to the Civil Hearing Officer's position.

PURPOSE AND BACKGROUND INFORMATION: To replace Civil Hearing Officer's vacant position.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: None

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount Yes \$ _____

Comments: Budgeted amount \$1,000. Year to date expenses are \$1,800. Currently, \$800 over budget

Fund: General Fund

Line Item/: 01-50-57-6000

Submitting Department: Adm.

Contact Person: Bill Lee

Town Manager/Designee: _____



Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: February 21, 2007

Submitting Department: Clerk's Office

Contact Person: Debbie Barber

Consent: **Regular:** **Requesting Action:** **Report Only:**

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | |

Agenda Text (Be Exact): Possible approval of the Notary Public Service procedures that will be added to Section II of the Clerk's Office Policies and Procedures Manual.

Staff Recommendation: Approve Budgeted/Amount N/A \$ _____

Purpose of Item and Background Information: There were no written procedures regarding Notary Public Service. Bill Sims has reviewed and commented on the procedures. Though these procedures will become a part of the Clerk's Office Policies & Procedures Manual, Council may wish to adopt them Town-wide to apply to all Town notaries.

List All Attachments as Follows: Section 9 – Notary Public Services

Type(s) of Presentation: Verbal Only

Signatures of Submitting Staff:

Name: *D. Barber* Title: _____

Town Manager/Designee: _____

meeting. The Mayor and Manager must approve any late additions to the agenda. The attorney reviews all agendas.

- ✓ The Town Code requires that the agenda be posted no later than 12:00 p.m. on the Friday before the Wednesday meeting. Thus, agendas and packets are prepared on Friday mornings no later than 9:00 a.m. (See Resolution 99-432)

8. Meeting Follow-up:

- ✓ A log should be prepared indicating what documents are to be processed, dates signatures are obtained, the date and to whom the document is sent, and date the document is indexed and filed.
- ✓ All documents must be processed Thursday morning or immediately following a Council meeting. Review the Actions Taken or check with the Clerk to determine if changes were made to any of the documents.
- ✓ Process the document and log.

9. Notary Public Service:

The Clerk is the official 'keeper' of the Town Seal. As such, the Clerk and staff are required to affirm, sign, transmit, and notarize the Town's legal documents. Consequently, it is necessary for Clerk's Office staff to acquire a Notary Commission from the Arizona Secretary of State. The Town will pay all costs associated with the Notary Commission and associated liabilities.

The following Arizona Revised Statutes detail some of what is involved or required of a notary:

ARS §41-312.C – a notary public is a public officer commissioned by this state and the following apply without regard to whether the notary public's employer or any other person has paid the fees and costs for the commissioning of the notary public, including costs for the official seal and journals:

1. A notary public's official seal and commission and any journal that contains only public record entries remain the property of the notary public.
2. A notary public may perform notarizations outside the workplace of the notary's employer except during those times normally designated as the notary public's hours of duty for that employer. All fees received by a notary public for notarial services provided while not on duty remain the property of the notary public.

3. An employer of a notary public shall not limit the notary public's services to customers or other persons designated by the employer.

D. A notary public shall continue to serve until the notary public's commission expires, the notary public resigns the commission, the notary public dies or the secretary of state revokes the commission. An employer may not cancel the notary bond or notary commission of any notary public who is an employee and who leaves that employment.

ARS §41-313. Duties:

A. Notaries public shall perform the following notarial acts, when requested:

1. Take acknowledgments and give certificates of the acknowledgments endorsed on or attached to the instrument.
2. Administer oaths and affirmations.
3. Perform jurats.
4. Perform copy certification.

B. Notaries public shall:

1. Keep, maintain and protect as a public record a journal of all official acts performed by the notary as described in section 41-319.
2. Provide and keep the official seal that is imprinted in dark ink with the words "notary public", the name of the county in which the notary is commissioned, the name of the notary as it appears on the notarial application, the great seal of the state of Arizona and the expiration date of the notarial commission.
3. Authenticate with the official seal all official acts, and affix the date of the expiration of the notary's commission as the notary on every certificate or acknowledgment signed and sealed by the notary.
4. Respond to any requests for information and comply with any investigations that are initiated by the secretary of state or the attorney general.

Because the Mayor and Council are concerned that our citizens are served, yet at the same time, concerned about burdening Town resources to such an extent that results in a disservice to the taxpayers, the following guidelines apply to notary services:

- ✓ Notary services will be provided without charge to the general public, Council, and staff members.
- ✓ Notary service will be available to the general public on an appointment basis only.
- ✓ Town employees will notarize **all** documents, when presented by a person with **appropriate and current form of identification; no evidence of coercion; and in control of mental facilities**, except for wills, codicils (supplement or an appendix to a will), and trusts. Living wills (documents that do not include monetary, real estate, or other physical property bequests) are excluded from this exception.
 - If a document requires witness signatures, the client must provide credible witnesses for the document. The Town will NOT provide witnesses.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: February 21, 2007

Submitting Department: Clerk's Office

Contact Person: Debbie Barber

Consent: **Regular:** **Requesting Action:** **Report Only:**

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | |

Agenda Text (Be Exact): Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule, established by Resolution 2007-718, removing the charges associated with Notary Public Services, reducing the charge for duplicating CDs from \$5.00 to \$2.00, and increasing the cost for publicity pamphlet arguments from \$100 to \$200.

Staff Recommendation: Approve Budgeted/Amount N/A \$ _____

Finance Director Review (if item in unbudgeted, under budgeted, or exceeds budgeted amount)

Line Item/Fund:

Purpose of Item and Background Information: Exhibit A of Resolution 2007-718 sets forth the Administrative Services Fees for 2007. Since we were addressing notary fees, I thought other discrepancies could be corrected at the same time. The CD duplication cost of \$5.00 was a typo; I am recommending no charge for agendas since they rarely exceed 3 pages; adding 'Agenda Packets'; and recommending an increase to publicity pamphlet arguments to cover the actual printing and translation costs.

List All Attachments as Follows: Exhibit A Administrative Services 2007 Fee Schedule

Type(s) of Presentation: Verbal Only

Signatures of Submitting Staff:

Name: _____ **Title:** _____

Town Manager/Designee: _____

**Administrative Services
2007 Fee Schedule**

Notary Public Services:

- There are no fees related to Notary Public Services.
- ~~\$2.00 per signature for acknowledgement~~
- ~~\$2.00 per signature for jurat~~
- ~~\$2.00 per oath or affirmation without signature~~
- ~~\$2.00 per page for certification~~

Duplication Rates:

- Agenda only – ~~10 cents per page after three pages~~ No charge
- AGENDA PACKETS – 25 CENTS PER PAGE AFTER FIRST 3 PAGES
- Minutes – 25 cents per page
- All other public documents - \$1.00 per page
- Recordings - ~~\$5.00 per CD~~ \$2.00 per CD
\$1.00 per tape

Casual Business Permits (maximum 3 days):

- \$10 per day (Fee waived on vendor booth purchases for community events)

Commercial Public Record Requests:

- \$200 – Business License List

Publicity Pamphlet Arguments

- ~~\$100 per argument~~
- \$200 PER ARGUMENT (Actual cost for printing & translation per page for the 2007 election was \$207.63). **Note: Arguments must be submitted in an electronic (e-mail or disk) Microsoft Word format and may not exceed the statutory maximum of words allowed.**

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: February 21, 2007

Consent: **Executive Session/Confidential:** Type(s) of Presentation: PowerPoint

AGENDA TITLE: PowerPoint presentation by Cocopai Trails Team Coordinator Bob Rothrock on how a regional trail plan might be developed. This may be followed by Council discussion, consideration and possible approval of Resolution 2007-719, a resolution, of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, supporting the establishment of a Verde Valley Regional Trail Plan Committee to be comprised of one staff member, each, from the incorporated communities in the Verde Valley, Yavapai County and State, Federal and Tribal land management agencies so as to provide assistance with the development of this regional trail plan.

PURPOSE AND BACKGROUND INFORMATION: The purpose is to develop a Verde Valley Regional Trail Plan. Various trail organizations have been meeting off and on for many years to develop a regional trail system. A Verde Valley Regional Trail Committee would bring order to the process and provide for a collaborative effort in putting a plan in place.

STAFF RECOMMENDATION(S): None

LIST ALL ATTACHMENTS: None

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

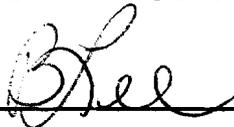
Fund:

Line Item/:

Submitting Department: Adm.

Contact Person: Bill Lee

Town Manager/Designee: _____



Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



RESOLUTION NO. 2007-719

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUPPORTING THE ESTABLISHMENT OF A VERDE VALLEY REGIONAL TRAIL PLAN COMMITTEE TO BE COMPRISED OF ONE STAFF MEMBER, EACH, FROM THE INCORPORATED COMMUNITIES IN THE VERDE VALLEY, YAVAPAI COUNTY AND STATE, FEDERAL AND TRIBAL LAND MANAGEMENT AGENCIES SO AS TO PROVIDE ASSISTANCE WITH THE DEVELOPMENT OF THIS REGIONAL TRAIL PLAN.

WHEREAS, the various communities and land agencies in the Verde Valley, including Camp Verde, Clarkdale, Cottonwood, Jerome, Sedona, Yavapai County, Arizona State Parks, Coconino National Forest, Prescott National Forest, National Park Service, Yavapai-Apache Nation, and Cocopai RC&D, have expressed interest in furthering the trail planning process in the Verde Valley through a collaborative planning effort; and

WHEREAS, the Verde Valley Regional Trail Plan is intended to serve as a guide and resource for trail planning efforts for the mutual benefit of all; and

WHEREAS, there will be opportunities for public input from all areas of the region throughout the development of this plan; and

WHEREAS, the Mayor and Council recognize that improved trail facilities will benefit the health, safety and well-being of the residents of Camp Verde.

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RESOLVE AS FOLLOWS:

SECTION 1: That a staff representative will be assigned to participate as a member of the Verde Valley Regional Trail Plan Committee.

SECTION 2: It is understood that membership of said Committee shall consist of a representative from Camp Verde, Clarkdale, Cottonwood, Jerome, Sedona, Yavapai County, Arizona State Parks, Coconino National Forest, Prescott National Forest, National Park Service, Yavapai-Apache Nation, and Cocopai RC&D.

SECTION 3: It is understood that said committee shall appoint a Chair from their membership who will facilitate the meetings and a Vice-Chair who will facilitate in the absence of the Chair.

SECTION 4: The Committee shall meet at the earliest possible date to determine a course of action which will result in a Draft Verde Valley Regional Trail Plan, which shall include the following for presentation to the Council for their input.

- A. Identification of planning area and inventory of existing trail facilities, trail plans, adopted policies, system maps, and related program information.
- B. Identification of user data characteristics, user groups and related agencies.
- C. Trail facility development guidelines.
- D. Trail education, publicity and advocacy programs.
- E. Trail funding strategies and opportunities.
- F. Inter-agency coordination and management programs and procedures.
- G. Implementation strategies.
- H. Other trail information as necessary to address the development of plan.

SECTION 5: Unless extended by agreement of the participating communities and agencies, this Committee shall cease to exist as of 18 months from its initial meeting, by which time a draft Regional Trail Plan shall be produced for public review.

PASSED AND APPROVED by a majority vote of the Town Council of Camp Verde, Yavapai County, Arizona _____ day of _____, 2007.

Tony Gioia, Mayor

APPROVED AS TO FORM:

ATTEST:

Town Attorney

Deborah Barber, Town Clerk

Verde Valley Regional Trails Plan

A Collaborative Planning Effort

- ## Benefits of a Regional plan
- Enhanced recreation opportunities
 - Link various jurisdictions together
 - Alternative transportation system
 - Economic Development
 - Improve tourist experience
 - Attractive to relocating businesses
 - Public Health



- ## Partners
- Clarkdale
 - Camp Verde
 - Jerome
 - Sedona
 - Cottonwood
 - Yavapai County
 - Cocopai RC&D
 - Yavapai Apache Nation
 - Arizona State Parks/Verde Greenway
 - National Park Service
 - Prescott Forest
 - Coconino Forest

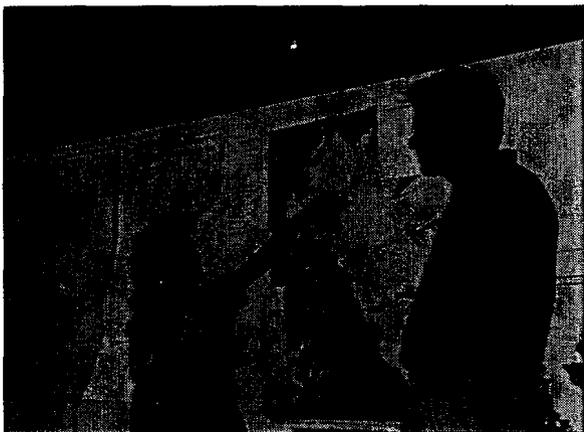
The Partnership

- One staff person from each municipality and agency
- Recreation or planning department
- Expertise in trail planning/building
- Ad Hoc Planning Committee to produce regional trail plan within 18 months



The Plan

- Assess current trails and trail plans in each community
- Identify future trails - links and local
- Develop unified trail and facility guidelines
- Develop maps of proposed trail system
- Print maps of adopted system for distribution



Council Responsibility

- Constituent input
- Approve resolution of support
- Future Actions:
 - Approve and fund local trails
 - Shared funding for regional trail coordinator

Regional Trails Coordinator

- Coordinate trail development
 - Information resource
 - Inter-agency liaison
- Grant writing / management
- Land negotiation
- Develop public outreach/education activities



Cocopai Resource Conservation & Development

- 501 (c) 3
- Mechanism to hire regional trail coordinator
- Assist with planning
- Assist seek grant funds
- Assist with grant writing



February 5, 2007

To: Bill Lee
Subject: Request for 4th Quarter Draw

Dear Bill,

Since we are so close to the final draw for the Camp Verde Chamber, we are requesting the final draw of \$33,669 for the 4th quarter for the Fiscal Year of 2006 - 2007.

We are also requesting that you again invest in the TEAM Grant Program as the Council did last year and the Regional Grant Program that we currently promoting Camp Verde with Cottonwood and Sedona Chambers. The breakdown is as follows:

TEAM Grant Program	\$30,000
Regional Grant Program	<u>\$ 6,000</u>
Total Investment	\$36,000

Thank you,

 Tracie Schimkowsky
for Roy Gugliotta

Roy Gugliotta
Executive Director
Camp Verde Chamber of Commerce

Success through Communication, Harmony, & Cooperation

TEAM Grant Budget FY 2006-2007

					In State	Out of State	Totals	Completed	Changes	\$
EZ Advertising										
AZ Family.com	3 months		2006	banner ad	\$3,525					
Preprint AZ Fall Insert	Sept		2006	banner		\$3,285		Completed		
Preprint AZ Spring Insert	Jan		2007	1/8 page		\$7,470		Completed		
Preprint Direct Mail AZ/CA	may		2007	1/8 page		\$4,805		In Progress		
Sunset Travel Planner	may		2007	1/6 page		\$2,294		In Progress		
					\$3,525	\$17,854	\$21,379			
Print Placement										
AZ Tourist	Aug - Jan	6 months	2006-07	banner ad	\$1,800			Completed		
AZ Republic -- zones 3,8,&9	mail trail	07/30/06		8 column inch	\$362			Completed		
AZ Republic -- zones 3,8,&9	mail trail	08/06/06		8 column inch		\$362		Completed		
AZ Republic -- zones 3,8,&9	fort verde days	10/04/06		8 column inch	\$362			Completed		
AZ Republic -- zones 3,8,&9	fort verde days	10/11/06		8 column inch		\$362			TV AD Campaign	\$362
AZ Republic -- zones 3,8,&9	wine & pecan festival	02/01/07		8 column inch	\$362				TV AD Campaign	\$362
AZ Republic -- zones 3,8,&9	wine & pecan festival	02/08/07		8 column inch		\$362			TV AD Campaign	\$362
AZ Republic -- zones 3,8,&9	crowdad festival	05/24/07		8 column inch	\$362				TV AD Campaign	\$362
AZ Republic -- zones 3,8,&9	crowdad festival	05/31/07		8 column inch		\$362			TV AD Campaign	\$362
					\$3,248	\$1,448	\$4,696			\$1,810
Web Site Development										
create & design web site						\$11,750		Completed		
updating web site (yearly)						\$3,000		In Progress		
						\$14,750	\$14,750			
Printed Material & Postage										
printing		30,000 brochures				\$5,596		Completed		
designing cost for brochure						\$3,400		Completed		
mailing (postage)		12,000 brochures				\$2,359		In Progress		
						\$11,355	\$11,355			
Audio-visual material										
photos of Camp Verde on CD for web site & media packets						\$1,000	\$1,000	\$450	TV AD Campaign	\$450
Media Communication & PR										
media packets					\$2,000		\$2,000	In Progress		
Totals					\$8,773	\$46,407	\$55,180		Total	\$2,260

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: February 21, 2007

Submitting Department: Clerk's Office

Contact Person: Debbie Barber

Consent: **Regular:** **Requesting Action:** **Report Only:**

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | |

Agenda Text (Be Exact): Discussion, consideration, and possible approval of a \$3,000 increase in the Transcriptionist's contract to cover added meetings & increased work hours as a direct result of the establishment of the Housing Commission and Design Review Board.

Staff Recommendation: Approve Budgeted/Amount No \$3,000 _____

Finance Director Review (if item in unbudgeted, under budgeted, or exceeds budgeted amount)

Line Item/Fund: Non-departmental

Purpose of Item and Background Information: The Housing Commission and Design Review Boards were established in the middle of the contract year. The \$3,000 annual increase is based on the increased number of meetings and increased hours required to produce minutes.

List All Attachments as Follows: N/A

Type(s) of Presentation: Verbal Only

Signatures of Submitting Staff:

Name: D. Barber Title: _____

Town Manager/Designee: _____

**AMENDED
AGENDA**



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, FEBRUARY 21, 2007
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

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) February 7, 2007 – Regular Session
- 2) February 7, 2007 – Executive Session
- 3) January 24, 2007 – Council Hears Planning & Zoning
- 4) January 17, 2007 – Regular Session

b) Set Next Meeting, Date and Time:

- 1) Council Hears P&Z – February 28, 2007 at 6:30 p.m.
- 2) Regular Session – March 7, 2007 at 6:30 p.m.
- 3) Regular Session – March 21, 2007 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – March 28, 2007 at 6:30 p.m.

c) Possible appointment of Patty (Pat) Gunnells to the position of Civil Hearing Officer.

d) Possible approval of the Notary Public Service procedures that will be added to Section II of the Clerk's Office Policies and Procedures Manual.

d) Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, removing the charges associated with Notary Public Services, reducing the charge for duplicating CDs from \$5.00 to \$2.00, and increasing the cost for publicity pamphlet arguments from \$100 to \$200.

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

6. **Presentation of a Certificate of Congratulations to the Camp Verde Cowboys Wrestling Team.**

7. **Presentation by United Way Coordinator Deb Darby on the organization's activities in the Verde Valley.**

8. **Presentation and discussion by Cocopai Trails Team Coordinator Bob Rothrock on how a regional trail plan might be developed.**

9. **Discussion, consideration, and possible approval of Resolution 2007-719, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona supporting the establishment of a Verde Valley Regional Trail Plan Committee**

to be comprised of one staff member each from the incorporated communities in the Verde Valley, Yavapai County, and State, Federal, and Tribal Land Management agencies so as to provide assistance with the development of this Regional Trail Plan.

- 9a. **REPORT BY TOWN MANAGER REGARDING THE SANITARY DISTRICT BID OPENING DATED FEBRUARY 15, 2007 FOR SEWER LINE EXTENSION AND TREATMENT PLANT, FOLLOWED BY DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF FINANCIAL ASSISTANCE AND/OR RECOMMENDATIONS CONCERNING THE FINANCING OF THE SEWER LINE EXTENSION AND TREATMENT PLANT.**
10. **Discussion, consideration, and possible approval of the Chamber of Commerce's final draw of \$33,669 for the quarter covering April, May, and June 2007.**
11. **Discussion, consideration, and possible approval of payment in the amount of \$36,000 to the Chamber of Commerce to participate in the TEAM Grant Program. This is an unbudgeted amount from the General Fund.**
12. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

13. **Advanced Approvals of Town Expenditures**
 - a) **Possible approval of a \$3,000 increase in the Transcriptionist contract to cover additional meetings and increased work hours as a direct result of the establishment of the Housing Commission and Design Review Board. This is an under-budgeted item in the General Fund.**
14. **Manager/Staff Report**
15. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the 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.
16. **Adjournment**

Posted by: U Jones

Date/Time: 2-20-07 4:15 P.M.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Special

Meeting Date:February 21, 2007

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact):Discussion, consideration and possible direction to staff to write a letter of support to Yavapai County is support of M-1 zoning on property owned by Camp Verde Sanitary District. This land lies just out side of the Town Boundaries

PURPOSE AND BACKGROUND INFORMATION: See letter from Sanitary District attached

STAFF RECOMMENDATION(S): None

LIST ALL ATTACHMENTS: Letter from Sanitary District

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
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Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department:

Contact Person:Bill Lee

Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

February 20, 2007

Bill Lee
Camp Verde Town Manager
Camp Verde, AZ 86322

RE: Rezoning

Bill,

As a part of the process to complete the sewer expansion the Camp Verde Sanitation District would like to request the county to rezone the portion of the land owned by the district that is in the county to M-1 and after the zoning is complete we would like to annex this portion into the town.

We have discussed the possible use option of the property that is considered a buffer by the DEQ and industrial use is approved and has been used in other situations similar to ours.

In addition the number of parcels that are currently zoned M-1 in Camp Verde is can be counted on our fingers. Making this land available for industrial use can help bring more business and jobs to the town.

The value of this land entitled for industrial use will be substantially higher than currently and give the District more options in raising additional funds for the current expansion.

We would appreciate the town councils support in this

Sincerely,



Rob Witt
Chairman Camp Verde Sanitary District

**AMENDED
AGENDA**



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Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department:

Contact Person:Bill Lee

Town Manager/Designee: _____

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Robert Witt

PO Box 1775
Camp Verde, AZ 86322
928-287-1100

February 20, 2007

Bill Lee
Camp Verde Town Manager
Camp Verde, AZ 86322

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