

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, NOVEMBER 17, 2010
6:30 P.M.**

DRAFT

**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., Vice Mayor Kovacovich presiding.

2. Roll Call

Vice Mayor Kovacovich, Councilors Whatley, Garrison, Roulette, and German were present; Mayor Burnside and Councilor Baker were absent, Burnside ill and Baker attending the Southwest Risk Retreat.

Also Present: Town Manager Russ Martin, Town Marshal Dave Smith, Acting Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Whatley.

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

a) Approval of the Minutes:

- 1) Council Hears P&Z Matters – October 27, 2010
- 2) Special Session – October 20, 2010
- 3) Regular Session – October 20, 2010

b) Set Next Meeting, Date and Time:

- 1) November 24, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 2) December 1, 2010 at 6:30 p.m. – Regular Session
- 3) December 15, 2010 at 6:30 p.m. – Regular Session
- 4) December 22, 2010 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**

c) Possible approval of the Technical Assistance Contract with Northern Arizona Council of Governments for administrative services relative to the Community Development Block Grant (CDBG) Hollamon Street project and with the CDBG application. This is a budgeted item in the CDBG fund. Staff Resource: Debbie Barber

d) Possible award of bid for Project #10-086, Pavement Markings 2010 through 2013 and authorization for the Mayor to execute the contract documents for the low bidder, Traffic Safety, Inc. This is a budgeted item. Staff Resource: Ron Long

e) Possible approval of an Intergovernmental Agreement with the Governor's Office of Economic Recovery and authorization for Marshal Smith to execute contract documents and administer a grant in the amount of \$47,500 to purchase a K-9 vehicle and associated equipment. Because there was no allocation in the FY 10/11 Budget for unanticipated grant fund revenues/ expenditures, approval will necessitate a reallocation from the COPS line item in the Federal Grant Funds (that was not awarded) to a line item for the Economic Recovery Grant that the Town has been awarded. Staff Resource: David R. Smith

f) Possible approved of Resolution 2010-813, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the Special Election held on November 2, 2010.

On a motion by Roulette, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with the correction to the October 27, 2010 Minutes as requested by Garrison.

Garrison requested a correction to the Minutes of October 27, 2010, to reflect that, in response to a question

from Garrison, Tammy Dewitt said that the reason the Town was not notified when the Town's representative resigned from their Commission on Trails, they "did not have any clue who to contact," so no one was contacted.

5. **Special Announcements & Presentations**

a) **Welcome to the new businesses:**

- NCR Corporation - DVD Rentals/Kiosk - 565 1st Finnie Flat Rd, Camp Verde
- Verde Entertainments - Festival Sponsor - 2530 S. Anapaya, Camp Verde
- APS Energy Services Company Inc. – Contractor - Tempe
- Burris Sandbird Company - Sand Art – Dewey-Humboldt
- California Hotwood inc dba Canyon Wood Supply – firewood - 1608 Murdock Rd, Camp Verde
- RCC Holdings LLC dba Builders Choice Carpet One – flooring - Prescott Valley
- Camp Verde Cottage LLC - Vacation House Rental - 2570 S. Anapaya, Camp Verde
- Arrow Plumbing - Plumbing Contractor - Cornville
- CJMZ LLC dba The UPS Store – shipping - 455 Finnie Flat Rd, Ste. E, Camp Verde
- Go Wireless Inc. - cellular phones - 1620 SR 260, Camp Verde
- A. H. Hickman Company – contractor - Goodyear
- Camp Verde Trading Post "Thrift" - Thrift Store - 873 Howard Rd, Camp Verde
- Meridian Rehabilitation Inc. – Outpatient Therapy Clinic – SR 260, Camp Verde

Kovacovich announced the names of the new businesses, and welcomed them to the Town of Camp Verde.

Garrison asked Town Clerk Barber whether the Council would know if a business as listed was new or renewal of a license; Barber said that the ones that are closed are indicated in the agenda packet.

6. **Council Informational Reports.**

Whatley first congratulated the Camp Verde football players for their recent excellent showing in the play-offs. She relayed the Sewer District's gratitude for road improvements by the Town. Whatley reported that she attended the Central Arizona Land Trust meeting on November 6th.

Garrison reported that the Arizona State Parks Board granted an extension to the Prescott U. S. Forest for the grant for Copper Canyon Trailhead; it is anticipated that the project will go out to bid by the end of this year. With the recent elections concluded, Garrison reminded everyone that the election season for Camp Verde is coming up and urged all those interested in participating in Town government to pull a packet and start getting signatures that will have to be turned back in by December 8, 2010 in order to get on the ballot. She reported on attending a very interesting meeting on Protecting the Family Agricultural Lands in the Verde, as well as attending the NACOG meeting that included working on the audit. It appears that for the year 2016 ADOT will be limited to only \$500,000 for rural major road construction. Head Start was also reviewed at the NACOG meeting; the final report will be out in two weeks. Garrison will submit the audit document to the Town Clerk for review by anyone interested. Garrison also gave an update on the actions at the Education Foundation meeting she attended today.

German said she attended the Chamber of Commerce meeting on October 21st; they were in the process of electing new officers for next year. There is another collaborate meeting scheduled by the YAN on November 30th for Destination Drivers. Information from the Chamber meeting tomorrow will be reported at the next Council meeting. German attended the Superintendent's meeting this morning; a presentation on Verde Valley Academy for Career and Technology Education was given; VVACTE involves the three major high schools, Camp Verde, Sedona and Mingus Union. The next meeting will be in January.

Kovacovich wished everyone a Happy Thanksgiving next week.

6(a). **Call to the Public for Items Not on the Agenda**

(Comments from the following individuals are summarized.)

Steve Goetting thanked everyone for coming to the Spider movie, and described the plans for getting the next project going, the Pecan & Wine Festival scheduled for February 11-13. Pecan prices are higher this year, and a good crop of pecans is anticipated. All the non-profits in Town will have a free area available by the Gazebo, and a car show is being organized with the Lions. Goetting distributed copies of a flier for the

Pecan & Wine Festival event, and copies of brochures for those interested in supporting the new Verde Valley Archaeological Center organization that has just received its 501(c)3 status.

Justin Wertz again spoke to the Council as a reminder of his continuing efforts to encourage development of a skateboard park that will benefit both the community and support its youth aiming toward the professional ranks.

There was no further public input.

7. **Discussion, consideration, and possible recommendation of approval to the Arizona Department of Liquor Licenses and Control of the Series 9 application as submitted by Bashas' Inc. located at 650 W. Finnie Flat Road.** Staff Resource: Debbie Barber

On a motion by Garrison, seconded by Whatley, the Council unanimously recommended approval of the Liquor License application for Bashas located at 650 W. Finnie Flat Road in Camp Verde.

Town Clerk Barber said that the application involved a change of ownership; the required posting has been met, and no comments received.

Greg Elmer said that the Prescott store was closed, and the transfer of ownership saves the payment of some fees. The necessary training of personnel has been complied with, and there have been no violations.

8. **Public Hearing, discussion, consideration, and possible approval of Resolution 2010-820, a resolution of the Common Council of the Town of Camp Verde, Arizona, approving Use Permit 2010-02, amending Use Permit PZ 96-02 for parcels 403-19-205, 403-19-013H, 403-19-013J, 403-19-013Q, and 403-19-207 to allow for the continued operation of the Camp Verde RV Resort and to continue with no time limit. Any changes to these uses must come before the Planning & Zoning Commission and Council for approval. The property is located at 1472 Horseshoe Bend Drive.** Staff Resource: Mike Jenkins

On a motion by German, seconded by Roulette, the Council unanimously approved Resolution 2010-820, a Use Permit 2010-02, amending Use Permit PZ 96-02 for parcels 403-19-205, 403-19-013H, 403-19-013J, 403-19-013Q, and 403-19-207 to allow for the continued operation of the Camp Verde RV Resort and to continue with no time limit; any changes to these uses must come before the Planning & Zoning Commission and Town Council for approval.

STAFF PRESENTATION

Asst. Planner Jenna Owens reviewed the background of the subject RV Resort that operates year-around as a membership facility serving members from the United States and Canada. The original Resolution approving the facility for a 15-year period will expire in 2010. Owens outlined the number of spaces provided together with all the amenities. The applicant is requesting that a Use Permit be issued with no time limit imposed, with the understanding that any changes or additions of uses must come before the P&Z Commission and the Town Council. The Community Development Department in the past 15 years has received no complaints; an inspection of the property has verified that there have been no changes to the use of the property. The applicant, Craig Brandon, was unable to attend due to budget constraints, and has authorized the General Manager of the RV Resort, Cori Allen, to represent the WHR property.

The neighborhood meeting was held on October 11, 2010, at the Resort clubhouse. The three neighbors attending the meeting had questions regarding vehicles in the park and children's noise at the pool. Ms. Allen gave her phone number to those individuals in the event they had questions or concerns in the future. No responses have been received to the 20 letters mailed to adjacent property owners.

No comments were received from the Town Engineer, Building Official or Camp Verde Fire Inspector; the Yavapai County Flood Control noted that the RV's should be "Road Ready" and removed from floodplain prior to any flood event, and Yavapai County Environment Services stated that it had no concerns with the renewal of the Use Permit. Owens noted that the RV Park does possess a current business license, and there have been no changes to the original site plan submitted in 1985. Owens stated that the Planning &

Zoning Commission unanimously recommended approval of Use Permit 2010-02, in perpetuity, with the condition that signs be installed in the lower area of property indicating that it is in a flood zone in compliance with the Yavapai County Flood Control requirement.

Cori Allen confirmed the information submitted by Owens, including the fact that nothing has changed over the years she has been employed there, and said she is looking forward to the RV Resort continuing. In response to a question from Council, Ms. Allen said that the Resort is taking care of installing the required signage regarding the flood zone.

Staff was asked if periodic inspections are made when Use Permits are granted in perpetuity; Owens replied that although inspections have been normally made only in response to complaints, staff would plan to make regular inspections as a matter of policy as requested. Responding to a request from Garrison, Jenkins reiterated that a Use Permit is not hard zoning, no rights or vested. If conditions are not met by the applicant, the Use Permit can be voided by staff at any time, and the applicant has the right to appeal to the Council.

There was no public input.

9. **Discussion, consideration, and possible direction to staff relative to proceeding with the abandonment, expiration, or reconsideration of any Council-approved final and preliminary plats for Simonton Ranch Master Planned Community Subdivisions.** Staff Resource: Mike Jenkins
On a motion by Garrison, seconded by German, the Council unanimously directed staff to take the Silverado Subdivision to the Planning and Zoning Commission to consider the subdivision for abandonment and reversion to acreage, to bring the Homestead & River's View Subdivisions to the Council for action, and to void the approval of the Preliminary Plats for the Water's Edge, Summerset and Elk Creek Subdivisions within the Simonton Ranch Master Planned Community.

STAFF PRESENTATION

Acting Community Development Director Jenkins first commented that he and the Town Manager have worked diligently with the Town Attorney to make sure that the requirements of the Town Code as well as State Law will be properly met in connection with the subject request to Council regarding abandonment and reversion to acreage for the subdivisions within the Simonton Ranch Master Planned Community. Jenkins said that the subdivisions are currently at different levels of approval, and pursuant to provisions of the Town Code, staff is requesting direction to move forward with the process for abandonment or reversion to acreage. Jenkins reviewed in detail the current status of each of the six subdivisions, Silverado, Homestead and River's View, Water's Edge, Summerset, and Elk Creek; applicable sections from the Town's Subdivision Regulations were cited in support of the actions requested to be taken.

Kovacovich pointed out that the issue is simply whether or not the Council wants to start the process requested which will go back to Planning & Zoning and then to Council for any action; there was no ensuing Council discussion.

10. **Discussion, consideration and possible direction to the Manager relative to each of the potential Town Projects, including but not limited to Economic Development, Master Contract Template(s) Water Rights Establishment, Risk Management Policies and Procedures, Capital Improvement Project (CIP) Survey, Code Enforcement, Policies on Property Acquisition/Acceptance/Disposal, Investment Policy, Master Facilities Use Agreement with School District, Town Initiated Rezoning, Rio Verde Remodel, Downtown Revitalization Plan, New Park Development, Finnie Flat Road Design (Corridor Plan), Rezzonico Park Development, Senior Center Upgrades, Town Center Plan Update/Redo, Trail Development, General Plan Update, Sanitary District Consolidation, Water Company Purchase, Teen Center.** Staff Resource: Russ Martin
The Town Manager was unanimously directed pursuant to the following summary: Policies will be addressed, hopefully on January 7th, try to bring in a draft to begin working on some of those projects that are unfunded; it will be a part of a Capital Improvements discussion. Direction to do an Open House, to start that process as soon as possible to work on projects that need money for this community. In

connection with the discussion on Code Enforcement, the Manager is to come back to Council with a different policy for complaints so that enforcement could be opened up to complaints that necessarily would require the person to have any association with the complaint; he will look into that and see if staff could bring something in the near future, long time, Code Enforcement, in a process including changes that the Town will be making to the Land Use Code. Contracts with the School District, and the Master Contracts are to be put together and presented on an agenda for review; the process for those will be in a Work Session and then presented for consideration; the Council will see those in the next few months, over time. Finally, as to the economic development discussion, the Manager will need to come up with some process to be able to assemble a group to express their opinions, maybe an Open House discussion type of event to encourage more public participants, minds and brains in the room, to start a process as yet undefined, but to be worked on and evolved, and perhaps another future Work Session for the Manager to share more ideas or options.

Town Manager Martin referred to the recent Retreat at which the different opportunities facing the Town were discussed. Following that meeting Martin said he has met with members of the public and the staff as well as the Council members, and from those contacts has compiled a list of either current projects or projects that have not yet been prioritized. At that meeting, Martin said that he had requested some direction from Council in order to start moving forward on the desired priorities, as well as the time frames, and Council had responded to his request, with some concern as to whether or not he would be able to sift through all the issues addressed. The recent election has made it apparent that the projects that cost money must be on the lower end of the priority list and future time frame. The projects that do not require funding but will help to prepare for the future tended to work their way to the top of the priorities. Martin suggested that the issues present themselves in three tiers, with the first tier being economic development, and water rights establishment, for example, time-consuming issues, but with economic development as the unanimous top priority in that first tier. Martin said he has been researching the issue of water rights with legal counsel, and understands the need to stay informed and ready to discuss those rights with the other entities, the YAN and SRP, should that opportunity arise.

Martin next addressed risk management policies, policies on property acquisition and disposal, and acceptance of property donations, and keeping all the transactions systematic and completely transparent. The financial guide, policies and procedures, and the Code changes were included; the Code changes should be submitted to Council as early as January for review. Martin said he ultimately hoped to create one booklet that would make all the policies and procedures clear and informative to anyone, whether Council or staff, and would simplify future changes or additions to those policies, providing an historical reference for future Council members. Staff will be working on developing that guide, with Council input.

The third tier involves the lack of financial resources, and there have been suggestions that the Capital Improvements plan needs to be thoroughly reviewed, with better public understanding of the Town's needs as well. Martin stressed the importance of working with the community to really identify what they expect and want, based on the Town's limited funds. To start the public process, after the first of the year, Martin would like to perhaps hold an Open House and invite the public to attend a comprehensive tour of the government facilities, status of projects and condition of equipment, and general financial needs. Martin acknowledged that there are items to be addressed in the near future, with the public attention on fireworks, the new Code revision public hearings, and the medical marijuana issue. Although the Capital Improvements plan will not be ready by July 1st of next year, hopefully by this time next year, a fairly good draft will be available for working toward accomplishing a new plan.

Martin said he hoped to standardize the school district contracts to include possible sharing of facilities and resources, and with input from the Town Engineer develop master contract templates for the different types of agreements involved in construction; that would help to clarify for the contractors what is expected from them, and would eliminate negotiations and wasting attorney time.

The Council discussed with Martin the issue of Code enforcement, which Martin believes goes hand-in-hand with economic development, by improving the appearance of a community that would appeal to a new business seeking to relocate. It was agreed that the current process for enforcing Code violations needs to

be improved and that the citizens should be helped to understand their responsibility as well as helped to get back into compliance. The discussion acknowledged the difficulty of enforcing the Code in light of the staff already being overburdened. It was also agreed that changes will take time, but the need is great and must be started, including possibly prioritizing the types of violations, with input from staff. Martin said he will be bringing input back to Council for consideration.

As for the perception that this community is split between growth and no-growth factions, Martin believes it is more a matter of concern over the type of growth. He said he wants to focus on the business development side, the need to fill in businesses on Main Street and create jobs, and believes that is the topic that the community wants to talk about. It was agreed that something must be done, the community, the Chamber and the businesses must be involved, and the sooner the better. There are resources that can be tapped into, including APS. The idea of offering incentives to attract new businesses was also addressed; at the same time, there is the need to benefit the existing businesses. Garrison stressed that, contrary to some opinions that have circulated, the Council is not discouraging new businesses, or having back door meetings trying to stop economic development. It was confirmed that there is no specific staff position assigned to economic development or business recruitment. There was some discussion about the great tourist attractions in Camp Verde, and the need to take advantage of those opportunities for economic development, and to arrive at a different solution since the public voted "No" to a tax increase at the recent election. A suggestion was made to use that continued low tax base as a marketing asset, as a starting point. Economic development has to start somewhere, fueled by ongoing discussions with the community and working together. The members reiterated their approval of the idea of holding an Open House from time to time to promote public understanding and receive input. Martin said that staff will also be encouraged to share ideas on projects; he looks forward to having open conversation with Council to give him direction, and help him give direction to staff.

There was no public input.

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

(Comments from the following individual are summarized.)

Steve Ayers gave an update on the Centennial project created by Council resolution a year and a half ago; the group is meeting about every month, and would like to schedule a time at the December 1 meeting to give a formal report. *Martin confirmed that the Town Clerk noted that request.*

There was no further public input.

12. **Advanced Approvals of Town Expenditures.**

There were no advanced approvals.

13. **Manager/Staff Report**

Staff is working hard to take different times off at the end of the year to make sure every office is covered; if anyone has any issues, Martin will not be leaving the State during the holidays through Christmas and is available for anyone to contact him. There will be a meeting on December 1 and the 15th; some of the final issues on the financial audit will be covered at the second meeting in December, which will be important for everyone to attend.

14. **Adjournment**

On a motion by Garrison, seconded by German, the meeting was adjourned at 8:22 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 17th day of November 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2010.

Debbie Barber, Town Clerk