

**AMENDED AGENDA #1**



**REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, MARCH 1, 2006  
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 22, 2006 – Council Hears P&Z
- 2) February 15, 2006 – Regular Session

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

- 1) Special/Executive Session – March 8, 2006 at 4:00 p.m.
- 2) Joint Work Session with P&Z – March 8, 2006 at 6:30 p.m.
- 3) Regular Session – March 15, 2006 at 6:30 p.m.
- 4) Council Hears P&Z – March 22, 2006 at 6:30 p.m.

c) **Possible approval of a change order in the amount of \$1,942.00 to supply and install three exterior freeze-proof hose bibs at the new Marshal's facility.** This is an unbudgeted item from General Fund contingency THE CIP FUND.

d) **Possible approval of a change order in the amount of \$1,438.00 to add two new trash enclosure gates at the new Marshal's facility.** This is an unbudgeted item from General Fund contingency THE CIP FUND.

e) **Possible approval of a change order in the amount of \$2,367.00 to replace deteriorated roof sheathing on the new Marshal's facility.** This is an unbudgeted item from General Fund contingency THE CIP FUND.

f) **Possible approval of a change order in the amount of \$3,095.00 to modify the telephone service conduit from a 2" to 4" at the new Marshal's facility.** This is an unbudgeted item from General Fund contingency THE CIP FUND.

g) **Possible authorization to sign an agreement with RBS Lynk to provide credit/debit card processing services for Town fees. The unbudgeted costs associated with this service is \$1,400 and will come from the General Fund Contingency unless Council chooses to defer the expenditure to the FY 06/07 budget year.**

h) **POSSIBLE APPROVAL OF RESOLUTION 2006-676, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERE, YAVAPAI COUNTY, ARIZONA TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) FOR A SMALL AREA TRANSPORTATION STUDY.** The \$25,000 cash match for this grant is budgeted and will come from HURF.

Mayor Gioia requested Item #I:

I) **POSSIBLE APPROVAL OF \$300 EXPENDITURE TO PAY FOR APPLIANCE PICK-UP FOR THE MARCH 11<sup>TH</sup> COPPER CANYON CLEAN-UP.** This is an unbudgeted item from the General Fund Contingency.

5. **Call to the Public for Items not on the Agenda.**
6. **Discussion, consideration, and possible authorization to purchase and equip two (2) patrol vehicles for the Marshal's Office in the amount of \$63,400.** There is \$71,600 budgeted in the FY05-06 CIP fund for vehicle replacement.
- 6.a **DISCUSSION, CONSIDERATION, AND POSSIBLE SELECTION OF THE LIMESTONE COLOR AND WHETHER IT SHOULD BE DRY STACKED OR OVER-GROUTED AND THE EXTERIOR COLORS FOR THE NEW MARSHAL'S OFFICE FACILITY.** Additional costs are unbudgeted and will come from the General Fund Contingency CIP FUND.
7. **Presentation by Camp Verde Fire District and Marshal's Office representatives concerning the similarity of street names Park Verde Road and Verde Park Drive. This may be followed by discussion, consideration, and possible direction to staff to work with the residents on these streets to change one of the names.**
8. **Presentation by Joe Butner concerning the Historic Camp Verde to Payson Mail Trail. This may be followed by discussion, consideration, and possible approval of funding in the amount of \$3,000 to promote and dedicate the 52-mile Historical Mail Trail event that is scheduled for September 2006.** This is an unbudgeted item from General Fund Contingency.
9. **Discussion, consideration, and possible direction to staff to enter into a contract with Arizona Engineering for the Finnie Flat area drainage study in the amount of \$45,912.** This is a budgeted item in the General Fund and will be reimbursed by Yavapai County Flood Control.
10. **Discussion, consideration, and possible direction to staff to gather information regarding a voter-approved sales tax that could be used to fund projects such as the library, arts, acquisition of open space and development rights, and formation of historic districts.**

Vice Mayor Baker requested items 11 & 12:

11. ~~**Discussion, consideration, and possible determination to use the Old Rock Building behind the Chamber of Commerce for tourism-related activities.**~~
12. ~~**Discussion, consideration, and possible direction to staff regarding possible improvements to the back of the Chamber of Commerce building.**~~ Expenses related to possible improvements are unbudgeted in this fiscal year.
11. **Discussion or consultation with the Town Attorney to consider Council's position or instruct the attorney regarding its position in settlement discussions regarding the Eberhard v. Town of Camp Verde litigation. Note:** Council may vote to go into executive session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and (A)(4) for discussion or consultation with the attorney in order to consider Council's position and instruct the attorney regarding settlement discussions conducted in order to avoid or resolve litigation.
12. **COUNSEL BRIEFING ON THE STATUS OF THE MILLWOOD SUBDIVISION FINAL PLAT APPROVAL.** Note: Council may vote to go into executive session pursuant to ARS §38-431.A(3) for discussion or consultation for legal advice with the attorney and §38-431.A(4) for discussion or consultation with the attorney in order to consider its position and instruct its attorney regarding Council's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

**There will be no Public Input on the following items:**

13. **Call to the Public for Items not on the Agenda.**
14. **Advanced Approvals of Town Expenditures**
15. **Manager/Staff Report**
16. **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.
17. **Adjournment**

Posted by: W Jones

Date/Time: 2-28-06 2:00 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.

**STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                           **Discussion, consideration, and possible selection of the limestone color and whether it should be dry stacked or over grouted and the exterior colors for the new Marshal's facility.** Any additional costs incurred with these selections would be unbudgeted and come from contingency.

**Budgeted item:**               No – if additional costs are incurred

**Description of Item:**       None

**Staff Recommendation:**   None

**Comments:**                   None

**Attachments:**               None

**Prepared by:**                Bill Lee/cjb

**STAFF REPORT**

**Council Meeting of:**           **March 1, 2006**

**Title:**                           **Possible approval of an Intergovernmental Agreement to accept \$100,000 from ADOT to fund a Small Area Transportation Study that will become a locally approved transportation plan and an element in the General Plan.** If approved, the budgeted item requires a 25% cash match (\$25,000) and will come from the HURF fund.

**Budgeted Item:**               Yes

**Description of Item:**       On May 4, 2005 Council unanimously directed staff to pursue this funding.

**Staff Recommendation:**   Accept the funding with a written appreciation to ADOT Representative James Zumph.

**Comments:**                   N/A

**Attachments:**               Yes

**Prepared by:**                Bill Lee/cjb



**RESOLUTION 2006-676**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
TO ENTER INTO AN INGOVERNMENTAL AGREEMENT WITH THE  
ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT)  
FOR A SMALL AREA TRANSPORTATION STUDY**

**WHEREAS**, the STATE has certain direct responsibilities with respect to Transportation Planning in the State of Arizona, and

**WHEREAS**, there are funds available to the STATE, which at its discretion, may be used to assist regional transportation planning efforts; and

**WHEREAS**, the TOWN intends to issue a Request for Proposals entitled, "Camp Verde Small Area Transportation Study", which included herein by reference contains work activities relating to area transportation planning; and

**WHEREAS**, the STATE is empowered by Arizona Revised Statutes, Section 28-401, to enter into this agreement; and

**WHEREAS**, the TOWN is empowered by Arizona Revised Statutes, Section 9-240 and 11-951 et. seq., to enter into this agreement;

**NOW THEREFORE**, be it resolved by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona that:

SECTION 1. The TOWN shall enter into the proposed IGA with ADOT, Contract No. KR06-0134TRN, as presented and accept responsibility for the duties of the Town as outlined therein.

SECTION 2. This Resolution is made pursuant to the requirements of ARS 11-951 et. seq.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, this 1<sup>st</sup> day of March, 2006.

\_\_\_\_\_  
Tony Gioia, Mayor

Date: \_\_\_\_\_

Attest:

Approved as to form:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Town Attorney

AG Contract No. KR06-0134TRN  
ADOT TPD File: JPA 06-013T  
Project: P660015P \$100,000  
Section: Small Area Trans Study  
Town of Camp Verde

## INTERGOVERNMENTAL AGREEMENT

BETWEEN  
THE STATE OF ARIZONA  
AND  
TOWN OF CAMP VERDE

THIS AGREEMENT is entered into \_\_\_\_\_, 2006, pursuant to Arizona Revised Statutes, Sections 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State") and the TOWN OF CAMP VERDE, acting by and through its TOWN COUNCIL (the "Town").

### I. RECITALS

1. The State is empowered by Arizona Revised Statutes Section 28-401 to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has delegated to the undersigned the authority to execute this agreement on behalf of the State.

2. The Town is empowered by Arizona Revised Statutes Section 9-240 and 11-951 et seq. to enter into this agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this agreement and has authorized the undersigned to execute this agreement on behalf of the Town.

3. The State and the Town desire to jointly participate in a Small Area Transportation Study in the Town of Camp Verde and in selecting and hiring a consultant to conduct such a study, all in accordance with the Scope, attached hereto and made a part hereof as Exhibit A, at an estimated cost of \$125,000 hereinafter referred to as the "Project". The State will contribute \$100,000 for this study. (Funds are \$100,000 + \$25,000 = \$125,000).

THEREFORE, in consideration of the mutual agreements expressed herein, it is agreed as follows:

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**I. SCOPE OF WORK**

## 1. The State shall:

a. Using State approved procurement procedures, participate with the Town in the selection of a professional engineering transportation planning consultant to accomplish the Project.

b. Review the Project progress reports and submittals and provide comments to the Town or the consultant as appropriate. Review and approve the final report prior to the Town's final payment to the consultant.

c. Contribute an amount not to exceed \$100,000 of federal funds to the Project. Be responsible for any consultant claims for extra compensation attributable to the State.

d. No more often than monthly, reimburse the Town an amount not to exceed \$100,000 within 30 days after receipt and approval of invoices.

## 2. The Town shall:

a. Using State approved procurement procedures, advertise for, and with the concurrence of the State, select and hire a professional transportation-planning consultant to accomplish the Project. Be the lead agency for the Project. Strictly comply with all state and federal procurement laws, rules and procedures in connection with the Project.

b. Provide the State timely copies of Project progress reports and submittals, and ensure the incorporation of State review comments. Provide the State a copy of the final report, and obtain the State's approval prior to making final payment to the consultant. Accept the final report on behalf of the parties hereto.

c. Contribute an amount not to exceed \$25,000.00 of non-federal funds (to fulfill match requirement) and for any consultant claims for extra compensation, attributable to the Town.

d. No more often than monthly, invoice ADOT, in the form of Exhibit B attached and made a part of hereof, supported by narrative reports and an accounting of monthly expenditures, including a detailed listing of match documentation, associated with the Project, to the Project Manager for ADOT, as noted in III.6 below.

d. Maintain detailed records of verifiable match.

e. Comply with all applicable State, Federal and local law.

f. Ensure that Environmental Justice (Title VI) issues are dealt with in the following manner:

The transportation improvement projects recommended in this study shall examine the potential effects, both positive and negative, that these projects may have on minority and low-income populations. Census data are readily available and describe the population living within geographic regions affected by proposed transportation improvements. Should any of the projects place a disproportionate burden on minority or low-income populations, the study shall explain the considerations that dictated this recommendation over alternative actions. In addition, a concerted effort must be made to reach minority and low-income populations when conducting the study's public meetings.

### **III. MISCELLANEOUS PROVISIONS**

1. This agreement shall remain in force and effect until completion of said Project (18 months from consultant's date of notice to proceed) and reimbursements; provided, however, that this agreement may be cancelled at any time prior to the advertisement of a Project consultant contract, upon thirty (30) days written notice to the other party.

2. This agreement shall become effective upon filing with the Secretary of State.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

4. The provisions of Arizona Revised Statutes Section 35-214 are applicable to this contract.

5. In the event of any controversy, which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth for public works contracts in Arizona Revised Statutes Section 12-1518.

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

#### For Contract Issues

Arizona Department of Transportation  
 Transportation Planning Division/Maria Avelar  
 206 South 17 Avenue, Mail Drop 310B  
 Phoenix, AZ 85007  
 Phone: 602-712-4848 FAX: 602-712-3046

Town of Camp Verde  
 Will Wright, P.O. Box 710  
 Camp Verde, AZ 86322  
 928-567-6631  
 wwright@cvaz.org

#### For Project Issues

Arizona Department of Transportation  
 Transportation Planning Division/James Zumpf  
 206 South 17 Avenue, Mail Drop 310B  
 Phoenix, AZ 85007  
 Phone: 602-712-7477, FAX: 602-712-3046

same as above

7. Attached hereto and incorporated herein is the written determination of each party's legal counsel that the parties are authorized under the laws of this state to enter into this agreement and that the agreement is in proper form.
8. Federal funds for the described Scope of Work are contingent upon availability of funding and approvals as appropriate by FHWA and ADOT.
9. This agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U. S. C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. (Non-Discrimination: The contractor shall comply with Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation shall have equal access to employment opportunities, and all other applicable state and federal employment laws, rules and regulations, including the Americans With Disabilities Act. The contractor shall take affirmative action to ensure that

applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, age, national origin or political affiliation or disability.)

- 10. To the extent permitted by law, eEach party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as Indemnatee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees), hereinafter collectively referred to as "claims", arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents employees, or volunteers.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

**TOWN OF CAMP VERDE**

**STATE OF ARIZONA**

Department of Transportation

By \_\_\_\_\_  
Tony Gioia, Mayor

By \_\_\_\_\_  
DALE BUSKIRK, Division Director  
Transportation Planning Division

ATTEST

By \_\_\_\_\_  
Debbie Barber, Town Clerk

JPA 06-013T

APPROVAL OF THE TOWN OF CAMP VERDE

I have reviewed the above referenced proposed intergovernmental agreement, BETWEEN the DEPARTMENT OF TRANSPORTATION, TRANSPORTATION PLANNING DIVISION, and THE TOWN OF CAMP VERDE and declare this agreement to be in proper form and within the powers and authority granted to THE TOWN OF CAMP VERDE under the laws of the State of Arizona. No opinion is expressed as to the authority of the State to enter into this agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Atty. for THE TOWN OF CAMP VERDE

**Joint Project Agreement**  
**Responsibility Matrix**  
 JPA 06-013T

Project Name: Camp Verde SATS

Actions (from inception to completion)	Responsible Person Within Other Entity	Responsible Person Within ADOT	Due Date
Prepare detailed work plan.	Will Wright	James Zumpf	30 days from NTP
Working paper 1: Existing & Future Conditions; Deficiencies	Will Wright	James Zumpf	4 months from NTP
Working paper 2: Program of improvements	Will Wright	James Zumpf	8 months from NTP
Draft Final Reprt	Will Wright	James Zumpf	10 months from NTP
Final Report	Will Wright	James Zumpf	12 months from NTP
Schedule	Will Wright	James Zumpf	Adhere to schedule; Richard will contact consultant monthly; James will contact Richard monthly.
Reimbursement request	Will Wright	James Zumpf	Review for accuracy and submit for payment.

**Exhibit A**  
**Camp Verde Area Transportation Study**

***Work Task 1: Technical Memorandum 1 -- Refine the Work Plan***

Present the detailed work plan for the study, and document the following:

- Refinement of the study boundary.
- A detailed scope of work.
- Project schedule.
- Staffing requirements.

***Work Task 2: Working Paper 1 -- Current and Future Conditions***

**A. Inventory of Current Conditions**

Describe existing conditions of **roadways** and **transit** in the study area, including:

- Inventory and evaluation of current land use patterns, travel data, functional classification of roads, access management, and road and street conditions, as well as demographic and socioeconomic characteristics.
- Transit element should include an inventory and evaluation of current demand, levels of service, transit providers, ridership, employment centers, and demographic and socioeconomic characteristics.
- Accident history, and current levels of service and safety.
- Multi-modal transportation currently utilized.
- Characteristics of the physical, natural, and cultural environments.
- Special characteristics for transit include: medical trips, shopping, educational, entertainment, and social.
- Transit element should include an inventory and evaluation of current demand, levels of service, transit providers, ridership, employment centers, as well as demographic and socioeconomic characteristics.

**B. Forecast of Future Conditions and Deficiencies**

Forecast future conditions and infrastructure deficiencies of **roadways** and **transit** for the years 2011, 2016, and 2026, including:

- Inventory and evaluation of future land use patterns, travel data, functional classification of roads, access management, and road and street conditions, as well as demographic and socioeconomic characteristics.

- Future levels of service.
- Deficiencies within the study area based on future conditions.
- Transit element should include an inventory and evaluation of projected demand, levels of service, transit providers, ridership, employment centers, as well as demographic and socioeconomic characteristics.

### ***Work Task 3: First Phase of Public Involvement and Summary Report 1***

Public involvement meeting(s) concerning both **roadway** and **transit** elements will be conducted within the study area. At the meeting(s), the consultant will describe what has occurred in the study process as well as future work tasks. In the first phase of public involvement the consultant will present existing conditions, future projections, deficiencies within the study area. The consultant will also be responsible for the following:

- Prepare all presentation boards and handouts for public involvement meetings.
- Prepare a comprehensive mailing list for this study, and handle all mailings.
- Prepare a newsletter for distribution by mail before the public meetings, as well as for distribution at the meetings; review and approval of the Project Manager is required before mailing.
- Prepare and issue a press release; the Project Manager will coordinate the press release.
- Document the public involvement process in a Summary Report. This will include the press releases distributed prior to the meetings, mailing lists, comments received at the meeting, and associated responses to each comment.
- Provide public involvement meetings Summary Report to TAC. TAC will review all public input for consideration as potential recommendations to be addressed in Working Paper 2.

### ***Work Task 4: Working Paper 2 -- Develop evaluation criteria and a plan for improvements***

Using generally accepted planning criteria and the findings of Working Paper 1, recommend specific projects and implementation strategies that address identified deficiencies and special needs over a span of five, ten, and twenty years. **Include both roadway and transit elements.** Prioritize projects based on need and available finances.

Specific areas to be addressed include:

- Traffic impacts of new development.
- Mobility issues.
- Congestion at traffic interchanges.

- Safety issues.
- Truck routing
- Coordination with other on-going and recently completed transportation and planning studies
- Opportunities for multimodal transportation
- Financial incentives/community partnerships/job creation

### ***Work Task 5 : Second Phase of Public Involvement and Summary Report 2***

Public involvement meeting(s) concerning both **roadway** and **transit** elements will be conducted within the study area. At the meeting(s), the consultant will describe what has occurred in the study process as well as future work tasks. In the second round of public involvement the consultant will present analyses of needs and deficiencies within the study area, and a proposed program of short-, mid-, and long-range improvements. The consultant will also be responsible for the following:

- Prepare all presentation boards and handouts for public involvement meetings.
- Prepare a comprehensive mailing list for this study, and handle all mailings.
- Prepare a newsletter for distribution by mail before the public meetings, as well as for distribution at the meetings; review and approval of the Project Manager is required before mailing. Prepare and issue a press release; the Project Manager will coordinate the press release.
- Document the public involvement process in a Summary Report. This will include the press releases distributed prior to the meetings, mailing lists; comments received at the meeting; and associated responses to each comment.
- Provide public involvement meetings Summary Report to TAC. TAC will review all public input for consideration as potential recommendations to be addressed in Final Draft Report.

### ***Work Task 6: Final draft reports and executive summary.***

#### **A. Draft final reports**

The draft final report will include the following and will be distributed for review and comment:

- Compilation of Working Paper 1 and Working Paper 2.
- Summary Reports that document the public involvement process.
- Recommendations regarding future studies in the study area.

## **B. Draft executive summary**

The draft executive summary will include analysis and recommendations related to the development of a transportation network and will be distributed for review and comment.

**Work Task 7: Final reports and executive summary.** The final report will include the following:

### **A. Final reports**

The final report will include the content of the final draft report, as amended following review by the TAC and approval of the Project Manager.

### **B. Executive summary**

The executive summary will include the content of the draft executive summary, as amended following review by the TAC and approval of the Project Manager.

## **STUDY PRODUCTS**

The culminating product of the Town of Camp Verde Small Area Transportation Study Update will be the Final Report. Included with the Final Report will be an executive summary documenting the entire study effort. The following is a listing of milestone documents.

- **Technical Memorandum 1:** Present a detailed work plan (Work Task 1).
- **Working Paper 1:** Describe existing and future conditions in the study area (Work Task 2).
- **Summary Report 1:** First phase of public involvement meetings (Work Task 3).
- **Working Paper 2:** Identify local transportation issues and recommend infrastructure improvements, including transit system integration or improvements (Work Task 4).
- **Summary Report 2:** Second phase of public involvement meetings (Work Task 5).
- **Final Draft Report** (Work Task 6).
- **Final Report (Work Task 7):** Sixty(60) copies, ten (10) of which will be delivered to the Arizona Department of Transportation.
- **Executive Summary of the Final Report (Work Task 7):** Seventy (70) copies, twenty of which will be delivered to the Arizona Department of Transportation.

## AGENDA



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MAYOR and COMMON COUNCIL  
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473 S. Main Street, Room #106  
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at 6:30 P.M.**

1. **Call to Order**

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2. **Roll Call**

3. **Pledge of Allegiance**

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**There will be no Public Input on the following items:**

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18. **Adjournment**

Posted by: James

Date/Time: 2-24-06 10:00 a.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  
COUNCIL HEARS PLANNING & ZONING  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, FEBRUARY 22, 2006  
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, Councilors Hauser, Smith, Kovacovich, Parrish and Parry were present; Vice Mayor Baker was absent..

**Also Present:** Community Development Director Will Wright, Sr. Planner Nancy Buckel, P&Z Commissioner Womack; Housing Commissioners Everett, Freeman and Garrison; and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Councilor Parry.

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 8, 2006 – Special Session
- 2) **FEBRUARY 8, 2006 – EXECUTIVE SESSION**
- 3) **JANUARY 25, 2006 – COUNCIL HEARS PLANNING & ZONING**

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

- 1) Regular Session – March 1, 2006 at 6:30 p.m.
- 2) Work Session – March 8, 2006 at 6:30 p.m.
- 3) Regular Session – March 15, 2006 at 6:30 p.m.
- 4) Council Hears P&Z – March 22, 2006 at 6:30 p.m.

On a motion by Hauser, seconded by Kovacovich, the Council unanimously approved the Consent Agenda, with the following changes: The Regular Session scheduled for March 1 to commence at 5:00 p.m., and the Minutes of February 8, 2006 Special Session corrected on Page 2, end of paragraph at top of the page to read, "Bullard advised **under two different scenarios expenditures are projected to overcome revenues in either 2010 or 2013, respectively.**"

Councilor Smith recommended that the meeting of March 1, 2006 commence at 5:00 p.m., in order to finish up the Town Code and then take a break prior to the 6:30 p.m. regular time; Mayor Gioia requested the correction to the Minutes of February 8, 2006 as set forth above.

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

**Robert Johnson**, Camp Verde, read an article from a recent newspaper edition regarding the purchase of the Redgap Ranch by Flagstaff with State substantial financial assistance because of its location on an aquifer that will supply water. Mr. Johnson suggested that perhaps Camp Verde could find an aquifer in this area to acquire, perhaps with other communities.

There was no further public input.

6. **Discussion, consideration, and possible approval of Resolution 2006-675, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai**

**County, Arizona, adopting Amended Final Plat 2005-09 for Las Estancias Unit 2 Subdivision removing parcels 403-20-169, 403-20-170 and 403-20-171 from the subdivision consisting of lots 27, 28 & 29. THESE LOTS ARE LOCATED ON THE EAST SIDE OF THE MONDALE EXTENSION; Las Estancias Unit 2 is located off Horseshoe Bend.**

On a motion by Hauser, seconded by Parrish, the Council unanimously approved Resolution 2006-675, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting Amended Final Plat 2005-09 for Las Estancias Unit 2 Subdivision located off Horseshoe Bend removing parcels 403-20-169, 403-20-170 and 403-20-171 from the subdivision consisting of lots 27, 28 & 29, located on the east side of the Mondale Extension.

**STAFF REPORT**

Community Development Director Wright reviewed the background of the requested amendment during which it was found that after the preliminary plat was approved an additional 3-acre parcel was purchased and three more lots created. After the final plats for Phases II and III were recorded the Department of Real Estate noted that the water adequacy report did not cover the three additional lots. The engineer has recorded an error on his part, and the developer is removing the three acres from the subdivision. The P&Z Commission has unanimously recommended approval of the amended plat for Las Estancias Unit 2, to remove the subject 3 lots; no other changes have been made. The Council expressed concern about such changes that result in errors being caught by other government agencies and questioned how that might be tracked in the future.

**Tom Pender**, agent for the owner, confirmed that he is the responsible party in connection with the issue before the Council, and outlined in detail the history of the development. Because of a problem with the roadway butting up against an existing easement, the developer purchased the adjoining property underlying the easement and planned to bring it into the entire subdivision; the right-of-way for Mondale was then dedicated to the Town. The three additional lots created by the additional property were found by the Department of Real Estate to lack water adequacy as required. An adjoining property owner proposed purchasing those three acres, or lots, and the developer determined that selling that property would be the better solution to a complex problem resulting from the engineer's error. The developer is seeking endorsement by the Council for the removal of the subject three lots.

**COUNCIL DISCUSSION**

The Council discussed with Mr. Pender concern over the condition of Mondale Road. It was pointed out that the road had met the standards of the Town at the time it was dedicated and accepted; Mr. Pender also described how a drainage issue on Mondale had been resolved with creation of a retention basin. Director Wright confirmed that stipulations regarding road improvements are many times complied with following approval and recording of the final plat; the roadways are then accepted by the Town by a separate motion. Planner Buckel reviewed the changes in road standards and Town engineers during the approval process of Phases I and II, resulting in the difference in the roadways in the subdivision, and the responsibilities of the Streets Department. Repairs to Mondale to be made by the developer and agreed to will be completed when the weather permits, probably in June. Phases I, II and III have all been completed at this time.

There was no public input.

7. **Discussion, consideration, and possible approval of Ordinance 2006-A320, an Ordinance of the Town of Camp Verde, Yavapai County, Arizona, adopting an amendment to the zoning map of the Planning & Zoning Ordinance for parcels 404-24-054B and 404-28-002L consisting of approximately 1.09 acres from R2-4 to C1. THIS REZONING IS TO ALLOW FOR COMMERCIAL DEVELOPMENT.** The property is located on 7<sup>th</sup> Street and Finnie Flat Road.

On a motion by Smith, seconded by Kovacovich, the Council unanimously approved Ordinance 2006-A320, an Ordinance of the Town of Camp Verde, Yavapai County, Arizona, adopting an amendment to the zoning map change of the Planning & Zoning Ordinance for parcels 404-24-054B and 404-28-002L located on 7<sup>th</sup> Street and Finnie Flat Road, consisting of approximately 1.09 acres from R2-4 to C1, to allow for commercial development.

On a motion by Smith, seconded by Gioia, the Council unanimously approved amending the original motion to include two stipulations, one for a drainage study, and one for a traffic study.

#### **STAFF PRESENTATION**

Director Wright by way of introduction said that Bob Magness was present representing the property owner, and referred to the conceptual drawings that had been included in the agenda packets. Wright explained that the proposed plan for an office complex appears to be a significant upgrade to that corner parcel located across from the Post Office. The P&Z Commission were enthusiastic about the development, with some consideration given to the location of the drive off of 7<sup>th</sup> Street and its proximity to Finnie Flat, and will be looked at during the platting phase of this development. The subject zoning map change will allow the developer to go proceed with the planned development; it coincides with much of the commercial development in the area. The P&Z Commission unanimously recommended approval of the rezoning.

#### **PUBLIC HEARING OPEN**

##### **Applicant's Statement**

**Bob Magness**, with Weiss Magness Architects, representative for the applicant for the rezoning of the property, described the condominium office project briefly, referring to the conceptual drawings that had been provided to the Council. He pointed out how the project had been designed to integrate into the hillside by using a series of tiers with an upper level parking area.

#### **COMMENT FROM OTHER PERSONS**

**Robert Johnson** requested an explanation of the zoning designations of C and C1-3, and Mr. Magness addressed his questions during a brief discussion with Mr. Johnson.

**Norma Garrison** questioned whether there will be an exit onto 7<sup>th</sup> Street, and an entryway; Mr. Magness addressed her question, explaining that the issue had been discussed at the P&Z Commission hearing. The Council advised Ms. Garrison that there will be further discussion during the preliminary plat process, and suggested to staff that applicants be encouraged to provide some type of illustration to help inform the public. Mr. Magness confirmed that those concerns already expressed will be addressed when a preliminary site plan is presented.

#### **APPLICANT'S REBUTTAL**

There was no rebuttal required.

#### **PUBLIC HEARING CLOSED**

##### **Council Discussion**

The Council further discussed the issue of upper and lower access points on 7<sup>th</sup> Street and access from across the street, suggesting that the applicant discuss with staff the distance from the corner that is legal for access. There was also suggestion that stipulations for drainage and traffic studies should be addressed at this time, and that low landscaping should be planned in order to ensure clear visibility of traffic on Finnie Flat and 7<sup>th</sup> Street; it was also suggested that using native vegetation would also conserve water. The Council also highly commended the developer for the planned project.

Following the original motion for approval, there was some discussion regarding the concern about drainage and traffic studies, and a motion was then made for an amendment to include a stipulation for those studies.

**7a. DISCUSSION, CONSIDERATION, AND POSSIBLE APPOINTMENT OF PLANNING & ZONING COMMISSION MEMBER TO FILL THE TERM ENDING SEPTEMBER 2007.**

On a motion by Parrish, seconded by Hauser, the Council unanimously approved the appointment of Robert Burnside to the Planning & Zoning Commission to fill the term ending September 2007.

**Al Roddan**, a resident of Camp Verde for three years and a co-owner of The Willows, said he has a keen interest in the future of Camp Verde, and feels that serving on the Commission is a way to contribute back to the community, and described his background as an engineer and his business experience.

**Robert Johnson** said he has been very interested in everything that is going on in Town, is interested in seeing the Town grow in a positive way, and has been a member of the Board of Adjustments; he also gave a background sketch of his education and supervisory experience.

**Robert Burnside** said that he has been a resident of Camp Verde for 13 years, that he has filled out the information form, and asked the Council if they had any questions. Smith asked Mr. Burnside his opinion of the General Plan which Mr. Burnside summed up as "an interesting concept" explaining the basis of his opinion during a brief discussion with Smith and stressing that nothing will fit everybody.

There was comment from the Council commending the public for the way it is stepping forward to participate in the Town government, urging everyone to stay involved even if not selected.

There was no public input.

**8. Discussion and consideration of P&Z Ordinance Section 108.E(3) Height Limits and possible direction to staff to clarify this section.**

Staff was directed to research several options based on what they have gleaned from the discussion of this item, bring one back at the next Council Hears P&Z meeting that Council agrees with, have additional public input, and Council could discuss whether or not to adopt the proposed ordinance.

Councilor Hauser directed the attention of the members to the information that had been supplied in the agenda packets regarding concern over possibly raising building heights to 50 feet, or five stories, expressing her belief that five-story buildings are not what Camp Verde would want right now, and would impact the beauty and scenery in the area, and that a limit to a two-story height limit, such as Cottonwood has, would not be unreasonable. A thorough discussion followed, including quotation of excerpts from the General Plan seeking to protect the natural beauty of the area, and in the alternate, the General Plan sections on economic development dealing with creating an environment to encourage business growth and employment opportunities, and it was pointed out that some commercial activities might require the higher building height limit. It was suggested that the better approach would be to consider building heights on a case-by-case basis. The setbacks determined by building heights were reviewed with staff. The Council also discussed approving exemptions to allow a requested higher limit, although up to 50 feet would be allowed if the ordinance is left as it is; the matter of building heights could not be considered on an individual basis. If the ordinance were changed to 30 feet, exemptions for height would come before Council as a request for exemption with whatever else was being passed. Staff confirmed that waivers cannot be granted on a zoning ordinance, it has to be done through the platting process, adding that that could be addressed in the design review by indicating that any height variation be part of the design review, although the attorney must be consulted on that to see if that kind of language can be used in the ordinance.

A summary was discussed with staff, that if the height restriction was at 30 feet, and with review of the attorney, it would be possible to have exceptions reviewed through Design Review, and ensure that the Town incorporates that into the Design Review; if someone needed higher than

30 feet they could apply for it and perhaps be exempt from the 30-foot rule. Staff suggested that there could be the provision of no residential higher than 30 feet; variances have been granted in some cases.

Following the public input, the members discussed further the need to preserve the beautiful views in Camp Verde; it was also suggested that being flexible is not selling out, the situation should be tailored to the site.

#### **PUBLIC INPUT**

**George Young** commented on how a building affected the view from his property, saying that it would not matter whether it was 30 feet or 60 feet tall, it would still obstruct his view of the mountain. He added that the setbacks do help; he also gave examples of buildings being either down in a ditch or up on a mountain and the main question is how it affects anything else, and in his opinion should be looked at on a case-by-case basis.

**Bob Womack**, Camp Verde, described his experience being involved in Camelback Esplanade, saying that the homeowners were offered compensation for being displaced as a way of handling their opposition. The development was an upgrade. Camp Verde is dealing with progress and should look and think forward and continue to not impose the height restrictions that Cottonwood has.

**Robert Burnside** referred to discussing the General Plan earlier, and suggested that the Council create two heights, use that to an advantage, commercial and residential.

**Rob Witt** agreed that building height is a difficult issue, and reviewed the problems with trying to get businesses to come in for economic and then having to face the Council to see if they could even build here. He said that some good companies need height; there needs to be something that addresses location, and the intention in creating the ordinance was not to have 50-foot residential buildings; it was to encourage businesses to come here.

**Robert Johnson** suggested 32 feet in the residential area, and up to 50 feet in commercial manufacturing areas.

**Dave Freeman** suggested going back and taking a good look at some of the zoning that has happened, and some kind of tag to those places where 50 would be very acceptable and even encouraging for businesses; that would solve the problem and it would not become an emotional issue. That way everybody wins.

There was no further public input.

**9. Discussion, consideration, and possible selection for the new Marshal's facility of the limestone color and whether it should be dry stacked or over grouted followed by approval of any additional costs.**

On a motion by Parrish, seconded by Hauser, the Council voted unanimously to continue Item 9.

Councilor Parry advised the Mayor that the item was not ready yet and that he had requested that it be pulled from the agenda.

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

There was no public input.

**11. Advanced Approvals of Town Expenditures**

There were no advanced approvals of Town expenditures.

**12. Manager/Staff Report**  
There was no Manager/Staff report.

**13. Council Informational Reports**  
Parry said he and Ron had attended a meeting down in Phoenix with the State Head of Parks, Ken Travis; Parry said he announced he was thankful that he did not live down there; Parry also commented on a newspaper article regarding Travis saying that he's not sure but he thinks Cottonwood will string him up over there.

Smith elaborated on the meeting with State Parks where a couple of items were passed, saying he thinks they are more flexible than he thought they were. Smith reported on a tour that he and Bill made of the Buckeye equestrian facility and described that facility and the huge success it is enjoying; the owner suggested that he would look forward to referring overflow business to Camp Verde, as well as recommending Camp Verde as a alternate facility during the hot summer months. Smith also described the benefits from that facility as creating a giant economic engine for Buckeye.

Gioia said that he and several Council members had attended the first meeting of the new Housing Commission; Town Clerk Barber had made an excellent presentation on the Open Meeting Law and properly handling ourselves in meetings. It was very encouraging to see the room full of Committee members and Commissioners; he was grateful that so many people showed up for that.

**14. Adjournment**  
On a motion by Hauser, seconded by Gioia, the meeting was adjourned at 8:21 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 meeting of the Town Council of Camp Verde, Arizona, held on the 22nd day of February, 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Debbie Barber, Town Clerk

**MINUTES  
REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, FEBRUARY 15, 2006  
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 Baker, Councilors Hauser, Smith, Kovacovich, Parrish and Parry were present.

**Also Present:** Town Manager Bill Lee, Town Attorney Bill Sims, Marshal Dave Smith, Grants Administrator Mike Casebier, Special Projects Administrator Wendy Escoffier, P&R Director Lynda Moore, Receptionist Jenna Paulsen, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Councilor Hauser.

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) Executive Session – February 1, 2006
- 2) Special Session – February 7, 2006
- 3) ~~Council/Staff Retreat – January 27, 2006~~

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

- 1) Council Hears P&Z – February 22, 2006 at 6:30 p.m.
- 2) Regular Session – March 1, 2006 at 6:30 p.m.
- 3) Work Session – March 8, 2006 at 6:30 p.m.
- 4) Regular Session – March 15, 2006 at 6:30 p.m.
- 5) Council Hears P&Z – March 22, 2006 at 6:30 p.m.
- 6) Council Special Session – March 30, 2006 at 6:30 p.m.

c) **Possible recommendation of approval of Special Event Liquor Licenses for the purposes of Fund Raising for the American Legion Auxiliary Unit #93 for the following dates: March 11, 2006 and May 5, 2006.**

d) **Possible approval of Proclamation declaring February 19<sup>th</sup> – 25<sup>th</sup> as Arizona Adult Literacy Week.**

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

The Council briefly discussed setting an additional meeting date and time regarding the Design Review Committee; it was suggested that the subject could be addressed during the Work Session scheduled for March 8<sup>th</sup>, and that it was important that the public be notified in order to provide input as much as possible, including pictures. Some pictures have already been supplied to Casa Verde Consultants.

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

**Danny Parker** expressed his frustration at what he believed was a recently scheduled public meeting with ADOT at which Mayor Gioia denied the attendance of Rob Witt, who is on the Advisory Committee for the ADOT Highway 260 project, and Steve Ayers of the press, which gave the appearance of a private meeting held by the Mayor that was not approved by Council. Parker is requesting that the Council and Town Attorney investigate why Witt and Ayers were not invited to the meeting.

There was no further public input.

**5.B DISCUSSION, CONSIDERATION, AND POSSIBLE REAFFIRMATION OF RESOLUTION 2003-568, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL ESTABLISHING A POLICY ADOPTING A CODE OF ETHICS.**

There was no action taken.

Councilor Parry said that as a new Council member he had reviewed the Code of Ethics adopted by the Council and felt that it would be helpful for everyone to reflect on that policy; he stressed the importance of ethics, professional conduct, getting along, and getting the job done without the apparent conflicts that seem to exist involving Council, staff and the public. The Council expressed appreciation for the reminder, commented on portions of the language, and agreed that personal conduct of members, including any Town commissions and committees, must be above reproach.

There was no public input.

**6. Discussion, consideration, and possible approval of Resolution 2006-674, a resolution of the Town of Camp Verde, Yavapai County, Arizona authorizing the submission of an application(s) for FY 2006 State Community Development Block Grant Funds, certifying that said application(s) meet the community's previously identified housing and community development needs and the requirements of the state CDBG program, and authorizing all actions necessary to implement and complete the activities outline in said application.**

On a motion by Baker, seconded by Gioia, the Council unanimously approved Resolution 2006-674, authorization to submit applications and to implement CDBG projects.

Grants Administrator Mike Casebier reviewed in detail the status of the two prioritized projects, the Senior Center and Town Site street improvements, as well as plans to upgrade the Senior Center to meet ADA requirements. During a brief discussion the Council commended Mr. Casebier for the work he has done including preparing an excellent staff report.

There was no public input.

**6.A DISCUSSION, CONSIDERATION, AND POSSIBLE SELECTION OF EXTERIOR COLORS FOR THE NEW MARSHAL'S FACILITY.**

On a motion by Hauser, seconded by Gioia, the Council unanimously voted to continue Item 6A to next week.

Town Manager Lee requested that this item be continued to next week; he was informed that there is more time to make the final decision.

**6.B DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF REGARDING THE EXISTING WELL LOCATED AT THE NEW MARSHAL'S FACILITY SITE.**

On a motion by Smith, seconded by Parry, the Council voted unanimously to approve the improvements to the existing well at the new Marshal's Office, not to exceed \$3,000.

Lee explained that the contractor has suggested that the well that exists on the property could be used for irrigating the landscaping at the new Marshal's Office, as well as the other acre of land there. A pump and some irrigation piping are needed, and the cost is estimated no more than \$3,000. Otherwise, the well could be capped, at a cost of \$500. The Council generally agreed that using the well as proposed would save money, and that staff would look into possibly using staff to help lower the cost.

**PUBLIC INPUT**

**George Young** said that any time money could be saved on water it is worthwhile to consider; the proposed cost sounds reasonable.

There was no further input.

**6.C DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$1,942 TO REPLACE DETERIORATED ROOF SHEATHING AND TO SECURE EXISTING ROOF SHEATHING ON THE NEW MARSHAL'S FACILITY.**

There was no action taken.

Lee said that the contractor has found that much of the existing plywood was deteriorated and had to be replaced and the nailing pattern brought up to code. The Council discussed with Lee the proposed amount and it was determined that it applied to a different change order in connection with some plumbing. The Council also discussed with Marshal Smith the change order regarding the plumbing. Lee said he would bring both of the items back to Council after further research.

**7. Presentation by Chamber of Commerce Executive Director Roy Gugliotta on the Arizona Office of Tourism (AOT) Teamwork for Effective Arizona Marketing (TEAM) Grant funding. This may be followed by discussion, consideration, and possible approval of MATCHING funds for AOT's TEAM Grant program in the amount of \$30,000 AND AN ADDITIONAL \$36,000 TO FUND THE SALARY OF A MARKETING/TOURISM STAFF MEMBER.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously voted to continue Item 7 to the March 8<sup>th</sup> Work Session so that Council, Finance and the Chamber can further review the grant funding proposal.

Chamber of Commerce Executive Director Roy Gugliotta gave a Power Point presentation reviewing and illustrating the mission of the Chamber, which is basically to promote a strong local economy, promote the community and provide networking opportunities between the businesses in the communities, outlining in detail a suggested marketing approach and the effectiveness of working with the AOT. The Council discussed with Mr. Gugliotta the requested funding and the Town history of funding the Chamber, as well as comparisons with other communities.

**PUBLIC INPUT**

**Rob Witt**, a Director of the Chamber, in summary, said that the businesses generate \$1.8 million in sales tax revenue, are asking for help; what has been said offers an opportunity to do what needs to be done, to identify and generate interest in Camp Verde through what would be a significant marketing campaign with grant funding.

**Robert Johnson**, Camp Verde, a resident for 20 years, commented on the lack of publicity available regarding Camp Verde, and suggested that a recent movie about General Crook should be playing here in town, perhaps at the Fort. He also suggested getting some past singing groups to perform here in town.

**Kala Pearson** identified herself as a Rimrock B&B business person, her heart is in Camp Verde, and her advertising is out of Sedona; in the past she was an economic development specialist for the State of Arizona with rural communities and for the last 25 years has maintained a relationship with the Arizona Departments of Tourism and Commerce. Ms. Pearson strongly agreed with Mr. Witt on the opportunities available with the State for Camp Verde, sharing her own business experiences and further expanding on the importance of working with the AOT and developing an identity and a market that will help drive economic development, stressing that a bigger investment in the businesses and promoting tourism is needed.

**Alex Wilson**, one of the Chamber directors, and a resident for 2-1/2 years, commented on having to explain to others where Camp Verde is and using McDonald's as the identifying feature, even to people who live in the state; something different must be done, Chamber membership must be increased, and he is behind the proposed marketing plan 100%.

**Bud Burness** said he has been affiliated with the Chamber for a number of years; the Town has provided about the same amount of funding and support for the last seven years. Much has changed, development will require more businesses, and the Town has to change and needs to invest in marketing.

**Jerry Tobish**, on the Chamber Board and a local business owner, also commented on those traveling through the area identifying Camp Verde with the fast food junction on their way to Sedona or Flagstaff due to the lack of signage. He located his business here because of the promises of redevelopment; the businesses need the Town to go out on a limb and promote tourism, or the businesses will not survive.

**Sam Boyles**, of Prescott, Camp Verde and California, explained that he has a business moving here, and employees will be looking to buy homes here; he agreed that the Town needs to spend money on advertising. Mr. Boyles described his business and the significant amount of money generated, commenting that he will employ an average of 20-25 people, and has had as many as 80 employees. He was drawn to Camp Verde through the Chamber; advertising is of prime importance.

There was no further public input.

The members briefly discussed the benefits of marketing as well as the methods of marketing, and the need to make wise decisions, generally agreeing on the need to promote and identify Camp Verde, while expressing some concern that more promotion and advertising have not been generated by the Chamber over the past years. After further discussion on the issue of advancing the funding requested, it was agreed that Mr. Gugliotta would prepare a draft marketing plan for the Council to review at the March 8<sup>th</sup> Work Session in order to be able to confer with the Finance Director and arrive at a decision regarding providing for funding during the annual budget process, whether for this year or next.

**A recess was called at 9:01 p.m.; the meeting was called back to order at 9:08 p.m.**

**8. Discussion, consideration, and possible approval to partner with Camp Verde High School and the Main Street Merchants on the 2006 Main Street Stampede.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved the partnership with Camp Verde High School for the Main Street Merchants on the 2006 Main Street Stampede according to the recommendation of the Parks & Recreation Commission.

Parks & Recreation Director Lynda Moore said that this is the third Annual Main Street Stampede, and the Town is being asked to partner with the high school. In the past the P&R Department has fronted all the bills for the event, with the net amount split 50-50 between the Town and the high school. In connection with the request this year for 60% going to the high school and 40% to the Town, the Parks & Recreation Commission has recommended factoring in the cost of seed and fertilizer, with the Town absorbing the cost of labor, and then distribute the proceeds 60-40. During the discussion the Council commended the work done by the students and agreed that the funds were well deserved; Lee also gave an update on the amount currently on hand for the Main Street Merchants fund.

There was no public input.

**9. Discussion, consideration, and possible approval to purchase a used one-ton bucket truck at auction.**

Staff was directed to seek purchase of a used one-ton bucket truck through the auctions, under Kelly Blue Book, and under the amount that has already been authorized.

**Director Moore** reported on the recent unsuccessful attempt to get a bid on a one-ton bucket truck, and is now asking approval to go to public auction to purchase one, at a cost not to exceed \$40,000. Lee said that, among other options to consider, APS has also been contacted.

There was no public input.

**10. Discussion, consideration, and possible direction to staff to proceed with the creation of a Housing Authority or a Housing Department.**

On a motion by Smith, seconded by Baker, the Council by a 6-1 vote directed staff to proceed with the creation of a Housing Department; with a 'no' vote by Gioia.

Wendy Escoffier gave a detailed Power Point update on the merits of establishing a Housing authority or a Housing Department, stressing the increasing need for affordable housing for those who provide services to the community. There was also input from and discussion with Jeremy Bach regarding his experience with developments that include affordable housing integrated within the developments. Although supporting the actuality of such a department, Mayor Gioia expressed concern about creating a new department without discussion of a budget first and defining the source of the money. Lee said that once staff is given the direction on which way to go, the rest of the information regarding budget and personnel needs will be compiled and brought back to Council.

Town Attorney Bill Sims compared the functions of a Housing Authority and a Housing Department, suggesting that the better choice for the Town at this point would be a Housing Department. Sims confirmed that to be consistent with the Town Code, such a Department would be under the Town Manager. Sims also outlined the statutory requirements regarding sale of the five acres that had been donated to the Town.

There was no public input.

**11. Discussion, consideration, and possible approval to purchase advertising space in the Camp Verde Chamber of Commerce Directory from Hulett Publishing, Inc.**

On a motion by Hauser, seconded by Smith, the Council voted unanimously to allot \$2,095 for a full-page four-color advertising space in the subject Directory.

Lee referred to the report that set out the different levels of pricing for the proposed advertising space; the Council discussed and generally agreed on a full-page, four-color ad as an effective way to promote the community. Lee confirmed that the cost would have to come from the contingency fund.

There was no public input.

**11.A DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF TO SIGN A CHANGE ORDER WITH SWCA TO FULFILL THE COCONINO FOREST SERVICE REQUIREMENT TO PROVIDE A HARD COPY OF THE BIOLOGICAL AND ARCHAEOLOGICAL SURVEY REPORT FOR THE CAMP VERDE PARK AND TRAILHEAD PROJECT #7794.**

Staff was directed to move forward quickly and sign the Change Order with SWCA.

Lee said that the Town Consultant SWCA has been performing the environmental assessment on the Air Strip site. Since submitting the original bid the Forest Service has now asked for additional documentation which requires the subject change order at the cost of \$2,500, and is a new requirement as the result of past lawsuits involving land transactions within the Forest Service.

There was no public input.

**12. Review, discussion, and consideration of proposed changes to the Town Code, and possible direction to staff prepare an ordinance adopting the changes.**

On a motion by Gioia, seconded by Baker, the Council voted unanimously to continue Item 12 to the next Council meeting.

**13. Counsel briefing on the status of the Millwood Subdivision Final Plat approval.** Note: Council may vote to go into executive session pursuant to ARS §38-431.A(3) for discussion or consultation for legal advice with the attorney and §38-431.A(4) for discussion or consultation with the attorney in order to consider its position and instruct its attorney regarding Council's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

**(For the convenience of the public, commencing at 10:09 p.m. the Council heard Items 14 through 17 prior to addressing Item 13, returning to Item 13 at 10:18 p.m.)**

On a motion by Baker, seconded by Parry, the Council unanimously voted to go into executive session.

Prior to going into executive session, Town Attorney Sims explained that a letter from SEC had been received today and wanted the Council to be aware of that prior to further discussion. Jeremy Bach, of SEC, was present and explained the letter that involved a meeting that company had with the Ditch Company. Bach said some solutions had been discussed at the meeting, including making sure the easements and drainage were taken care of, to build an undershot underneath the Ditch, and to replace the existing pipe with a 48-inch smooth pipe, and make sure all access points were taken care of. The Board has indicated that it possibly could be approved, and is a step in the right direction.

**Frank Geminden** confirmed that the meeting had been held this morning with Luke Sefton and it was aw very productive meeting. At this point the Ditch Board will have to consider the letter that was discussed; probably the earliest to take any action will be the end of the week or over the weekend. He added that it does look like progress has been made.

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

There was no public input.

15. **Advanced Approvals of Town Expenditures**

There were no advanced approvals of Town expenditures.

16. **Manager/Staff Report**

There was no Manager/Staff report.

17. **Council Informational Reports**

Parry reported that the stone for the samples for the Marshal's Office should be received tomorrow.

Baker commented on tonight's examples of how unbudgeted items come up for approval, and the limited funds of the Town, and then outlined some Federal proposals for budget cuts that would cause Arizona to lose millions of dollars in funding, further adversely affecting Camp Verde. Baker urged the public to contact their legislators to protest. She also commented on the success of the Pecan & Wine event.

Gioia reviewed progress being made by the Stewards of Public Lands, including 40 signs being supplied by Game & Fish, half of which were in response to the participation by Camp Verde; many people are volunteering their help. Gioia also reported on the Verde River Basin Partnership initial meeting this past weekend. An inter-governmental meeting will be held in the Council Chambers on February 23 at 6:30 p.m. Gioia added his congratulations to the Camp Verde wrestlers and their impressive titles won.

Kovacovich said he had attended the Water Advisory Committee meeting today in Cottonwood; the main portion was a report by the U.S. Geological Survey on hydrogeology of the Upper and the Middle Verde River watersheds.

Smith reported on his attendance at the Sanitary District Board meeting last Wednesday; they hope to go to bid in April on the line extension and sewer plant, with construction to start in August or September. The administrative contract personnel has given notice; they do the billing for the District. Smith also commented on the Pecan & Wine Festival and the great benefits and fun of volunteering at events.

Hauser said that the Verde Watershed group worked hard on putting on the Partnership event last Saturday; the facilities and people were great. At this point Gioia added that ADWR has a bookstore, and the book mentioned by Hauser may be purchased there; it is highly technical, but the summary is easy to understand. Hauser said that the Basketball boys go to State on Friday.

18. **Adjournment**

On a motion by Baker, seconded by Parry, the meeting was adjourned at 11:26 p.m.

---

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 15<sup>th</sup> day of February, 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

---

Debbie Barber, Town Clerk

**STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                           **Discussion, consideration, and possible approval of a change order in the amount of \$1,942.00 to supply and install three (3) exterior freeze proof hose bibs at the new Marshal's facility.** This is an unbudgeted item from contingency.

**Budgeted item:**               No

**Description of Item:**       There were no exterior hose bibs called for on the original bid documents.

**Staff Recommendation:**   None

**Comments:**                   None

**Attachments:**               Yes

**Prepared by:**               Bill Lee/cjb



**Amon Builders, Inc**  
General Building Contractor

Office (928) 474-0689  
FAX (928) 474-8818  
www.amonbuilders.com

Eagle Springs Professional Plaza  
903 E. Hwy. 260, Suite 6  
Payson, Arizona 85541

**CHANGE ORDER**

**PROJECT:** Camp Verde Marshal's Facility  
(name, address) 646 S. 1<sup>st</sup> Street  
Camp Verde, Ariz. 86322

**CHANGE ORDER NO: 2524-CO#2**

**DATE:** Feb. 1, 2006

**TO CONTRACTOR:** Amon Builders, Inc.  
(name, address) 903 E. Hwy. 260, Suite 6  
Payson, AZ 85541

**ARCHITECTS PROJECT NO:**

**CONTRACT DATE:** July 11, 2005

**CONTRACT FOR:** Prime Contract

**The Contract is changed as follows:**

For additional costs related to supplying and installing (3) exterior freeze proof hose bibs. There were no exterior hose bibs called out for on the original bid documents.

Roper Plumbing Mat. Costs:	\$523.00
Roper Plumbing Labor Costs:	\$998.00
Roper Plumbing Overhead & Profit:	\$228.00
<b>SUBTOTAL</b>	<b>\$1,749.00</b>
Amon Builders Inc. 5% Overhead & Profit:	\$88.00
Tax & Bond	\$105.00
<b>TOTAL COST OF THIS CHANGE ORDER</b>	<b>\$1,942.00</b>

The Original ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) was	\$1,210,798.00
Net change by previously authorized Change Orders	\$183,168.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) prior to this Change Order was	\$1,393,966.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) will be ( <u>increased</u> ) (decreased) (unchanged) by this Change Order in the amount of	\$1,942.00
The new ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) including this Change Order will be	\$1,395,908.00

The Contract Time will be (increased) (decreased) (unchanged) by.  
The date of Substantial Completion as of the date of the Change Order therefore is

Amon Builders, Inc.  
CONTRACTOR  
903 E. Hwy. 260, Suite 6, Payson, AZ 85541  
ADDRESS

Town of Camp Verde  
OWNER  
P.O. Box 710, Camp Verde, AZ 86322  
ADDRESS

Dan S. Hamman 2/1/06  
BY DATE  
Project Manager  
TITLE

\_\_\_\_\_  
BY DATE  
\_\_\_\_\_  
TITLE

Stroh Rogers Architects, Inc.  
ARCHITECT  
132 S. Montezuma Street, Prescott, Arizona 86303  
ADDRESS

[Signature]  
BY DATE  
[Signature] 2/4/06  
TITLE



**Amon Builders, Inc**  
General Building Contractor

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FAX (928) 474-8818  
www.amonbuilders.com

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903 E. Hwy. 260, Suite 6  
Payson, Arizona 85541

## CHANGE ORDER

**PROJECT:** Camp Verde Marshal's Facility  
(name, address) 646 S. 1<sup>st</sup> Street  
Camp Verde, Ariz. 86322

**CHANGE ORDER NO: 2524-CO#2**

**DATE:** Feb. 1, 2006

**TO CONTRACTOR:** Amon Builders, Inc.  
(name, address) 903 E. Hwy. 260, Suite 6  
Payson, AZ 85541

**ARCHITECTS PROJECT NO:**

**CONTRACT DATE:** July 11, 2005

**CONTRACT FOR:** Prime Contract

**The Contract is changed as follows:**

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Roper Plumbing Labor Costs:	\$998.00
Roper Plumbing Overhead & Profit:	\$228.00
<b>SUBTOTAL</b>	<b>\$1,749.00</b>
Amon Builders Inc. 5% Overhead & Profit:	\$88.00
Tax & Bond	\$105.00
<b>TOTAL COST OF THIS CHANGE ORDER</b>	<b>\$1,942.00</b>

The Original (Contract Sum) (Guaranteed Maximum Price) was	\$1,210,798.00
Net change by previously authorized Change Orders	\$183,168.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$1,393,966.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$1,942.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$1,395,908.00

The Contract Time will be (increased) (decreased) (unchanged) by.  
The date of Substantial Completion as of the date of the Change Order therefore is

Amon Builders, Inc.  
CONTRACTOR

Town of Camp Verde  
OWNER

903 E. Hwy. 260, Suite 6, Payson, AZ 85541  
ADDRESS

P.O. Box 710, Camp Verde, AZ 86322  
ADDRESS

BY *Dan Hammann* DATE 2/1/06  
TITLE Project Manager

BY \_\_\_\_\_ DATE \_\_\_\_\_  
TITLE \_\_\_\_\_

Stroh Rogers Architects, Inc.  
ARCHITECT

132 S. Montezuma Street, Prescott, Arizona 86303  
ADDRESS

BY *Steve Arch* DATE 2/4/06  
TITLE Pres

**STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                               **Discussion, consideration, and possible approval of a change order in the amount of \$1,438.00 to add 2 new trash enclosure gates at the new Marshal's facility.** This is an unbudgeted item from contingency.

**Budgeted item:**                   No

**Description of Item:**           None

**Staff Recommendation:**       None

**Comments:**                       None

**Attachments:**                   Yes

**Prepared by:**                   Bill Lee/cjb



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Payson, Arizona 85541

**CHANGE ORDER**

**PROJECT:** Camp Verde Marshal's Facility  
(name, address) 646 S. 1<sup>st</sup> Street  
Camp Verde, Ariz. 86322

**CHANGE ORDER NO:** 2524-CO#4

**DATE:** Feb. 13, 2006

**TO CONTRACTOR:** Amon Builders, Inc.  
(name, address) 903 E. Hwy. 260, Suite 6  
Payson, AZ 85541

**ARCHITECTS PROJECT NO:**

**CONTRACT DATE:** July 11, 2005

**CONTRACT FOR:** Prime Contract

**The Contract is changed as follows:**

For additional cost related to adding 2 gates to the trash enclosure opening. No gates were shown on original bid documents. The costs are for the materials and labor for the gates and the painting of the gates.

Rezzonico Welding: Materials & Labor for the gates	\$1,010.00
Ganado Painting: Materials & Labor for Painting of gates	<u>\$285.00</u>
<b>SUBTOTAL</b>	<b>\$1,295.00</b>
Amon Builders Inc. 5% Overhead & Profit:	\$65.00
Tax & Bond	<u>\$78.00</u>
<b>TOTAL COST OF THIS CHANGE ORDER</b>	<b>\$1,438.00</b>

The Original (Contract Sum) (Guaranteed Maximum Price) was	\$1,210,798.00
Net change by previously authorized Change Orders	\$187,477.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$1,398,275.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$1,438.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$1,399,713.00

The Contract Time will be (increased) (decreased) (unchanged) by.  
The date of Substantial Completion as of the date of the Change Order therefore is

Amon Builders, Inc.  
CONTRACTOR

Town of Camp Verde  
OWNER

903 E. Hwy. 260, Suite 6, Payson, AZ 85541  
ADDRESS

P.O. Box 710, Camp Verde, AZ 86322  
ADDRESS

Don Hammann 2/12/2006  
BY DATE  
Project Manager  
TITLE

\_\_\_\_\_  
BY DATE  
\_\_\_\_\_  
TITLE

Stroh Rogers Architects, Inc.  
ARCHITECT

132 S. Montezuma Street, Prescott, Arizona 86303  
ADDRESS

Donna Paul 2/14/06  
BY DATE  
Pres  
TITLE



**Amon Builders, Inc**  
General Building Contractor

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FAX (928) 474-8818  
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Payson, Arizona 85541

**CHANGE ORDER**

**PROJECT:** Camp Verde Marshal's Facility  
(name, address) 646 S. 1<sup>st</sup> Street  
Camp Verde, Ariz. 86322

**CHANGE ORDER NO: 2524-CO#4**

**DATE:** Feb. 13, 2006

**TO CONTRACTOR:** Amon Builders, Inc.  
(name, address) 903 E. Hwy. 260, Suite 6  
Payson, AZ 85541

**ARCHITECTS PROJECT NO:**

**CONTRACT DATE:** July 11, 2005

**CONTRACT FOR:** Prime Contract

**The Contract is changed as follows:**

For additional cost related to adding 2 gates to the trash enclosure opening. No gates were shown on original bid documents. The costs are for the materials and labor for the gates and the painting of the gates.

Rezzonico Welding: Materials & Labor for the gates	\$1,010.00
Ganado Painting: Materials & Labor for Painting of gates	<u>\$285.00</u>
<b>SUBTOTAL</b>	<b>\$1,295.00</b>
Amon Builders Inc. 5% Overhead & Profit:	\$65.00
Tax & Bond	<u>\$78.00</u>
<b>TOTAL COST OF THIS CHANGE ORDER</b>	<b>\$1,438.00</b>

The Original ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) was	\$1,210,798.00
Net change by previously authorized Change Orders	\$187,477.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) prior to this Change Order was	\$1,398,275.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) will be ( <u>increased</u> ) (decreased) (unchanged) by this Change Order in the amount of	\$1,438.00
The new ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) including this Change Order will be	\$1,399,713.00

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The date of Substantial Completion as of the date of the Change Order therefore is

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ADDRESS

P.O. Box 710, Camp Verde, AZ 86322  
ADDRESS

Dan Hamman 2/12/2006  
BY DATE  
Project Manager  
TITLE

\_\_\_\_\_  
BY DATE  
\_\_\_\_\_  
TITLE

Stroh Rogers Architects, Inc.  
ARCHITECT

132 S. Montezuma Street, Prescott, Arizona 86303  
ADDRESS

Dennis Paul 2/14/06  
BY DATE  
Pres  
TITLE

**STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                               **Discussion, consideration, and possible approval of a change order in the amount of \$2,367.00 to replace deteriorated roof sheathing on the new Marshal's facility.**  
This is an unbudgeted item from contingency.

**Budgeted item:**                   No

**Description of Item:**           To meet building safety codes the roof in this facility needs to be repaired.

**Staff Recommendation:**       None

**Comments:**                       None

**Attachments:**                   Yes

**Prepared by:**                   Bill Lee/cjb



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Payson, Arizona 85541

**CHANGE ORDER**

**PROJECT:** Camp Verde Marshal's Facility  
(name, address) 646 S. 1<sup>st</sup> Street  
Camp Verde, Ariz. 86322

**CHANGE ORDER NO:** 2524-CO#3

**DATE:** Feb. 9, 2006

**TO CONTRACTOR:** Amon Builders, Inc.  
(name, address) 903 E. Hwy. 260, Suite 6  
Payson, AZ 85541

**ARCHITECTS PROJECT NO:**

**CONTRACT DATE:** July 11, 2005

**CONTRACT FOR:** Prime Contract

**The Contract is changed as follows:**

For additional costs related to the tear off and replacement of 18 sheets of roof sheathing. This was due to the fact that the existing roof sheathing had deteriorated over the years due to moisture. Progressive Roofing supplied the labor and Amon Builders Inc. supplied the materials.

Amon Builders Mat. Costs for 18 sheets of roof sheathing	\$332.00
Progressive Roofing Labor Costs: 24 man hrs. @ \$75.00 per/hr.	<u>\$1,800.00</u>
<b>SUBTOTAL</b>	<b>\$2,132.00</b>
Amon Builders Inc. 5% Overhead & Profit:	\$107.00
Tax & Bond	<u>\$128.00</u>
<b>TOTAL COST OF THIS CHANGE ORDER</b>	<b>\$2,367.00</b>

The Original ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) was	\$1,210,798.00
Net change by previously authorized Change Orders	\$185,110.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) prior to this Change Order was	\$1,395,908.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) will be ( <u>increased</u> ) (decreased) (unchanged) by this Change Order in the amount of	\$2,367.00
The new ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) including this Change Order will be	\$1,398,275.00

The Contract Time will be (increased) (decreased) (unchanged) by.  
**The date of Substantial Completion as of the date of the Change Order therefore is**

Amon Builders, Inc.  
CONTRACTOR  
903 E. Hwy. 260, Suite 6, Payson, AZ 85541  
ADDRESS

Town of Camp Verde  
OWNER  
P.O. Box 710, Camp Verde, AZ 86322  
ADDRESS

Dan Hamman 2/9/06  
BY DATE  
Project Manager  
TITLE

\_\_\_\_\_  
BY DATE  
\_\_\_\_\_  
TITLE

Stroh Rogers Architects, Inc.  
ARCHITECT  
132 S. Montezuma Street, Prescott, Arizona 86303  
ADDRESS

Quinn D. Thoms  
BY DATE  
Pres. 2/13/06  
TITLE

## **STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                               **Discussion, consideration, and possible approval of a change order in the amount of \$3,095.00 to modify the telephone service conduit from 2" to 4" at the new Marshal's facility.** This is an unbudgeted item from contingency.

**Budgeted item:**                No

**Description of Item:**        Qwest required Amon Builders to make this change.

**Staff Recommendation:**   None

**Comments:**                   None

**Attachments:**                Yes

**Prepared by:**                 Bill Lee/cjb



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**CHANGE ORDER**

**PROJECT:** Camp Verde Marshal's Facility  
(name, address) 646 S. 1<sup>st</sup> Street  
Camp Verde, Ariz. 86322

**CHANGE ORDER NO:** 2524-CO#5

**DATE:** Feb. 13, 2006

**TO CONTRACTOR:** Amon Builders, Inc.  
(name, address) 903 E. Hwy. 260, Suite 6  
Payson, AZ 85541

**ARCHITECTS PROJECT NO:**

**CONTRACT DATE:** July 11, 2005

**CONTRACT FOR:** Prime Contract

**The Contract is changed as follows:**

For added costs for changing the Telephone Service Conduit size from 2" to 4". This was per the instructions that were given to Amon Builders Inc. from Qwest. Originally the plans called for (1) 2" conduit run, now it is required to be (2) 4" Telephone Conduit runs.

Otis Electric: Material costs	\$1,935.00
Otis Electric: Labor costs 11 hrs. @ \$44.56 per/hr	\$490.00
Otis Electric: 15% Overhead & Profit	<u>\$363.00</u>
<b>SUBTOTAL</b>	<b>\$2,788.00</b>
Amon Builders Inc. 5% Overhead & Profit:	\$139.00
Tax & Bond	<u>\$168.00</u>
<b>TOTAL COST OF THIS CHANGE ORDER</b>	<b>\$3,095.00</b>

The Original ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) was	\$1,210,798.00
Net change by previously authorized Change Orders	\$188,915.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) prior to this Change Order was	\$1,399,713.00
The ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) will be ( <u>increased</u> ) (decreased) (unchanged) by this Change Order in the amount of	\$3,095.00
The new ( <u>Contract Sum</u> ) (Guaranteed Maximum Price) including this Change Order will be	\$1,402,808.00

The Contract Time will be (increased) (decreased) (unchanged) by.  
The date of Substantial Completion as of the date of the Change Order therefore is

Amon Builders, Inc.  
CONTRACTOR  
903 E. Hwy. 260, Suite 6, Payson, AZ 85541  
ADDRESS  
BY Don Hammon DATE 2/12/2006  
BY Project Manager  
TITLE

Town of Camp Verde  
OWNER  
P.O. Box 710, Camp Verde, AZ 86322  
ADDRESS  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
TITLE

Stroh Rogers Architects, Inc.  
ARCHITECT  
132 S. Montezuma Street, Prescott, Arizona 86303  
ADDRESS  
BY Dennis Arub DATE 2/14/06  
BY Pres  
TITLE



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**CHANGE ORDER**

**PROJECT:** Camp Verde Marshal's Facility  
(name, address) 646 S. 1<sup>st</sup> Street  
Camp Verde, Ariz. 86322

**CHANGE ORDER NO: 2524-CO#5**

**DATE:** Feb. 13, 2006

**TO CONTRACTOR:** Amon Builders, Inc.  
(name, address) 903 E. Hwy. 260, Suite 6  
Payson, AZ 85541

**ARCHITECTS PROJECT NO:**

**CONTRACT DATE:** July 11, 2005

**CONTRACT FOR:** Prime Contract

**The Contract is changed as follows:**

For added costs for changing the Telephone Service Conduit size from 2" to 4". This was per the instructions that were given to Amon Builders Inc. from Qwest. Originally the plans called for (1) 2" conduit run, now it is required to be (2) 4" Telephone Conduit runs.

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Otis Electric: 15% Overhead & Profit	<u>\$363.00</u>
<b>SUBTOTAL</b>	<b>\$2,788.00</b>
Amon Builders Inc. 5% Overhead & Profit:	\$139.00
Tax & Bond	<u>\$168.00</u>
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Amon Builders, Inc.  
CONTRACTOR  
903 E. Hwy. 260, Suite 6, Payson, AZ 85541  
ADDRESS

Town of Camp Verde  
OWNER  
P.O. Box 710, Camp Verde, AZ 86322  
ADDRESS

*Dan Hamman* 2/12/2006  
BY DATE  
*Project Manager*  
TITLE

\_\_\_\_\_  
BY DATE  
\_\_\_\_\_  
TITLE

Stroh Rogers Architects, Inc.  
ARCHITECT  
132 S. Montezuma Street, Prescott, Arizona 86303  
ADDRESS

*Henry Atch* 2/14/06  
BY DATE  
*Pres*  
TITLE

## **STAFF REPORT**

**Council Meeting of:** May 1<sup>st</sup> 2006

**Title:** Discussion and possible direction to staff to sign agreement with RBS Lynk to provide credit/debit card processing services to the Town.

**Budgeted Item:** The initial outlay for equipment would be approximately \$1,400 and is not budgeted. Contingency funds would have to be used. Alternately, Council may choose to defer this expenditure and related service to the FY 06/07 Budget.

**Description of Item:** Currently, the town departments are not set up to accept payments and deposits by credit/debit card. This agreement would allow the public an additional payment option other than cash or check. Transaction fees collected are expected to offset the processing fees charged to the town.

**Staff Recommendation:** Council approval of the Customer Processing Agreement including the purchase of three (3) terminals at \$435.00 plus tax each, for an approximate total of \$1,400.00. The terminals would be located in the Parks & Rec department, Courts and P&Z department.

**Attachments:** Customer Processing Agreement

**Prepared by:** Dane Bullard



# CUSTOMER PROCESSING AGREEMENT

## PROCESSING FEE SCHEDULE

--	--	--	--	--	--

Sales Order No.

FEEES APPLY ONLY TO SERVICES USED

**BUSINESS INFO**

Legal Business Name: Town of Camp Verde

Legal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Ownership Type:  Corporation  Limited Liability Corp. (LLC)  Proprietorship  Partnership  Other

Principal's Social Security #: [ ][ ]-[ ][ ]-[ ][ ][ ][ ] Federal Tax ID #: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] Business Opened Date: [ ][ ]/[ ][ ]/[ ][ ]

**VISA & MASTERCARD**

**Customer Acceptance Options:** (Customer must select one)

Accept all credit and debit cards  Accept consumer credit and commercial cards only  Accept consumer debit cards only

Tier 1 Discount Rate: 1.49 % Per Transaction

Tier 2 Discount Rate Surcharge:   . 35 % Per Transaction

Tier 3 Discount Rate Surcharge: 1.05 % Per Transaction

Tier 4 Discount Rate Surcharge: 1.25 % Per Transaction

Item Fee \$ 25 Per Transaction

Pricing for credit card and signature based debit card acceptance as specified. All transactions will qualify for one of four Tiers based on how the transaction is processed by the customer as well as specific requirements determined by Visa & MasterCard for Interchange qualification. An explanation of qualification requirements has been provided to you by your sales representative and is incorporated and made part of the Customer Processing Agreement by this reference. Pinned debit pricing specified in the Debit/EBT section below.

**MISC FEES**

Statement Fee \$ 10.00 Per Month Per Location

Minimum Processing Fee \$ 20.00 Per Month Per Location

Chargeback Handling Fee \$ 20.00 Per Chargeback

Batch Header Fee \$ 20 Per Occurrence

Voice Authorization Fee \$ 95 Per Call

Voice Authorization Referral Fee \$ 3.00 Per Call

Voice AVS Request Fee \$ 2.00 Per Call

ACH Reject, NSF or Returned Check Fee \$ 25.00 Per Occurrence

**L/A**

Lynk Advantage  Merchant Initials \$ 12.00 Per Month Per Terminal

Accept  Decline

**OTHER CARDS**

	Apply for	Merchant Initials	Third Party Discount Rate	RBS Lynk Item Fee
<b>AMEX</b>	American Express	[ ]	[ ] . [ ] % Per Transaction <input type="radio"/> American Express \$5.00 Monthly Flat Fee Pricing	\$ [ ] Per Transaction* (Does not apply to Amex Reverse PIP)
<b>DISCOVER</b>	Discover	[ ]	[ ] . [ ] % Per Transaction Discover will charge a one-time \$25 Membership Fee upon approval	\$ [ ] Per Transaction*
<b>JCB</b>	Merchant will automatically be set up to accept JCB unless declined by initialing box	[ ] (Decline)	<u>2.95</u> % Per Transaction	\$ [ ] Per Transaction*

**DEBIT / EBT**

~~EBT Item Fee~~ \$ 15 Per Transaction

Debit Item Fee \$ 20 Per Transaction\*

Batch Totals Fee \$ 10 Per Occurrence

~~EBT Access Fee~~ \$ 5.00 Per Month Per Location

~~Denials & Voids Fee~~ \$ 10 Per Transaction\*

Debit Access Fee \$ 5.00 Per Month Per Location

\*Plus fees from individual card companies and/or debit networks

## STAFF REPORT

**Council Meeting of:** March 1, 2006

**TITLE:** Discussion, consideration, and possible approval to purchase two (2) patrol vehicles for the Marshal's Office.

**Budgeted Item:** Yes – FY 05-06 CIP

**Description of item;**

The Marshal's Office needs to replace two (2) high mileage patrol vehicles. In the Capital Improvement Plan for FY 2005-06, we requested \$71,600 for vehicle replacement. Under State Contract pricing, we can purchase and equip the patrol vehicles for \$31,700 each for a total request of \$63,400.

**Staff Recommendations:**

Staff recommends the approval of the purchase of two Marshal's Office patrol vehicles.

**Comments:** None

Attachments:  Yes  No

Prepared by: David R. Smith

## **STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                               **Presentation by Camp Verde Fire District and Marshal's Office representatives concerning the similarity of street names Park Verde Road and Verde Park Drive. This may be followed by discussion, consideration, and possible direction to staff to work with the residents on these streets to change one of the names.**

**Budgeted item:**               N/A

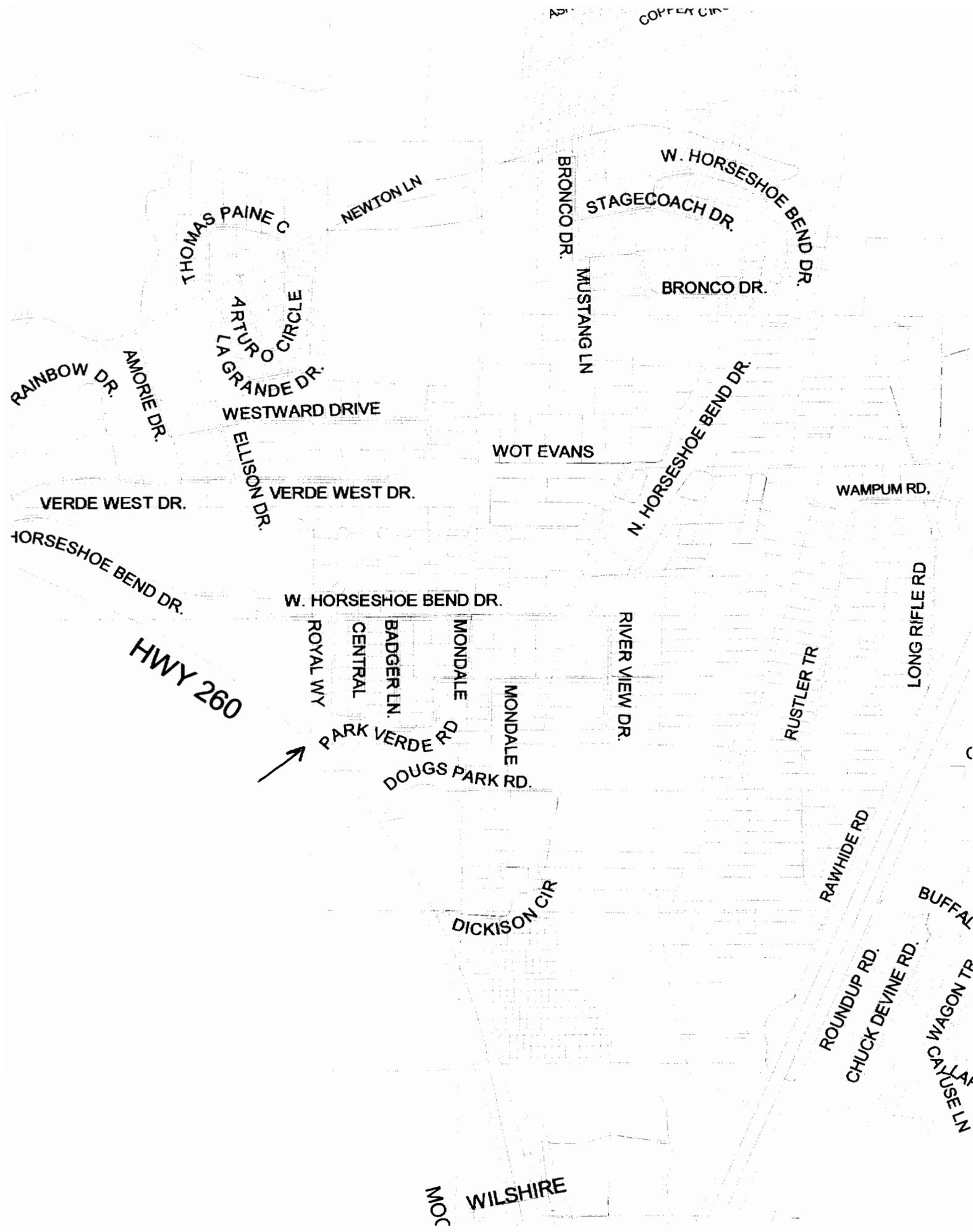
**Description of Item:**       The similarity of the street names causes confusion.

**Staff Recommendation:**   None

**Comments:**                   None

**Attachments:**               Yes

**Prepared by:**               Bill Lee/cjb



HWY 260



W. HORSESHOE BEND DR.

ROYAL WY  
CENTRAL  
BADGER LN.  
MONDALE  
MONDALE  
PARK VERDE RD  
DOUGS PARK RD.

DICKISON CIR

WILSHIRE

RIVER VIEW DR.

RUSTLER TR

RAWHIDE RD

ROUNDUP RD.

CHUCK DEVINE RD.

BUFFALO

CAYUSE LN

LONG RIFLE RD

WAMPUM RD.

WOT EVANS

N. HORSESHOE BEND DR.

W. HORSESHOE BEND DR.  
STAGECOACH DR.  
BRONCO DR.

BRONCO DR.  
MUSTANG LN

NEWTON LN

ARTURO CIRCLE  
LA GRANDE DR.

WESTWARD DRIVE

ELLISON DR.

VERDE WEST DR.

VERDE WEST DR.

RAINBOW DR.  
AMORIE DR.

THOMAS PAINE C

COPPER CIR

SULLIVAN RD.

ROADRUNNER

MCDONALD DR.

STOLEN BLVD

SCAWN PEAK RD.

GLENROSE DR

VERDE PARK DR.

260 HWY

WARTERHORSE S

VERDE PARK DR.

E. GRIPPEN LN.

RANCHO RD.

MEGHANS RD.

VERDE VIEW CIR

DIAMOND RD

SIERRA VERDE RD.

SIERRA LN

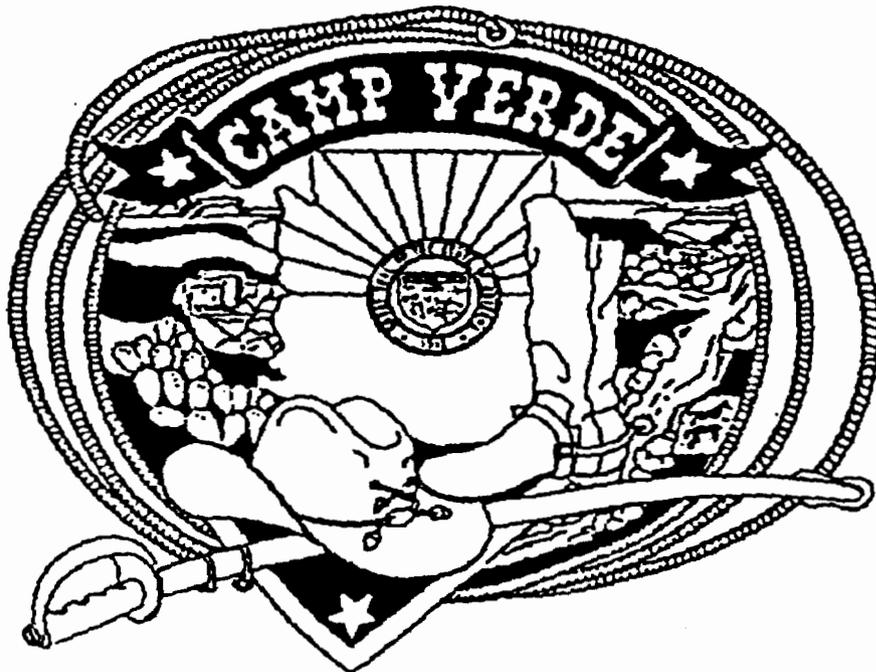
WHITE HILLS DR.

HARDY LANE

COUNTRY LN.

LN.

# TOWN OF CAMP VERDE



## STREET NAME CHANGE PROCESS GUIDE

## STREET NAME CHANGE PROCEDURES

All applications for street name changes of any public or private roadway within the Town of Camp Verde, which are not initiated by the Town Addressing Official as designated by the Town Council, are processed by the Planning Division of the Community Development Department.

An affected property owner or group of property owners may file an application to change the name of a public or private roadway within the Town by filing the application and supporting materials with the Town Clerk. Name changes should be for the purpose of correcting a name duplication or rewording a difficult or unacceptable name. Street name changes may not be initiated for frivolous or personal purposes and a request filed for this purpose may result in denial of such request.

### PRE-APPLICATION CONFERENCE

An informal pre-application meeting with the Town addressing official is recommended to familiarize yourself with the procedures and requirements of your specific request. This meeting can be arranged by contacting the Community Development Department at 520-567-6631.

### MATERIALS REQUIRED FOR A STREET NAME CHANGE

1. Application- Print or type the information requested on the Miscellaneous Application form provided by the Community Development Department. Be sure to include all information necessary to substantiate the validity of your request.
2. A letter accompanying the application stating the reason(s) why the street name change is needed (i.e., eliminate duplicate name, help improve emergency services to the area, etc., and how the request conforms to Town street naming and addressing standards/guidelines, etc.).
3. Petition For Street Name Change- A petition, on the form provided by the Community Development Department. Such petition shall be from abutting property owner(s) showing consent of at least 51% of the property owners who live on and travel the entire length of the roadway in question.
4. A correct list of names and addresses of all property owners on the road or roads suggested for name change including those who signed the petition, to the best of the petitioner's knowledge. The most current records of the county assessor's office will be acceptable in fulfilling this requirement.
5. A map giving the location of the road which is the subject of the request.

6. A description of the beginning and end of the subject road.
7. The current or old name of the subject road, the proposed new name and an alternate new name.
8. Filing fee, if applicable, paid when the application is submitted.

#### HEARING

Upon receipt of a valid petition for a street name change, the Town Clerk will set a hearing date, allowing adequate notice to the affected public.

NOTICE OF THE HEARING will be by first class mail delivered to all property owners of record, who own property on the road suggested for a name change. In addition, notice will be posted at the beginning and end of the subject roadway and at intersections at least ten days prior to the hearing date. The addressing official will coordinate the proposed street name change with the Marshall's Office, Streets Department and Fire District, receiving comments before the hearing.

AT THE HEARING the Addressing Official may grant the request, deny the request or hold the matter until a stated time and date for further consideration. Any person may appear at the hearing in protest or favor to the requested road name change or may submit written protests at least 24 hours in advance of the hearing.

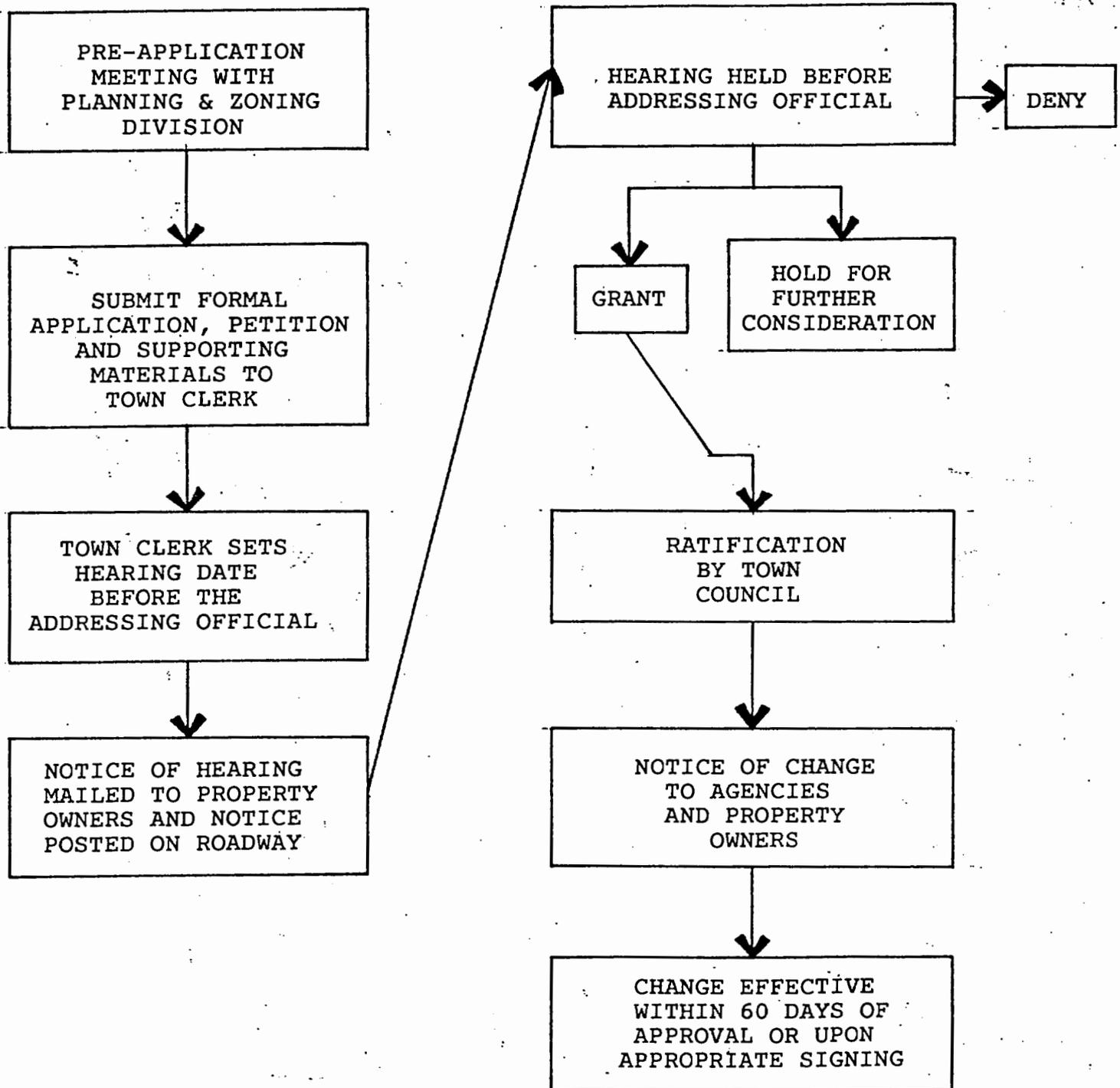
RATIFICATION BY TOWN COUNCIL- When road name changes are adopted by the Addressing Official the changes are forwarded to the Town Council for ratification by a motion of the Council. Upon ratification the changes will automatically become part of the official road name map and staff will provide notice of the name change to the County Assessor's office, post office and affected utilities and property owners in a manner appropriate.

EFFECTIVE DATE- A road name change shall become effective within 60 days after the date of approval or upon appropriate signing, unless a longer term is designated by the Addressing Official and/or Town Council.





# STREET NAME CHANGE FLOW CHART



## **STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                           **Presentation by member Joe Butner on the Camp Verde to Payson Mail Trail. This may be followed by discussion, consideration, and possible approval to fund \$3,000 to promote and dedicate the 52 mile Historical Camp Verde to Payson Mail Trail in September 2006.** This is an unbudgeted from contingency.

**Budgeted item:**               NO

**Description of Item:**       The years' event is schedule for September 8, 9 and 10. The City of Payson will match Camp Verde's funding for the upcoming promotion and advertising. Federal, State and Local dignitaries will be invited.

**Staff Recommendation:**   None

**Comments:**                   None

**Attachments:**               Yes

**Prepared by:**               Bill Lee/cjb

# *Historical Camp Verde to Payson Mail Trail*

Tuesday, February 21, 2006

## **Request to be put on the Camp Verde Council's Agenda for March 1, 2006**

*The Historical Camp Verde to Payson Mail Trail*, a non profit corporation, request Camp Verde Town Council support for the development, promotion, and commemoration of the Mail Trail from Camp Verde to Payson. This historic mail trail was used from 1884 to 1914 to deliver the mail from Camp Verde to Payson a distance of 52 miles. We are requesting \$3,000.

The USDA - Forestry Service has funded the clearing and marking of the trail and the creation of a trail head. They have invested \$34,000 in helping bring the trail back into use for the community.

We are requesting \$3,000 to help in the promotion of the upcoming dedication of the Mail Trail and the weekend activities. This will be an annual event for both Camp Verde and Payson. The money will also be used to advertise the event in magazines and newspapers, to hire a photographer to take pictures of the event and people attending, to purchase an envelope commemorating the event that will be carried to Pine, for posters of the event written by Steve Ayers of the *Bugle*, mailing cost to invite dignitaries to the event, gifts for the dignitaries, and promotional cost for a media kit for writers.

Letters will sent to President of the United States, Arizona Congress men and women, Post Master General, Governor of Arizona, and our elected state and local government officials inviting them to attending the dedication.

Presentation if need by Joe Butner, Board of Director Member

## A Historic Perspective

1-928-567-3514

# Contracted riders form first mail trail

by Terri Leverton

In 1884, the small frontier community once known as Union Park received its first post office accompanied by a new name, Payson.

The postmaster named the community after Senator Payson, who was congressional chairman of post offices and who appointed the postmaster to his job.

With the establishment of the new post office, it was necessary to extend the mail service from Camp Verde 50 miles east to Payson. This service could also meet the needs of other postal drops such as Rutherford, Strawberry and Pine as well as delivery to ranches along the route.

This delivery frequently included more than just mail. Items such as drugs, whiskey, dry goods and sundries were also delivered.

The first contractor and mail rider was Ashton (Ash) Nebeker. Ash put the route together, and it remained in use for the next 30 years. It was discontinued the first winter after statehood.

**MOST OF** the information about the trail available today comes from the last mail rider, Clinton "Tuffy" Peach. Tuffy carried the mail on horseback the last four years of Bud Miller's contract, from 1910 to 1914.

The route started at the Camp Verde Sutler's Store. The rider then headed southwest a few miles past the confluence of the Verde River and west Clear Creek to Rutherford. At some point near Rutherford, the rider would cross the Verde River heading east through Clear Creek, past Wingfield Mesa, over to Thirteen Mile Rock and onto Mud Tank Mesa.

At this point, rider Tuffy Peach said he turned south. He rode down Mud Tank Canyon on into Mud Tank Draw. The first two miles were very steep. At the bottom of the canyon, at a place the riders called "The Corral," the mail rider would meet up with someone from Childs to pick up their mail. A few old posts from the Corral were still standing in 1990.

From the Corral, the mail rider followed Fossil Creek west over and around Nash

Point, over a shallow saddle between two hills before dropping down into Strawberry Valley.

From there, the trail went east along Strawberry Valley, south down Strawberry Hollow and under Milk Ranch Point into the community of Pine. The trail then followed Sycamore Creek, which is repeatedly crossed, into Payson.

**ON OCCASION**, the mail rider was required to continue from Payson on south to Rye, which added another 10 or 12 miles to an already long ride.

The mail run was 104 miles round trip. A rider was in the saddle anywhere from 11 to 18 hours at a time. How long a man was in the saddle depended on the amount of mail, whether or not the rider had to go on to Rye, or the weather. The rider would change horses twice in each direction.

Up to 2 a.m., the rider had his horse saddled and mail loaded shortly after. Breakfast would not be for another couple of hours. At the Diamond S Ranch, in the vicinity of Clear Creek today, the rider would change horses.

Changing horses included wiping down the tired horse and saddling the fresh horse. The ranch would provide a meal for him and away he would go. At the Corral, the rider would give himself and his horse a breather.

While at the community of Pine, horses were exchanged for the final trip to Payson and Rye, if need be. Tuffy, or his brother Hank, who was also a mail rider, would unload the Payson mail and pick up incoming mail for Camp Verde. After a bite to eat, the rider headed back to Pine, where he would lay over for the night, up early the second morning and back to Camp Verde, where the routine would start all over again.

**SUNDAY WAS** not a day of rest. The rest day was Monday, and it was spent repairing tack. For all this, the pay was a dollar a day.

From 1884 to 1914, there was a total of 60 riders and six contract holders, with five of the contract holders being mail riders as well.

The first contractor and mail rider was Ash Nebeker. Ash hired his brother, Wiley Nebeker, to follow his footsteps. In 1888, the

mail contract went to W.D. "Wid" Fuller, who had it for two years. Five other members of the Fuller family would go on to become mail riders.

In 1890, W.G. Wingfield took over as contractor for four years. Alfred Fuller acquired the contract from 1894 to 1896. Alf was also a mail rider as well as his brother Frank.

In 1896, Hyrum Williams, a former mail rider, took the contract until 1900. Sometime in 1900, P.E. "Bud" Miller became the longest and last contractor since the mail run's existence.

**OUT OF** the 60 riders, 28 were related to the contractors or had a family member as former riders. There were 11 sets of brothers that became riders. The Heath family had five brothers who became riders, starting with Art, Ab, John, Frank and Will.

Pret Gillespie was one of the first riders ever hired. Twenty-some years later, his two brothers-in-law, Hank and Tuffy Peach, would become the last two riders hired.

The names of the mail riders employed to carry the mail from Camp Verde to Payson from 1884 to 1914 were: Ashton Nebeker, Wiley Nebeker, Preston Gillispie, Newton Tipton, Walter Cox, Peter Davis, Clarence Hann, Ora Hann, Charles Morris, William Johnson, Marton Sullivan, William Goswick, William Lowthian, Willis D. Fuller, Hunter Wright, Mick Wright, Burl Wright, Peter Lazer, Juan Portillo, Robert Gaddis, Richard Woods, Dock Lay, Hyrum Williams, Nott Hopkins, Richard Hopkins, Norman Palmer, Garfield Farrell, James Farrell, Milton Farrell, Arthur Heath, Abner Heath, John Heath, Frank Heath, Will Heath, Thomas Hunt, Hank Wingfield, Gene Holder, Alfred Fuller, Jessie Earl, Abner Greer, Ben Nail, James Cash, Henry Hunter, Charles Chilson, John Chilson, Travis Hough, Len Hough, Richard Clark, Ross Fuller, Hough Fuller, Hal Fuller, Jim Lowthian, Dave Johnson, Charles Ryall, Joe Leavitt, George Blodgett, Bud Miller, Lee Patterson, Howard Peach, Clinton Peach.

*Terri Leverton is a ranger II at Fort Verde State Park. This column appears monthly in The Journal and Cottonwood Journal Extra.*

**STAFF REPORT**

**Council Meeting of:** **March 1, 2006**

**Title:** **Discussion, consideration and possible direction to staff to enter into a contract with Arizona Engineering for the Finnie Flat area drainage study.**  
The contract amount of \$45,912 is a budgeted item in the General Fund and will be reimbursed by Yavapai County Flood Control monies.

**Budgeted item:** Yes

**Description of Item:** The study will help the Town to resolve drainage issues at Cliffs Parkway past Chase Bank to the Verde River.

**Staff Recommendation:** Approve contract

**Comments:** None

**Attachments:** Yes

**Prepared by:** Bill Lee



**ARIZONA  
ENGINEERING  
COMPANY**

Civil and Environmental Engineering  
Land Surveying

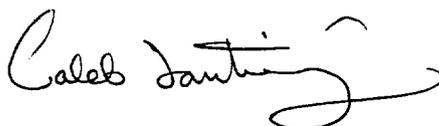
**Transmittal**

<b>To:</b>  Bill Lee Town of Camp Verde 473 S. Main Street Camp Verde, AZ 86322	<b>Via:</b>		<b>Date:</b> 01/05/06
	<b>Mail:</b>		<b>Project Number:</b> 05TOCV05
	<b>Fax:</b>		<b>Project Name:</b> Finney Flat Channel
	<b>Fed-Ex:</b>	<input checked="" type="checkbox"/>	
	<b>E-Mail:</b>		
	<b>Other:</b>		

We are herewith transmitting the following item(s):

Date:	Description:	No. Pages:
01/05/06	Finney Flat Channel Proposal	2 copies of 3 pages

<b>Remarks:</b>  Bill: Attached are two copies of our proposal for the Finney Flat Channel project. Please sign and return one copy as soon as possible and keep the other copy for your records. We will begin work as soon as we receive the signed proposal. Please call 928-774-7179 ext 12 if you have any questions. Thanks,	<b>Items Are Transmitted:</b>	
	<input type="checkbox"/>	<b>As Requested</b>
	<input type="checkbox"/>	<b>For Review &amp; Comment</b>
	<input checked="" type="checkbox"/>	<b>For Approval</b>
	<input type="checkbox"/>	<b>For Your Information</b>
	<input type="checkbox"/>	<b>For Your Use</b>
		<b>Other:</b>

<b>FOR ARIZONA ENGINEERING COMPANY:</b>  	<b>Copies To:</b> Project File
<b>Caleb Lanting, Senior E. I. T.</b>	

Please advise us immediately if you believe that the items transmitted are not as described above.



ARIZONA  
ENGINEERING  
COMPANY

Civil Engineering  
Land Surveying

December 20, 2005

Bill Lee  
Town Manager  
Town of Camp Verde  
395 South Main Street  
Camp Verde, AZ 86322

**Project Number:** 05TOCV05  
**Project Name:** Finney Flat Channel

Dear Bill,

Arizona Engineering Company is pleased to provide the Town of Camp Verde with this fee proposal for the captioned project. Our proposal is based on the C.L. Williams Consulting, Inc. *Drainage Study Report* dated March 27, 2003 (hereafter C.L. Williams Report) and the NBS/Lowry Engineers & Planners *Town of Camp Verde, Arizona: Area Master Drainage Study* (hereafter Lowry Study). We plan to use the hydrology and hydraulics from the above reports for our design. We will not recalculate the runoff.

**Project Understanding:** Yavapai County has requested that the Town take over maintenance of the Finney Flat Channel. The C.L. Williams Report was prepared to identify improvements to the channel to increase the capacity. We will use the information from the C.L. Williams Report to prepare construction documents for improvements to maximize the channel capacity.

We have outlined the Scope of Services in the project approach section below. The Scope presents a brief description of our project understanding, the phases and tasks we believe are necessary to complete the project, and a listing of project assumptions and limitations.

Our proposed fee for this project is **\$45,912.00**, including reimbursable direct expenses. Our charge and billing numbers will be 05TOCV05. We will bill monthly on the basis of estimated percent complete.

**Schedule:** We will prepare a detailed project schedule once we receive a signed contract.

**Project Approach:** We propose to prepare construction documents to improve the existing channel running behind Chase Bank (formerly Bank One) from Finney Flat Road based on the recommendations from the C.L. Williams Report and the projected future flows from the Lowry Study. Once the channel design is complete, we will prepare construction documents for the channel. The following outline presents our understanding of the project and the Scope of Services we will provide the Town for this project. The limits of the drainage improvements include 2100' of channel from Finney Flat Road to behind Bashas', or Reach 2 as defined by the C.L. Williams Report.

**Task 1: Project Management and Administration**

This task is for the proposal and ongoing tasks including project administration, setup, billings and closeout. These tasks are carried out by the Project Sponsor, Project Manager, Project Engineer, Project Coordinator, and Bookkeeper.



**Bill Lee**

December 20, 2005

**Deliverable:** Proposal, workplan, invoices, project scheduling and project closeout.

**Task 2: Data Collection**

We will prepare a Basemap(s) of the existing channel. The Basemap will include on the ground topo of the existing channel, boundary research and utility coordination. The boundary research will include record research to locate existing easements to verify that the new channel improvements, not to mention the existing channel, will fit within the easement or if additional easements need to be obtained. We can provide legal descriptions as an additional service if additional easements are necessary.

**Deliverable:** Basemap for internal use in preparing the construction documents.

**Task 3: Basis of Design Letter**

AEC will prepare letter summarizing design criteria, design assumptions, and provide an estimate of construction costs. The Basis of Design Letter will be submitted to the Town for information and feedback.

**Deliverable:** Basis of Design Letter

**Task 4: Design Report**

AEC will prepare report summarizing the Basis of Design Letter, project assumptions, design standards, design criteria, design exceptions, both the C.L. Williams Report and the Lowry Study, right-of-way/easement analysis, utility conflicts and channel design. The report will include 30% plan and profile sheets of the channel. The Design Report will be submitted to the Town and the County for review.

**Deliverable:** Design Report

**Task 5: 100% PS&E**

Once we have received comments for the Design Report from the Town and the County we will prepare 90% plans, specifications and engineers estimate. We will incorporate input from the Town and from the County. Once the 90% plans are, complete we will submit one set of plans (24"x36") to the Town and one set of plans to Yavapai County for review and comment. We will revise the plans based on the comments we receive. We do not anticipate significant comments at this point of the design.

**Deliverable:** 100% Plans, Specifications and Estimate – 2 full size sets (bond) submitted to the Town.

**Fee Detail:** The table below summarizes the fees for this project.

<b>Task 1</b>	Project Management and Administration	\$2,840
<b>Task 2</b>	Data Collection	\$6,248
<b>Task 3</b>	Basis of Design Letter	\$5,176
<b>Task 4</b>	Design Report	\$14,598
<b>Task 5</b>	100% PS&E	\$14,953
	Non-Itemized Expenses	\$438
	Allowance for Direct Project Expenses	\$1,660
	<b>Total</b>	<b>\$45,912</b>



**Bill Lee**

December 20, 2005

**Additional Services:**

In addition to the tasks listed above, we can provide the Town with a proposal for the following services if they are required or requested:

- Legal descriptions for additional easements or right of way for the channel.
- A stormwater pollution prevention plan (SWPPP). We recommend that the contractor be responsible for this task.
- United States of Army Corps of Engineers 404 Permitting if required.

We look forward to providing the Town of Camp Verde with engineering services for this project. If you have any questions or comments regarding the presented scope of services and associated fee, please contact me at Extension 15 or Caleb Lanting at Extension 12. If the scope of services and associated fee are acceptable, please indicate your approval in the signature space provided below.

Very truly yours,

**ARIZONA ENGINEERING COMPANY**

**TOWN OF CAMP VERDE**

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**Daniel Burke, P.E.**

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**Bill Lee**  
**Town Manager**

## **STAFF REPORT**

**Council meeting of:**           **March 1, 2006**

**Title:**                           **Discussion, consideration, and possible direction to staff to pursue information on establishing a 'Quality of Life Tax'.**

**Budgeted item:**               N/A

**Description of Item:**       The creation of such a tax could be used to help fund the library, arts, parks, purchase of open space, development rights and assist in the formation historic districts. Such a tax could be added to existing taxes or groceries or both.

**Staff Recommendation:**   Have Council direct staff to pursue more information and present to Council for possible further direction to place on a ballot for citizen's consideration.

**Comments:**                   None

**Attachments:**               None

**Prepared by:**               Bill Lee/cjb