

## AGENDA



**REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, JANUARY 18, 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) January 11, 2006 – Work Session
- 2) January 4, 2006 – Executive Session
- 3) January 4, 2006 – Regular Session

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

- 1) Council Hears P&Z – January 25, 2006 at 6:30 p.m.
- 2) Regular Session – February 1, 2006 at 6:30 p.m.
- 3) Work Session – February 8, 2006 at 6:30 p.m.
- 4) Regular Session – February 15, 2006 at 6:30 p.m.
- 5) Council Hears P&Z – February 22, 2006 at 6:30 p.m.

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

6. **Discussion, consideration, and possible appointment of a Council member to fill former Council member Teague's term that expires in June 2007.**

7. **Possible swearing in and seating of the new Council member pursuant to Section 2-1-5 of the Town Code.**

8. **Discussion with Casa Verde regarding Design Review planning.**

9. **Discussion, consideration, and possible appointment of one member to the Parks & Recreation Commission for the term that expires in September 2006.**

10. **Discussion, consideration, and possible appointment of members to serve on the Development Impact Fee Committee.**

11. **Discussion, consideration, and possible prioritization of projects to submit for FY 2006 Community Development Block Grant (CDBG) funding cycle.**

12. **Discussion, consideration, and possible prioritization of community needs as requested by Congressman Renzi.**

13. **Discussion, consideration, and possible approval to go out to bid for a used one-ton bucket truck. This is a budgeted item in the CIP and HURF.**

14. **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 from Yavapai County Flood Control monies.
15. **Discussion, consideration, and possible approval of \$2,232.57 to purchase necessary equipment for a remote microphone and lavaliers.** This is an unbudgeted item from contingency funds.
16. **Discussion, consideration, and possible direction to staff to negotiate a contract with either Burgess & Niple or Shephard-Wisnitzer for a feasibility and wastewater masterplan along SR 260 from Steve Coury to the Sanitary District boundary.** This is a partially budgeted item with the unbudgeted portion coming from Contingency.
17. **Review, discussion, and consideration of proposed changes to the Town Code and possible direction to prepare an ordinance adopting the changes.**
18. **Call to the Public for Items not on the Agenda.**

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

19. **Advanced Approvals of Town Expenditures**
20. **Manager/Staff Report**
21. **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.
22. **Adjournment**

Posted by: *D. Jones*

Date/Time: 1-13 05 9:45 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  
WORK SESSION  
MAYOR and COMMON COUNCIL  
of the  
THE TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. MAIN STREET, ROOM #106  
WEDNESDAY, JANUARY 11, 2006  
6:30 PM**

1. **Call to Order**

Mayor Gioia called the meeting to order at 6:30 p.m.

2. **Roll Call**

Mayor Gioia, Brenda Hauser, Ron Smith, Bob Kovacovich, Jackie Baker, and Howard Parrish

**Also Present**

Bill Lee, Wendy Escoffier, Dane Bullard, Deborah Barber, and Jenna Paulsen

3. **Discussion, consideration, and possible approval of a voucher transit system with Northern Arizona Council of Governments.**

Wendy Escoffier gave an overview of the Transit Voucher System administered by NACOG. Teri Drew, Regional Director for NACOG explained the benefits of the voucher program and that the Town can design a program to fit the Town's needs. NACOG would charge 15% to administer the program, with the remaining funds to be used for vouchers. She said the program could be in place in as little as 30 days. Council directed staff to move forward with this at a regular Council meeting for consideration.

**Public Comment**

Robert Johnson stated that he often has difficulty getting a ride back to town when his vehicle is being repaired and asked if he could he receive a ride if he was not income-qualified. Wendy Escoffier explained that under the guidelines, he did qualify.

Item was addressed after item #5 to accommodate out-of-town speakers.

3a. **Discussion and monthly update by the Finance Director concerning financial and personnel matters.**

Dane Bullard gave the monthly financial presentation. Bullard noted that we are 1/2 way through the fiscal year and that the General Fund is healthy. He said there is approximately 1/2 million dollars, which is the result of the construction tax. He noted that we are covering our debt service. All departments are at 50% or lower on their spending and that the Town is exceeding revenues estimates due primarily to a 140% increase in building permits.

4. **Presentation by representatives from engineering and environmental consulting firm Burgess and Niple on a feasibility and wastewater master plan along SR 260 from Steve Coury back to the Sanitary District Boundary.**

Burgess and Niple representative did not identify himself. He provided an overview of the company and their years of experience in this area. He made recommendations on construction materials and estimated that it would be approx. 3 million dollars to go from the Sanitary District boundary to Steve Coury. This would include 9.5% construction cost for administration cost, assistance in the development of funding and environmental issues.

**Public Comment**

Norma Garrison expressed concerns about thinking too small and failing to plan for future growth by using larger pipes, 20" pipe vs. 15" pipe.

Burgess & Niple mentioned that the loan may dictate the size of the pipe and suggested that developers along the route could be approached to help defray the cost.

5. **Presentation by representative(s) from the engineering and environmental consulting firm Shepard-Wesnitzer on a feasibility and waste water master plan SR 260 from Steve Coury back to the Sanitary District boundary.**

Richard Aldridge and Greg Barry gave an overview of Shepard-Wesnitzer, Inc. along with their relevant experience. They did not provide cost estimates or figures.

6. **Review, discussion, and consideration of proposed changes to the Town Code.**

Mayor Gioia decided to cover articles 1, 2 & 3.

Article

2-1-3 Assumption of Office: insert: at the first meeting in June.

2-2-2 Vice Mayor: 1 year term

2-3-1 Regular meetings: 4<sup>th</sup> meeting to be Planning & Zoning

2-3-3 Posting Notices: Item 'C' to be brought back and maybe posted on web.

2-4-5 Effective Date of Ordinances: proposed change ok.

3-1-1 Residency: Town Manager and Marshal with exceptions.

3-1-3 Item 'B': Termination Other than for Cause. 6 months severance pay

3-2-1 Town Manager Item 3. Power of Appointment and Removal. Insert Town Magistrate.

3-2-1 Town Manager Item 8. Budget:Expenditure Control and Purchasing, changes agreed to by Council.

3-2-6 Director of Public Works/Engineer: Modify this to agree with the new job description.

3-3-5 Purchases in General; Bids and Proposals Item A: Purchases under \$2500.No phone quotes required.

3-3-5 Purchases in General: Bids and Proposals Item B: 2500 but not more than 10,000, three bid or proposals.

3-3-5 Purchases in General: Bids and Proposals Item D: changes agreed to by Council.

Article 4-1 Membership, Item A: Council agreed

Stopped on page 32, Bill Lee suggested that we put these on the next agenda since Work Sessions are only once a month, Council Agreed.

7. **Adjournment**

On a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 9:33 p.m.

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

\_\_\_\_\_  
Jenna Paulsen – Recording Secretary

**CERTIFICATION**

I HEREBY CERTIFY THAT THE FOREGOING minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Work session of the Town Council of Camp Verde, Arizona, held on the 11 day of January 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

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

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

**MINUTES  
REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, JANUARY 4, 2006  
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motion 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 and Parrish were present.

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

3. **Pledge of Allegiance**

The Pledge was led by Smith.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) December 21, 2005 – Executive Session
- 2) December 21, 2005 – Regular Session

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

- 1) Work Session – January 11, 2006 at 6:30 p.m.
- 2) Regular Session – January 18, 2006 at 6:30 p.m.
- 3) Joint Work Session with P&Z Commission – January 17, 2006 at 6:30 p.m.
- 4) Council Hears P&Z – January 25, 2006 at 6:30 p.m.

c) **Possible removal of Jeff Newberry from the Parks & Recreation Commission due to the lack of his attendance at scheduled meetings, pursuant to Town Code, Article 4-1.D.**

d) **Possible acceptance of Coury Drive as a public street**

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

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

There was no public input.

6. **Verde Valley Land Preservation and Trust presentation and discussion regarding their activities.**

There was no action taken.

Representatives from the Verde Valley Land Preservation and Trust organization gave a comprehensive presentation outlining their origin, activities, accomplishments and goals. After the introduction by Dick Byrnes, Harvey Stearn spoke on involving the development community in open space preservation, with Marybeth Carlile displaying and explaining the details shown on an open space map prepared by the organization; and Enalo Lockard, of Yavapai County, addressing involving the Regional Plan in open space planning and preservation. Their presentation was followed by a Council discussion, with public input being invited.

**PUBLIC INPUT**

**Bob Johnson**, Camp Verde, questioned where the funding for the organization came from; Mr. Byrnes said that placing land into conservation easements would be worked on through grants,

and the group plans to have a grant writer on staff as a permanent member. Normal budget funding is obtained through memberships and donations from communities and the County.

**Bob Womack**, Camp Verde, said he was stunned by the concept of actually purchasing development rights to preserve open space and believes it is an excellent idea; it might possibly be the way to maintain affordable housing and that higher densities might be a good idea after all. Initiative-based activism for open space is a beautiful idea; the group seems to know what they're talking about, and they are to be admired. Mr. Womack also touched on the regional plan and the problems with the 260 issues.

There was no further public input.

7. **Discussion, consideration, and possible appointment of a 7<sup>th</sup> member to the newly established Housing Commission.**

On a motion by Baker, seconded by Parrish, the Council unanimously approved the appointment of Norma Garrison as a member to the Housing Commission.

Manager Lee advised the Council that there was one other applicant for the Housing Commission, and with only a brief discussion the Council made the appointment.

There was no public input.

8. **Discussion, consideration, and possible approval of Resolution 2006-670, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services.**

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Resolution 2006-670, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services.

Lee said that the subject fees are addressed on an annual basis; all the departments have reviewed their fees with their respective boards and are presenting their recommendations to the Council for approval. Lee explained the relatively few changes that have been requested, including a new fee requested by Administration to provide Business License Lists for commercial purposes, and changes to set up fees requested by Parks & Rec. The Council briefly discussed and requested clarification of some of the fees charged by other departments. Suggestions from the public for possible changes were also considered; it was determined that no further changes would be made.

There was no public input.

9. **Discussion, consideration, and possible authorization to purchase equipment for the new Marshal's Office facility in the amount of \$175,100.**

On a motion by Baker, seconded by Parrish, the Council unanimously approved the purchase of equipment for the new Marshal's Office facility in the amount of \$166,958.32.

Marshal Dave Smith explained that when the subject was discussed last year, the anticipated amount had only been estimated since no pricing had yet been obtained. Smith also outlined the necessity for ordering the equipment in time to be installed prior to completion of the project which is estimated by the project manager to be the end of March or middle of April. Smith pointed out that the actual amount being requested is \$166,958.32 due to a change in the contract for dispatch equipment. The Council also discussed with Marshal Smith the issue of warranties on the equipment.

There was no public input.

10. **Discussion, consideration, and possible approval of a request for \$9,500 from the General Fund to fund Contract Labor to cover the cost of referees, scorekeepers, and umpires for the remainder of the year.**

On a motion by Kovacovich, seconded by Smith, the Council unanimously approved the request for \$9,500 from the General Fund to fund Contract Labor to cover the cost of referees, scorekeepers, and umpires for the remainder of the year.

Parks & Rec Director Moore explained that currently the department is out of money in the particular line item because of using contract labor in connection with work on the Marshal's Office. In order to finish out the season for Grasshopper Basketball and Men's Basketball and Softball activities, it is necessary to fund the line item to cover the related costs. Finance Director Bullard discussed with the Council how costs are attributed to particular line items, and the accounting practices to maintain accuracy regarding Capital items. Lee also pointed out the items that had been salvaged from the Marshal's Office project for the benefit of the Town.

There was no public input.

11. **Discussion, consideration, and possible approval of the Town of Camp Verde American Flag procedures.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved the Town of Camp Verde American Flag procedures, with the exception of the open questions.

Staff was requested to confirm through the Governor's Office the authority of municipalities to make decisions regarding displaying the Flag at half-mast. Staff was also requested to research the issue of accepted methods of lighting of the Flag.

Moore said that the schedule she had presented for approval appears to best fit the ability of the department to comply with the outlined procedures. There was some discussion regarding the regulations for display of the Flag at half-mast and a suggestion that the staff research and confirm the authority of the Town to make independent decisions to honor local occasions, based on a previous understanding. Lighting of the Flag at night was also discussed, questioning whether lighting from above might be permitted, considering the current emphasis on maintaining dark skies.

**PUBLIC INPUT**

**Bob Womack** suggested that an alternative to the issue of lighting would be to raise the Flag in the morning and remove it at dusk.

**Dave Freeman** said he would very much encourage the lighting from above because of the concern for the night sky, which he believes is nationwide and there may be a more modern version of the lighting requirement.

There was no further public input.

12. **Discussion, consideration, and possible approval to go to bid for an 80' X 120' special event tent.**

On a motion by Baker, seconded by Parrish, the Council unanimously approved the Parks & Rec Director going to bid for a special event tent for an amount not to exceed \$28,500, plus shipping charges.

Moore explained that she has been investigating prices on tents and the subject amount is the high side of the anticipated cost, with some used tents available at a much lower cost. At this point she would request being able to go out to bid and then bring back the results to Council for approval. The Council suggested that the better approach would be to consider a new product as

opposed to used, and agreed that the tent is definitely needed for the different events, based on past experience.

There was no public input.

13. **Discussion, consideration, and possible direction to staff to purchase the streetlights and enter into an annual maintenance agreement with APS on the Camp Verde Share-the-Light program.**

On a motion by Gioia, seconded by Hauser, the Council unanimously approved Option No. 1, moving the Town to purchase the street lights and enter into an annual maintenance agreement with APS, no longer on the Camp Verde Share-the-Light program, at the cost of \$11,600.

Lee reviewed the background of discussing the item with APS in the past; approximately 42 lights in the area identified as the Redevelopment District were installed by APS prior to the Town's incorporation under a program called "Share-the-Light." Based on complaints regarding lights that have gone out and a discussion with APS, Lee reviewed in detail the three suggested options received from APS, and the benefits of each to the Town. After further discussion the Council agreed with the recommendation of staff to select the first option that would include purchasing the streetlights and entering into an annual maintenance agreement. Lee also pointed out how CDBG funds might be used for the project. There was also discussion and concern expressed regarding the types of lights to be used.

There was no public input.

14. **Discussion, consideration, and possible determination of the selection criteria for committee members that will work with TischlerBise.**

Staff was directed to assemble the liaison committee to work with TischlerBise, with members to include two Council members, the department heads, the Chairperson from each Board/Commission, and up to seven citizens-at-large; the committee will be treated as a public body.

Lee said that in connection with the work being performed by TischlerBise on researching a possible development fee, TischlerBise has suggested that the outreach programming that is part of the tasks be accomplished through the formation of a citizens committee. Lee proposed the members that would make up the committee, as set out in his Staff Report, confirming that only two meetings with TischlerBise would be scheduled for the committee. Both Baker and Smith expressed their interest in serving on the committee as the Council members. The public was encouraged to contact Town Hall regarding their interest in participating. Attorney Woodford confirmed the authority of the Council to appoint members from the Boards and Commissions, and that the liaison committee will need to be treated as a public body.

There was no public input.

15. **Discussion, consideration, and possible approval of a job description for a Public Works Project Manager and/or an Engineer and possible direction to staff to advertise for the position.**

Staff was directed to prepare a revised job description, melding the two proposed job descriptions, with input from the Mayor and Council members, and then to proceed with advertising the newly-created position of Public Works/Engineer at a salary range of \$80,000.

Lee said that funds have been budgeted for a Town Engineer for half a year, and directions on a job description are being sought in order to proceed to advertise the position. The Council held a lengthy discussion of and agreed on the varied qualifications required in light of the anticipated growth and development of the Town, including the possible acquisition of utilities. Staff was also reminded of a prior request from Council for a cost analysis comparing what has been paid for

outside engineering services and the anticipated cost of in-house engineering. Discussing a title for the position, it was agreed that "Public Works/Engineer" would be the better choice. It was further agreed that the individual should be a registered Professional Engineer, and that the two separate documents prepared by staff be combined into one job description, with input from the Mayor and Council members. The salary range for an individual of the high quality being looked for was discussed, and the amount of \$80,000 was suggested. It was also acknowledged that a need for contract labor in special circumstances would continue to exist.

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

**Bob Womack** commented that the Council should adopt specific rules, or a specific chronological order for handling agenda items and requesting input from the public, and expressed his opinion that meetings are run poorly, such that the public sector is at a decided disadvantage; he requested that the problem be addressed and improved.

There was no further public input.

**Prior to considering Item 16a, the Council then addressed the following Items 17, 18 and 19 in consideration of the attending public and Press.**

16a. **Discussion or consultation with the Town Attorney pursuant to ARS 38-432.03(A)(4) to consider Council's position and instruct the attorney regarding Council's position in pending or contemplated litigation, or settlement discussions conducted in order to avoid or resolve litigation, regarding the *Wischmeyer v. Town of Camp Verde*.**

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

**The meeting was adjourned at 8:53 p.m. to go into Executive Session.**

There was no action taken.

17. **Advanced Approvals of Town Expenditures**

There were no advanced approvals.

18. **Manager/Staff Report**

Lee offered a reminder of the upcoming Town auction this Saturday at 10:00 a.m., in the Community Center; among the items that will be available are some vehicles, computers, just generally surplus items and may be reviewed this Friday at 10:00 a.m.

19. **Council Informational Reports**

Baker extended her wish to everyone for a Happy New Year, thanking the citizens who come to meetings and put their "two-cents worth" in, and expressed appreciation for chastisement, saying it is well deserved many times. Baker also commended the newspapers for the articles and pictures and informing the public.

Smith reminded all to get their flu shots; he also encouraged volunteers to participate and help in the upcoming Pecan & Wine and Antique Festival.

Gioia said that the Council can review the letter of recommendation for a Federal loan on Rainbow Acres, and briefly reviewed the improvements being sought by the Ranch. Gioia has confirmed with ADOT that the funding for the Main Street Beautification will be held and available when the work begins.

**The meeting was called back to order at 9:44 p.m.**

20. **Adjournment**

On a motion by Baker, seconded by Hauser, the meeting was adjourned at 9:45 p.m.

**STAFF REPORT**

**Council Meeting of:**            **January 18, 2006**

**TITLE:**                            **Discussion, consideration and possible appointment of a member to the Town Council to fill a vacancy for a term ending June 2007.**

**Budgeted item:**                **N/A**

**Description of Item:**        **A member resigned from the Town Council effective December 1, 2005.**

**Staff Recommendation:**      **None**

**Comments:**                    **None**

**Attachments:**                **None**

**Prepared by:**                 **Bill Lee**

TOWN OF CAMP VERDE  
PO BOX 710  
CAMP VERDE, AZ 86322  
PHONE: (928) 567-6631

02-11-06A11:38 ROVD

**COMMISSION/COMMITTEE/BOARD INTEREST FORM**

NAME: Norma Garrison  
PHYSICAL ADDRESS: 480 S. 6<sup>th</sup> Street  
MAILING ADDRESS: P.O. Box 1753  
PHONE (HOME): 567-3761 (WORK): \_\_\_\_\_  
E-MAIL HOME or WORK: ngarrison@sedona.net CELL PHONE: 928-300-0107

*1<sup>st</sup> choice*

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?  
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- |  |  |
|--|--|
| <input type="checkbox"/> ADOT ADVISORY COMMITTEE     | <input type="checkbox"/> EQUESTRIAN FACILITY COMMITTEE (EFC)<br><i>For EFC fax to (928) 567-8291</i> |
| <input type="checkbox"/> BOARD OF ADJUSTMENTS        | <input type="checkbox"/> LIBRARY ADVISORY COMMISSION   |
| <input type="checkbox"/> BOARD OF APPEALS            | <input type="checkbox"/> PARKS AND RECREATION COMMISSION   |
| <input type="checkbox"/> TRAILS & PATHWAYS COMMITTEE | <input type="checkbox"/> PLANNING AND ZONING COMMISSION  |
| <input type="checkbox"/> HOUSING COMMITTEE           | <input checked="" type="checkbox"/> TOWN COUNCIL (vacancy in middle of term)                         |
| <input type="checkbox"/> OTHER _____                 |  |

**PLEASE ANSWER THE FOLLOWING QUESTIONS**  
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? See attach pages

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: Norma Harrison DATE: 1-6-2006

*FOR OFFICE USE ONLY*

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

Norma Garrison  
480 S. 6<sup>th</sup> Street  
P. O. Box 1753  
Camp Verde, Arizona  
86322

567-3761

[mgarrison@sedona.net](mailto:mgarrison@sedona.net)

Which Commission/Committee/Board are you interested in? TOWN COUNCIL

1. Why do you want to serve on this commission?

I believe the community is looking for a new face, a regular citizen who has not been in the partisan politics and has no personal agenda. New eyes from a regular concerned citizen with no political grudges or debts. Please don't fill the seat with someone who's self seeking, looking for and coveting a title behind his/her name. We need some one who is willing to roll up their sleeves and get involved with what the community wants and needs. We are on a run a way train and there is no stopping growth...but in trying to control growth we can't loose our individual freedom, either. We are going to have to work hard at not losing the Spirit of Camp Verde in trying to protect her.

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community.

I am from Az and my husband and I first moved to Cherry in the early 70's. We have worked here and owned a family business here since then. My husband still works as Pastor of The Assembly of God, and I am a stay at home wife and mom. My husband went to work for Wingfield's Market on main street. When it went out of Business. He work for Fairway's in Clarkdale. Then the Garrison family opened the Garrison's Meat Processing. We moved into Camp Verde in the mid/late 70's. From our early twenty's Camp Verde has been our home, the place where we would raise our children, establish friends and the place we will one day die. It is the place we have chosen and made ourselves available to as friend and neighbor. I have served on the School Board of Camp Verde and sat on the committee to establish the Sex Education Curriculum.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

I serviced 4 years on the Camp Verde School Board.

I took every training Course available, including Robert's Rule of Order.

Two years on the Sex Ed Curriculum Committee.

I volunteered for everything at the School and was kept very busy there for 10 years.

I helped organize the Parent Volunteer Program in the 80's.

I was a Teacher's aid under that new program. I worked with 1 and 2 graders.

Organized the First Teacher Appreciation Luncheon, at the High School.

I understand the division of power between the School Board and the Superintendent and the working staff of the school. I assume that is the same division of power between Town Council, Town Manager and the staff.

4. What do you believe the duties of this commission are and how much do time do you expect to spend accomplishing these tasks?

I don't think any one really understands the responsibilities of a Town Council person until they fill that responsibility. To act within the law and always do what is in the best interest of the whole and not for just a chosen few. All the time it will take to do the research and understand the issues. I have no problems asking questions. I am now reading back Agenda/Minutes.

*Norma Harrison*

*1-6-2006*

TOWN OF CAMP VERDE  
PO BOX 710  
CAMP VERDE, AZ 86322  
PHONE: (928) 567-6631

01-11-06 12:40 RCVD

**COMMISSION/COMMITTEE/BOARD INTEREST FORM**

NAME: MICHAEL PARRY

PHYSICAL ADDRESS: 1674 FORT APACHE

MAILING ADDRESS: SAME

PHONE (HOME): 567-0044 (WORK): 602-430-5544

E-MAIL HOME or WORK : \_\_\_\_\_ CELL PHONE: 602-430-5544

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?  
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- |  |  |
|--|--|
| <input type="checkbox"/> ADOT ADVISORY COMMITTEE     | <input type="checkbox"/> EQUESTRIAN FACILITY COMMITTEE (EFC)<br><i>For EFC fax to (928) 567-8291</i> |
| <input type="checkbox"/> BOARD OF ADJUSTMENTS        | <input type="checkbox"/> LIBRARY ADVISORY COMMISSION   |
| <input type="checkbox"/> BOARD OF APPEALS            | <input type="checkbox"/> PARKS AND RECREATION COMMISSION   |
| <input type="checkbox"/> TRAILS & PATHWAYS COMMITTEE | <input type="checkbox"/> PLANNING AND ZONING COMMISSION  |
| <input type="checkbox"/> HOUSING COMMITTEE           | <input checked="" type="checkbox"/> TOWN COUNCIL (vacancy in middle of term)                         |
| <input type="checkbox"/> OTHER _____                 |  |

**PLEASE ANSWER THE FOLLOWING QUESTIONS**  
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? SEE ATTACHED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? \_\_\_\_\_

YES

SIGNATURE: Michael Pavey DATE: 1-11-06

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

## **Michael Parry**

1674 Ft. Apache Rd. • Camp Verde, AZ 86322 • PH/FX 928-567-0044 • Cell 602-430-5544 • [sonpac@msn.com](mailto:sonpac@msn.com)

January 4, 2006

Camp Verde Town Council  
PO Box 710  
Camp Verde, AZ 86322

Re: Town Council Position

Dear Town Council Members:

The purpose of this letter is to request the Town Council's consideration for appointment to the Town Council.

After watching the Town Council conduct the Town's business and work towards improving our community I have decided I would like to assist in the process. I understand it takes many hours of study, meetings, and work for Council members to make their educated decisions on issues and I feel I am up to the task.

My educational background is two years of Business Administration and Management. I have personally managed auto and heavy equipment parts stores, car washes, not to mention the assembly and buyoff of the Mark 48 torpedo for Gould Ocean Systems Division.

At that point in my life I decided to become more focused on a career and, in 1978, got involved in the building industry, first as a plant manager and safety director for a prefabricated housing manufacturer, and later as vice president and general manager of millwork operations in Phoenix.

I then had the opportunity to get into the hands-on portion of construction by becoming a superintendent for a Scottsdale custom home builder of 25 projects from 1990 through 1994.

In 1995, I started my own construction company, building one to two homes per year. My finished products have been featured in *Phoenix Home and Garden*

magazine more than once, and in a special publication of *Better Homes and Gardens—Beautiful Homes*, Fall 2004 edition.

All of my endeavors required working with people. Without this important skill my goals would never have been realized.

My background as a career manager and custom home builder would contribute to the council's broad area of wisdom. I believe my investment of time and understanding coupled with determination and compassion will help me and my fellow council members make sound decisions for our town's future. I have the desire to dig in, lend a hand, go to meetings, learn, and bring back information to assist our Council in its difficult tasks of steering this Town to a prosperous and quality future.

Being a team player is in my nature; I have found strength through understanding the viewpoints of others. I will take the time and effort required to do the best I can for our town and its people.

I look forward to this opportunity and your support.

Sincerely,

A handwritten signature in black ink that reads "Mike Parry". The signature is written in a cursive style with a prominent loop at the end of the last name.

Mike Parry

TOWN OF CAMP VERDE  
PO BOX 710  
CAMP VERDE, AZ 86322  
PHONE: (928) 567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: John Reddell  
PHYSICAL ADDRESS: 160 Charoleis Dr.  
MAILING ADDRESS: same as above  
PHONE (HOME): 928-567-3906 (WORK): 928-300-3103  
E-MAIL HOME or WORK: CVMule@wildapache.net CELL PHONE: 928-300-3103

WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?  
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)

- |  |  |
|--|--|
| <input type="checkbox"/> ADOT ADVISORY COMMITTEE     | <input type="checkbox"/> EQUESTRIAN FACILITY COMMITTEE (EFC)<br><i>For EFC fax to (928) 567-8291</i> |
| <input type="checkbox"/> BOARD OF ADJUSTMENTS        | <input type="checkbox"/> LIBRARY ADVISORY COMMISSION   |
| <input type="checkbox"/> BOARD OF APPEALS            | <input type="checkbox"/> PARKS AND RECREATION COMMISSION   |
| <input type="checkbox"/> TRAILS & PATHWAYS COMMITTEE | <input type="checkbox"/> PLANNING AND ZONING COMMISSION  |
| <input type="checkbox"/> HOUSING COMMITTEE           | <input checked="" type="checkbox"/> TOWN COUNCIL (vacancy in middle of term)                         |
| <input type="checkbox"/> OTHER _____                 |  |

PLEASE ANSWER THE FOLLOWING QUESTIONS  
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? Building our towns future, Economic developments, water company and Sewer District, Design Review on Commerical Projects, Updating Planning and Zoning ordinance to fit our towns zoning. Work to be done on Downtown Main Street, (see extra page)
2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community. Any general information you believe pertinent. Born in Az., lived in Camp Verde 45yrs. Camp Verde Parks + Rec. Commissioner 4yrs., Planning + Zoning 4yrs. Camp Verde Town Council 4yrs. Vice Mayor 1 1/2y. Verde Valley Water Users Board member 4yrs, and Treasure 3yrs. Verde Ditch Co. Commissioner 19yrs (see extra page)
3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this commission? Being on our Camp Verde Town Council for 4yrs., P+Z 4yrs., Verde Ditch Co., Verde Valley Water Users, former business owner on Main Street.

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? Working with the Council members and members of the Public. I have the time it takes to work and attend meeting as needed, Working with Town Staff on projects when requested.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: John Reddell DATE: 12-17-2005

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL _____
STAFF CONTACTING INDIVIDUAL _____
DATE APPEARED BEFORE COUNCIL _____
DATE APPOINTED _____

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

John Reddell's continued answers from page one:

1. Hiway 260, Verde Lakes and Town domestic water studies.
2. Head Commissioner 9 years. Original member of the Verde Valley Fair, Board President 1 year, Verde Valley Fair Livestock Superintendent 7 years.

3. Supporters

~~Walter J. J. J.~~ Stanley R. Bullard  
T. O. Parson R. W. T.  
Bill Miller  
E. A. Mc Donald  
Henry Shill  
R. Womack

Janette Jett

12-22-05 10:00 AM RCVD

December 22, 2005

Deborah Barber, Town Clerk  
Town of Camp Verde  
PO Box 710  
Camp Verde, AZ 86322

Re: Letter of Interest for Vacated Town Council Seat

To Whom It May Concern:

Please accept this as my letter of interest to fill the Town Council seat previously held by Chet Teague.

I have lived in Camp Verde for four years, along with my husband, Larry Teets. We moved here from the Phoenix area when my husband accepted a transfer with his firm, Lawson Financial, to work in its Prescott office. We chose Camp Verde for its rural atmosphere, small town feel, and clean air. We are also in closer proximity to my in-laws who live in Sedona.

In September of 2002 I became a member of the Camp Verde Library Advisory Commission, on which I still serve, and have acted as Vice Chairman, and now Chairman of the Commission this year. I also served on the Camp Verde Library Endowment Board for two years, with my last year as Secretary. I am a Certified Master Gardener with the Yavapai County Master Gardener Association, and have served as the Verde Valley chair of the Volunteer Projects Committee for three years and, in addition, am also this year's Verde Valley chair of the Publicity Committee. I've also been involved in a local ladies book group for the last three years. I spend the majority of my time as an artist and designer working from home.

Prior to moving to Camp Verde I was employed by a market research firm in Tempe, AZ where I was managing two research call centers staffed by seven call center supervisors and 100+ call center market researchers. In that capacity I also authored training material and directed their training in the computer technology field.

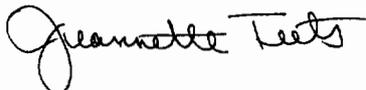
I hold two college degrees, a Bachelor of Fine Arts, and an Associates of Applied Sciences in Computer Technology. In my art background I was the art and design manager at a golf accessories company in Tempe, and also part of that company's sales and marketing team.

I would like to serve on the Camp Verde Town Council as a way to further contribute my time to the community. Camp Verde continues to grow, and I would like to be a part of the planning and oversight of that growth. In the time that I've served on the Library Commission I've had the pleasure of getting to know many people involved in the administration of the town, and have kept up with its plans and progress by consistently reading both local newspapers since we've lived here, by attending each voter's forum, studying the issues and voting in every election, and by attending many council meetings. I've served on the Library Design Committee and the Capital Improvements Project committee for two years. As a part of a town commission, I am also thoroughly familiar with Arizona open meeting rules and the procedures for properly conducting meetings.

I understand that Town Council members spend a significant amount of time in preparing for and attending meetings. I am willing and able to volunteer the time needed to fill the position properly.

I appreciate your consideration of my interest in this position.

Sincerely,

A handwritten signature in cursive script that reads "Jeannette Teets".

Jeannette Teets  
451 Salt Mine Rd.  
Camp Verde, AZ 86322  
928-567-6891  
[jdteets@commspeed.net](mailto:jdteets@commspeed.net)

Ordained Council and Staff

12-8-05

BL

das

200-37-00000003 ROVD

**Cheryl Wischmeyer**  
**P. O. Box 324**  
**Camp Verde, AZ 86322**  
**(928) 567-2458**

December 7, 2005

Town of Camp Verde  
Mayor and Council Members  
P. O. Box 710  
Camp Verde, AZ 86322

Re: Vacant Council Seat

Dear Mayor Gioia and Council Members:

I would like to express my interest in the Council seat that has recently been vacated by Council Member Chet Teague. I have given this matter much consideration and feel that I have the necessary qualifications and skills that would make me an asset to the existing Council.

I have resided in the Town of Camp Verde for eleven years and have been involved in numerous community functions throughout that time. I have a deep interest in the community and plan on living here for many years to come.

I would appreciate your consideration of my letter of interest and look forward to interviewing with you for the position. I would be happy to meet with any or all of you to discuss this opportunity and to answer any questions that you might have.

I have included my resume and look forward to hearing from you.

Respectfully,



Cheryl Wischmeyer

# **Cheryl L. Wischmeyer**

**P. O. Box 324**

**Camp Verde, Arizona 86322**

**(928) 567-2458**

## **Objective:**

My objective is to obtain a position on the Council of the Town of Camp Verde. I possess the administrative and leadership skills necessary to successfully represent the residents of the Town.

## **Work Experience:**

### **Human Resources Manager, Ace Hardware Retail Support Center, Prescott Valley, AZ**

(September 2005 – Present)

- Total oversight of all duties involving Human Resources, Training, Payroll, Accounts Payable, and Accounts Receivable
- Participate in daily strategic planning for busy wholesale warehouse operation
- Budget preparation and administration

### **Director of Human Resources, Radisson Poco Diablo Resort, Sedona, AZ**

(April 2005 – August 2005)

- Total oversight of all Human Resources and Training Responsibilities including recruitment, hiring, discipline, and payroll
- Budget preparation and administration
- Member of the Strategic Planning Executive Committee for the Resort
- Member of the Safety Committee for the Resort

### **Human Resources and Training Manager, Yavapai-Apache Nation, Cliff Castle Casino, Camp Verde, AZ**

(July 2001 – February 2005)

- Total oversight of the operation of the Human Resources and Training Division of Cliff Castle Casino
- Budget preparation and administration

### **Adjunct Faculty, Yavapai Community College, Camp Verde, Arizona**

(2002-Present)

- Facilitation of various college level management courses

**Internal Audit, Yavapai-Apache Nation, Cliff Castle Casino, Camp Verde, AZ**  
(Jan 2001 – Jul 2001)

- Responsible for conducting audits on various casino venues and departments as assigned
- Conduct special audits and surveillance as assigned
- Conduct tape reviews and prepare audit reports as assigned

**Tribal Gaming Office Inspector Supervisor, Yavapai-Apache Nation, Cliff Castle Casino, Camp Verde, AZ**  
(May 1995 – Jan 2001)

- Responsible for overseeing a staff of Tribal Gaming Officers in their regulatory compliance oversight of Cliff Castle Casino
- Extensive report writing and review regarding regulatory issues
- Investigate and report all incidents of regulatory or illegal activity within Cliff Castle Casino
- Training of regulatory staff on issues such as Arizona Liquor Law, Arizona Gaming Compact, fraud investigation, and other skills required to ensure the integrity of gaming at Cliff Castle Casino

**Clinic Administrator, Verde Valley Medical Center, Camp Verde Medical Center, Camp Verde, Arizona**  
(1994 – 1995)

**Clinic Administrator, Van Buren Medicine, 32<sup>nd</sup> Ave & Van Buren, Phoenix, Arizona**  
(1990 – 1994)

**Office Manager, Westside Family Practice, Central Ave. Avondale, Arizona**  
(1971 – 1990)

**Education:**

Bachelor of Arts in Management, University of Phoenix – 1996

Master of Arts in Organizational Management, University of Phoenix – 2004

## References

Andrew Wright  
Cliff Castle Casino  
Senior Training Coordinator  
555 Middle Verde Road  
Camp Verde, AZ 86322

(928) 567-7920

Heather Daniels  
Cliff Castle Casino  
HR Generalist  
555 Middle Verde Road  
Camp Verde, AZ 86322

(928) 567-7920 X7771

Jim Brugger  
Yavapai College  
Management Certificate Program  
Sedona Campus  
1100 Sheldon Street  
Prescott, AZ 86301

(928) 649-4281

Lisa Romero  
Cliff Castle Casino  
Controller/CFO  
555 Middle Verde Road  
Camp Verde, AZ 86322

(928) 567-7900

## **STAFF REPORT**

**Council meeting of:** January 18, 2006 – Regular Session

**Title:** Discussion, consideration, and possible appointment of one (1) member to the Parks & Recreation Commission for a term to expire September 2006.

**Budgeted item:** NA

**Description of Item:** Appointment would fill vacant seat.

**Staff Recommendation:** Make appointment

**Comments:** NA

**Attachments:** Yes.

**Prepared by:** L. Moore

TOWN OF CAMP VERDE  
PO BOX 710  
CAMP VERDE, AZ 86322  
PHONE: (520)567-6631

COMMISSION/COMMITTEE/BOARD INTEREST FORM

NAME: BECK HUBBELL  
PHYSICAL ADDRESS: 2335 GLEN ROSE DR. CAMP VERDE, AZ  
MAILING ADDRESS: Same  
PHONE (HOME): (928) 567-0292 (WORK):                     

**WHICH COMMISSION/COMMITTEE/BOARD ARE YOU INTERESTED IN?  
(ONE FORM FOR EACH COMMISSION/COMMITTEE/BOARD)**

- |                          |                         |                                     |  |
|--------------------------|-------------------------|-------------------------------------|--|
| <input type="checkbox"/> | ADOT ADVISORY COMMITTEE | <input type="checkbox"/>            | LIBRARY ADVISORY COMMISSION              |
| <input type="checkbox"/> | BOARD OF ADJUSTMENTS    | <input checked="" type="checkbox"/> | PARKS AND RECREATION COMMISSION          |
| <input type="checkbox"/> | BOARD OF APPEALS        | <input type="checkbox"/>            | PLANNING AND ZONING COMMISSION           |
| <input type="checkbox"/> | TRAILS COMMITTEE        | <input type="checkbox"/>            | TOWN COUNCIL (vacancy in middle of term) |
| <input type="checkbox"/> | HOUSING COMMITTEE       |                                     |  |

**PLEASE ANSWER THE FOLLOWING QUESTIONS**  
(Attach additional sheet if necessary)

1. Why do you want to serve on this commission? HAVE VOLUNTEERED FOR A  
NUMBER OF YEARS - HAVE GREAT RESPECT  
FOR THE STAFF AND THEIR EFFORTS

2. Tell us about yourself. How long have you lived in the area, your experience, your interest in the community.  
Any general information you feel pertinent. RETIRED VETERINARIAN - RESIDENT 10 YEARS -  
MEMBER OF FRIENDS OF CAMP VERDE.

3. What experience and/or knowledge do you have that makes you uniquely qualified to serve on this  
commission? RAISED 4 BOYS AND A GIRL - REALIZE THE  
NEED FOR YOUTH ACTIVITIES -

4. What do you believe the duties of this commission are and how much time do you expect to spend accomplishing these tasks? \_\_\_\_\_

COMMISSIONERS OFFER ADVICE AND SUPPORT  
TO STAFF. PHYSICALLY HELP WITH ACTIVITIES  
IF ASKED AND ARE ABLE TO DO SO.

5. (Answer only if you are applying for Planning & Zoning Commission) Have you read the Camp Verde General Plan? How does the General Plan relate to decisions you will be making as a commissioner? What do you think of the General Plan as it is now and where do you see it going in the future? \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*Bob Subbell*

DATE: \_\_\_\_\_

12/12/05

FOR OFFICE USE ONLY

DATE CONTACTED & INVITED TO APPEAR BEFORE COUNCIL \_\_\_\_\_

STAFF CONTACTING INDIVIDUAL \_\_\_\_\_

DATE APPEARED BEFORE COUNCIL \_\_\_\_\_

DATE APPOINTED \_\_\_\_\_

Note: Interest forms will be held for a period of six months and reviewed as openings occur.

## STAFF REPORT

**Council Meeting of:** January 18, 2006

**TITLE:** Discussion, consideration and possible appointment of members to serve on the Impact (Development) Fee Committee.

**Budgeted item:** N/A

**Description of Item:** The following members are willing to serve on the Development Fee Committee:

**Vice Mayor Baker and Councilmember Ron Smith volunteered to serve at the January 4, 2006 Council meeting.**

### **All Town Department Heads**

**C.A McDonald** – **Board of Adjustment Chair**  
**Bill Epperson** - **Parks and Rec. Commission Chair**  
**Robert Foreman** - **Planning and Zoning Chair**

**Jeanette Teets** - **Library Advisory Chair**  
(Jeanette has also applied to serve on the Town Council. If she is appointed to the Town Council she has requested that she not be appointed to the Impact (Development) Fee Committee.

**Dave Freeman** - **Citizen at Large**  
**Henry Shill** - **Citizen at Large**

**Staff Recommendation:** None

**Comments:** I would like to have our first committee meeting the 4<sup>th</sup> or 5<sup>th</sup> week of January.

**Attachments:** None

**Prepared by:** Bill Lee

**STAFF  
AGENDA ITEM REPORT**

**Council meeting of:** January 18, 2006

**Title:** Public Hearing, discussion, consideration, and possible prioritization of projects to submit for CDBG funding from the FY 2006 funding cycle.

**Budgeted item:** N/A

**Description of Item:** This action will determine the project(s) to include in the CDBG funding application.

**Staff Recommendation:** Prioritize projects.

**Comments:** All projects must be discussed in a public hearing before they can be considered for CDBG funding. If there are other projects that either the Council, staff, or the public would like to bring up, it should be done at this time. After all projects are listed, Council needs to determine the priority and number the projects accordingly. Staff will submit applications for the prioritized projects up to the funding limit of the CDBG account. For example, the 2006 cycle is anticipated to be \$433,066. This CDBG cycle does not require a match of any kind.

Staff is recommending that Council authorize application for CDBG funds to Complete Hollamon Street, Side streets, Lighting and Engineering at an estimated cost of \$310,774; Senior Center Roof Replacement and HVAC System at a cost of \$44,341. The two activities are estimated at \$386,889, with approximately \$77,951 set aside for administrative costs.

Resolutions will be submitted for approval during a February 2006 meeting. The application will be prepared after the resolutions are approved.

**Attachments:** Yes

**Prepared by:** Mike Casebier, Grants Administrator

**Projects under consideration with CDBG 2006 funding (\$433,066) Less 18% Admin.  
Town of Camp Verde, Arizona  
January 4, 2006**

**Senior center project: New roof and HVAC system** **\$44,341**  
Remove and replace existing roof. Remove and replace existing Heating Ventilating and Air Conditioning system procure and install duct work.

**Completion of Hollamon Street project** **\$310,774**  
We anticipate having sufficient CDBG 2005 funds to complete the initial Hollamon Street Project. This includes rolled Curb and gutter on both sides of Hollamon, install sidewalk on north side and improve lighting (Replace (6) existing pole mounted fixtures with fixtures similar to main street lights). Also included is engineering costs for project. Additional work with CDBG 2006 funds would install curbs and gutters in most needed areas of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> street south of Hollamon to improve drainage and minimize erosion. Repaving where possible using HURF funding (available), and have an engineered area drainage plan prepared.

**Verde Lakes Drive** **\$+1,000,000**  
Engineer, evaluate and replace Verde Lakes Drive culvert with higher capacity box culvert and perform re-channelization of West Clear Creek to historic location in order to facilitate better flow through enlarged culvert system. Funding of 401, 404, and other permitting/related engineering costs. Property acquisition for right of way.

**Housing Rehabilitation Projects:** Funding/assistance of housing rehabilitation projects within the Town of Camp Verde. **\$xxxxxxx**

**Factors in consideration:**

1. **Eligibility and qualification under CDBG 4 main criteria**
  - A. At least 51% of the persons who benefit from the project must be low to moderate income.
  - B. The project must aid in the elimination of slums or blight.
  - C. The project must solve and urgent need health hazard.
  - D. Public Hearing requirements
2. **Projects have a high probability of success/completion based on mandated CDBG funding, timeline and qualification limitations.** This includes potential funding difficulties associated with use of other funding sources and Davis-Bacon wage level impact.
3. **Other factors:** including availability of resources, studies and surveys that impact the viability of a project under consideration.
4. **Recommendations**

<b>Senior Center Project</b>	<b>Project Estimate \$ 44341</b>
------------------------------	----------------------------------

Project is eligible under 51% low to middle income (benefit) guideline rule. Project scope/estimate of cost is within funding and timeline rules. Local qualified licensed contractors available with resources to perform construction and willingness to comply with Davis-Bacon wage rules. Public Hearing requirements have been met. **High potential for completion/Moderate potential for success with CDBG funding based on Sr. Center Director's report of financial status.**

<b>Completion of Hollamon Street Project</b>	<b>Project Estimate \$310774</b>
--	----------------------------------

Initial project/qualification already approved and funded from CDBG 2005. Project scope/estimate of cost is within funding and timeline rules. Local licensed contractors available with resources to perform construction and willingness to comply with Davis-Bacon wage rules. HURF funding is available for repaving in most needed areas on and around Hollamon. Additional work of removing existing asphalt can be accomplished by Town of Camp Verde's street department thereby augmenting the use of CDBG 2006 funds. Public Hearing requirements have been met. **High potential for success/completion with CDBG funding.**

<b>Verde Lakes Drive Crossing Project</b>	<b>Project Estimate \$+1,000,000</b>
---	--------------------------------------

Viability and qualification of project with CDBG 2006 funding uncertain because of the following: Project costs exceed total available funding for CDBG 2006. 404 permitting process started by Arizona Engineering and scheduled for completion within two to three months. Benefit cost analysis (BCA) study not performed. Initial project estimate does not include cost for design services likely to be an additional \$xxxxxx\*. Additional archeological/environmental studies are likely to be needed with as of yet uncertain timelines\*. Initial project estimate excludes related costs such as acquisition of needed right of way, post construction restoration of existing creek environment and post construction hydrologic and hydraulic analysis for Clean Water Act (CWA) requirements\*. Davis Bacon wages must be observed by all contractors if CDBG funding is utilized for any part of the project, this cannot currently be guaranteed to CDBG. Public Hearing requirements have been met. **Low potential for success/completion with CDBG funding.** \*(Arizona Engineering - Verde Lakes Design Report 2004)

#### Additional Information

<p><b>Arizona Division of Emergency Management (Programs) Funded by FEMA</b> The HMGP Hazard Mitigation Grant Program and the PDM Pre-Disaster Mitigation program are currently being explored as funding opportunities for the Verde Lakes Drive Project. HMGP Notice of Intent is due by Jan. 17, 2006. Applications (if project is accepted by the state) are due by March 17, 2006. The Arizona Department of Emergency Management is offering a class on performing acceptable Benefit Cost Analysis (BCA) needed for both of these grant opportunities as well as CDBG in late Jan. 2006. Grants Administrator Michael Casebier plans on attending.</p>
---

<b>Housing Rehabilitation</b>	<b>Project Estimate \$xxxxxxx</b>
-------------------------------	-----------------------------------

Prior funding is still available in our existing Revolving Loan Fund. These funds must be spent before we can apply/use FY 2006 CDBG monies. Until this funding is utilized other funds cannot be applied for. Council will be determining the direction of the Town's Housing program in the near future. Public Hearing requirements have been met. **High potential for success/completion with CDBG funding once prior funding is utilized.**

<b>Recommendations</b>
------------------------

**Senior Center** has a high potential for completion but may have a moderate chance for success based on possible fiscal issues within their organization.

**The Hollamon Street** and side streets project has the greatest chance for success under current CDBG 2006 guidelines. Already qualified and with good estimates, local qualified contractors, engineering benefits and other possible funding sources in the case of Hollamon street make this an attractive and timely project to complete with substantial, highly visible results and benefits available to a large number of low to middle income citizens. In several ways this project can augment the earlier accomplishments of the Main Street work completed in 2002.

**Verde Lakes Drive** project has the possibility of funding through FEMA, ADEM, and PDM sources utilizing information contained in the HMP (Hazard Mitigation Plan) and from the preliminary work accomplished by Town of Camp Verde and Arizona Engineering. It is possible that because part of the Verde Lakes Water System was damaged in the last flood this may increase the likelihood of funding from these sources especially Pre Disaster Mitigation programs. Currently the guidelines and demands for specifics in benefit cost analysis, budgets, timelines and Davis Bacon wage requirements would make this an unlikely candidate for CDBG funding 2006. A more specific outline and list of available resources than currently exists of project timeline and permitting/environmental milestones would give this much needed project a higher chance of ultimate success. Funding requirements for all engineering, design, assessment, analysis and related property procurement costs should be established.

**Housing Rehabilitation** has a good chance for success and completion with CDBG 2006 but existing funds must be spent before proceeding. Determination of direction as regards the housing goals and policy for the town are needed to jumpstart this beneficial program that has funding sources available.

## STAFF REPORT

**Council meeting of:**           **January 18, 2006**

**Title:**                           **Discussion, consideration, and possible preparation of our Town's community priority list of needs.**

**Budgeted item:**               N/A

**Description of Item:**       Congressman Renzi is providing an opportunity for the Town to 'weigh in' and communicate our needs.

**Staff Recommendation:**   None

**Comments:**                   As constituents this is a wonderful opportunity for the Town to request assistance from a higher level of government. I believe our reply will help build a partnership for the future and make a strong statement as to our needs.

**Attachments:**               None

**Prepared by:**                 Bill Lee

## STAFF REPORT

<b>Council meeting of:</b>	January 18, 2006 – Regular Session
<b>Title:</b>	Discussion, consideration, and possible approval to go to bid for a Used 1 Ton Bucket Truck.
<b>Budgeted item:</b>	Yes – CIP, ½ Parks & ½ HURF
<b>Description of Item:</b>	The Bucket Truck will be used for tree trimming by the Street Dept. and various jobs for Parks & Recreation, especially for putting up and taking down banners on Main Street.
<b>Staff Recommendation:</b>	Approve going to bid for the Used 1 Ton Bucket Truck.
<b>Comments:</b>	NA
<b>Attachments:</b>	No.
<b>Prepared by:</b>	L. Moore

**STAFF REPORT**

**Council Meeting of:** January 18, 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 amount is \$45,912.00 including reimbursable expenses. This is a budgeted item from the General Fund to be reimbursed by Yavapai County Flood Control.

**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> x	
	<b>E-Mail:</b>	
	<b>Other:</b>	

**We are herewith transmitting the following item(s):**

<b>Date:</b>	<b>Description:</b>	<b>No. Pages:</b>
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>Caleb Lanting, Senior E. I. T.</b>	<b>Copies To:</b> Project File
---	-----------------------------------

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.

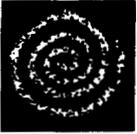
Our proposed fee for this project is **\$45,912.00**, including reimbursable direct expenses. Our charge and billing numbers will be 05TOCV05. We will bill monthly on the basis of estimated percent complete.

**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**

---

**Daniel Burke, P.E.**

---

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

## STAFF REPORT

**Council meeting of:** January 18, 2006

**Title:** Discussion, consideration, and possible approval of \$2,232.57 to purchase all the necessary equipment for a remote microphone and lavalier. This is an unbudgeted item from contingency funds.

**Budgeted item:** No

**Description of Item:** The items needed to have quality sound and an effective remote microphone and lavalier is as follows:

1 EA Wireless HH Mic System SM58 - UHF, Freq. Agile  
(Wireless Microphones are Shure SLX Series)

1 EA Wireless Lavalier Mic System 185 Capsule - UHF, Freq Agile

1 EA Passive Antenna Splitter/Combiner Kit

1 EA Drawer 5PS 3RU 14D CRS w lock

1 EA 4-Space Shallow Polyethylene 19" Rack

2 EA 25FT XLRM-F: Professional Lo-Z5 Mic Cable

2 EA 10FT XLRM-F: Professional Lo-Z Mic Cable

Installation

Training (1 HR)

**Staff Recommendation:** Approve funding

**Comments:** Staff has completed the research if Council would approve the funding. Please note: That if any additional equipment is required to interface with the existing audio system is not included and will be in addition to the costs listed above.

**Attachments:** None

**Prepared by:** Bill Lee

## **STAFF REPORT**

**Council Meeting of:** **January 18, 2006**

**Title:** **Discussion, consideration and possible direction to staff to negotiate a contract with either the engineering and environmental consulting firm of Burgess and Niple or Shephard-Wesnitzer on a feasibility and wastewater master plan along SR 260 from Steve Coury back to the Sanitary District boundary.** This is a partially budgeted item and the remaining unbudgeted amount would come from Contingency Funds.

**Budgeted item:** Partially – the Yavapai Apache Nation provided funds to the Town of Camp Verde requesting that they be used for infrastructure.

**Description of Item:** Currently the Town of Camp Verde does not have sewer service along SR 260. To plan for this infrastructure we should begin with a complete study of the project.

**Staff Recommendation:** Direct staff to negotiate a contract with either the engineering and environmental consulting firm of Burgess and Niple or Shephard-Wesnitzer on a feasibility and wastewater master plan along SR 260 from Steve Coury back to the Sanitary District boundary.

**Comments:** None

**Attachments:** None

**Prepared by:** Bill Lee