

## AGENDA



**REGULAR SESSION  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
WEDNESDAY, DECEMBER 5, 2007  
at 6:30 P.M.**

1. **Call to Order**

*As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time.*

2. **Roll Call**

3. **Pledge of Allegiance** – (Please remove your hat.)

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) November 7, 2007 – Regular Session

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

1) Council Hears Planning & Zoning – December 12, 2007 at 6:30 p.m.

2) Regular Session/Council Hears P&Z – December 19, 2007 at 6:30 p.m.

3) Council Hears Planning & Zoning – December 26, 2007 - **CANCELLED**

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

6. **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.

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**

Note: Requests may be identified, but no discussion of the item will occur at this time.

Mayor Gioia requested Item #7:

7. **Discussion, consideration, and possible authorization for Linda Harkness to gather information on behalf of the Town for financing possibilities for a new library building.** (Staff Resource: Mayor Gioia)

8. **Discussion, consideration, and possible approval of establishing a new library building project fund and declaring it a top priority and direction to set aside from a portion of the 60% of the one cent sales tax now used for funding Capital Improvement Projects as a funding source.** (Staff Resource: Gerard Laurito)

9. **Discussion, consideration, and possible resolution relative to correcting the Town's accounting records as they relate to the designation of funds in the CIP for the acquisition of the Camp Verde Water Company.** (Staff Resource: Michael Scannell)

10. **Discussion, consideration, and possible authorization to sell a portion of the Town's water rights from Equestrian Estates to Camp Verde Water System and discussion, consideration and possible authorization for the Town to become a Trustee of the remaining \$50,000 trust fund for Camp Verde Water System until such time that Camp Verde Water System acquires surface water rights or the funds are returned to the Central Arizona Conservation District, as required by the Trust agreement.** (Staff Resource: Mayor Gioia)
11. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the proposed Employee Associations and Meet and Confer Agreement.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation. (Staff Resource: Michael Scannell)
12. **Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the Intergovernmental Agreement between the Town and the Camp Verde Sanitary District.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation. (Staff Resource: Michael Scannell)
13. **Call to the Public for Items not on the Agenda.**

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

14. **Advanced Approvals of Town Expenditures**
  - a) **There are no advanced approvals.**
15. **Manager/Staff Report**
16. **Adjournment**

Posted by: Sharon McCarroll

Date/Time: 11-30-07 9 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  
REGULAR SESSION  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, NOVEMBER 7, 2007  
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Garrison, Kovacovich, Elmer and Parry were present.

**Also Present:** Town Manager Mike Scannell, Town Attorney Bill Sims, Town Marshal Dave Smith, Community Development Director Nancy Buckel, Library Director Gerry Laurito, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Elmer.

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) October 24, 2007 – Executive Session
- 2) October 24, 2007 – Council Hears P&Z
- 3) October 24, 2007 – Special Session

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

- 1) Regular Session – November 14, 2007 at 6:30 p.m.
- 2) Regular Session – November 21, 2007 at 6:30 p.m. – **CANCELLED**
- 3) Council Hears Planning & Zoning – November 28, 2007 at 6:30 p.m.

**c) Possible approval to amend the FY 07/08 Budget to include the grant award from the Arizona Department of Housing for both federal HOME funds and Arizona Housing Trust Funds to reimburse the Town for the rehabilitation of four (4) program-qualified homes located within the Town of Camp Verde.** The total amount is anticipated at approximately \$434,000. (Staff Resource: Matt Morris)

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

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

There was no public input.

6. **Council Informational Reports**

Parry commented on the wonderful, fun Halloween event and thanked everyone who helped with making it such a success.

Hauser asked Council to think about participating in the Adopt-A-Family program and to let her know at the next meeting.

Smith thanked the Clerk's office for the beautiful remodel job they and community volunteers have created in the reception area for only pennies on the dollar.

Garrison commended the P&Z Commission for their hours of hard work and research in

connection with the pig situation issue; Garrison also reported on her activities and new responsibility with NACOG. She described a DVD on the Governor's Forum, a publication on aging put out by NACOG and her report from NACOG on CDBG monies; all of those items will be available in the Clerk's Office.

Kovacovich thanked the merchants and staff for a great Halloween party, and also thanked the Harrisons for their continued support of Camp Verde through their Out of Africa park.

Gioia commended the Director of Parks & Recreation for coming up with the Trick or Treat idea for Halloween, which proved to be such a success and an excellent replacement for the Haunted House, saving numerous hours of staff time. Gioia announced a public workshop sponsored by the League of Women Voters that will include a review of the Forest Service plan; everyone was urged to attend Thursday night 6:00 to 8:30 at the Cottonwood Public Safety Building. The efforts to designate Fossil Creek as Wild & Scenic have generated 2,939 e-mails to date in support.

7. **Attorney presentation, update, and discussion of Open Meeting Laws, particularly executive session topics, sanctions, and penalties.**

There was no action taken.

Town Attorney Bill Sims distributed copies of a booklet published by the State on Open Meeting Laws. Sims reviewed highlights from that document, stressing the importance of the Open Meeting Law that sets forth limitations on how elected officials can meet, discuss and make decisions regarding the public. Sims' presentation outlined the specific topics that allow holding executive sessions as well as penalties for violations of Open Meeting Laws, including revealing discussions that occur in executive sessions. A brief discussion followed to further clarify some of the limitations outlined.

There was no public input.

8. **Public Hearing, discussion, consideration, and possible recommendation for approval of Application for Liquor Licenses for the following:**

- **Beto's Corner** – located at 10 E. Cliffhouse Drive. This is an application for a new Series 12 license (Hotel-Motel and Restaurant).
- **Clear Creek Vineyard & Winery, LLC** – located at 4053 E. Hwy 260, applicant Ignacio Moreno Mesa. This is an application for a new Series 13 license (Domestic Farm Winery).

On a motion by Parry, seconded by Kovacovich, the Council voted unanimously to approve the Liquor License application for Beto's Corner located at 20 E. Cliffhouse Drive, an application for a new Series 12 License (Hotel-Motel and Restaurant); and the application for Clear Creek Vineyard & Winery, LLC, located at 4053 E. Hwy 260, applicant Ignacio Moreno Mesa, an application for a new Series 13 License (Domestic Farm Winery).

Town Clerk Barber confirmed that the subject applications had been posted for the required 20 days and no comments have been received.

Albert Ruiz from Beto's Corner Restaurant explained that the proposed license would be good for the business; it will remain a family restaurant and the change would be a convenience for the customers.

Ignacio Moreno Mesa also spoke regarding the Clear Creek Vineyard & Winery application.

There was no public input regarding either application.

9. **Discussion, consideration, and possible appointment of a member to the following Commissions: Planning & Zoning Commission for a term that expires in September**

**2008.**

- **Planning & Zoning Commission** – for a term that expires in September 2008
- **Trails & Pathways Commission** – for a term that expires in September 2010

On a motion by Hauser, seconded by Elmer, the Council voted unanimously to appoint Al Buchanan to the Planning & Zoning Commission for the term that expires in September 2008, with thanks to Cheri Wischmeyer.

On a motion by Smith, seconded by Kovacovich, the Council voted unanimously to appoint Larry Strubhar to the Trails & Pathways Commission for the term that expires in September 2010.

Town Clerk Barber said that there were two applicants for the Planning & Zoning Commission and one applicant for the Trails & Pathways Commission.

**Alan Buchanan** explained that he had volunteered for other positions in Town; he feels he is well qualified and would like to serve the community on the P&Z Commission.

**Cheri Wischmeyer** also expressed her interest in serving on the P&Z Commission; she has been involved in the Town over the last few years and believes the position would be a good fit for her.

The Council briefly confirmed with Mr. Buchanan his qualifications and willingness to serve and remain impartial in making decisions. The members also commented on the excellent application submitted by Cheri Wischmeyer.

In connection with the Trails & Pathways Commission, Councilor Smith said he is well acquainted with Candidate Larry Strubhar and that he is a man of his word.

There was no public input.

10. **Discussion, consideration, and possible approval of a part time 16-hour per week position for the new Beaver Creek Branch Library. Yavapai County Library District will reimburse all expenses related to the position.** Yavapai County Library District will reimburse all expenses related to the position.

On a motion by Parry, seconded by Elmer, the Council unanimously approved a part-time 16-hour per week position for the new Beaver Creek Branch Library; Yavapai County Library District will reimburse all expenses related to the position.

Library Director Laurito confirmed that the salary and possibly a portion of the Worker's Compensation expense for the part-time position will be reimbursed by the County, and that the person will be on the Town's payroll, with no benefits.

There was no public input.

11. **Discussion, consideration, and possible approval of the revised Personnel Manual.** On a motion by Parry, seconded by Hauser, the Council unanimously approved the revised Personnel Manual, with the revisions that were made to the Post-Accident portion.

Town Marshal Dave Smith said that revisions to the Personnel Manual have been worked on for the last several months, and that future revisions should be made periodically to keep up with current laws. Smith explained that the additions that had been made in the past are now incorporated into the manual, and referring to the Manual reviewed with the members all the changes and additions. Smith confirmed that the Manual had been reviewed and approved by labor attorney Troy Foster; he also said that all the department heads have reviewed it. Attorney Sims recommended another revision, specifically to Page 14, Post-Accident, to add the phrase "or

injury on the job" following "after an accident" in the first sentence; and adding subsection "(d) the employee is injured on the job." Smith and the Council agreed with that recommendation.

There was no public input.

12. **Discussion, consideration, and possible approval of Resolution 2007-731, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing the Town Manager to bid. This resolution authorizes the Town Manager to act as the Town's agent in negotiations and presentation of a \$2.4 million minimum opening bid, together with other amounts as directed by Council at the on-line auction for the community park property known as Parcel "A" of the USFS Administrative site consisting of approximately 118 plus acres located of SR 260 and McCracken Lane and to obtain a preliminary title insurance on the property of approximately \$500. This is a budgeted item in the Parks Fund.**

On a motion by Hauser, seconded by Elmer, the Council unanimously approved Resolution 2007-731, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona authorizing the Town Manager to act as the Town's agent in negotiations and presentation of a \$2.4 million minimum opening bid, together with other amounts as directed by Council at the on-line auction for the community park property known as Parcel "A" of the USFS Administrative site consisting of approximately 118 plus acres located on SR 260 and McCracken Lane and to obtain a preliminary title insurance on the property of approximately \$500. This is a budgeted item in the Parks Fund.

A motion by Hauser to go into Executive Session was withdrawn after discussion and decision to agendaize an Executive Session for next week regarding the subject item.

Town Manager Scannell said that the Town was recently apprised of the fact that the U. S. Forest Service plans to put the subject property up for online auction once again, and that Dee Hines of the Forest Service was present to answer questions in that regard. Scannell explained that the proposed Resolution that would authorize him to proceed with the bidding process has been reviewed by legal counsel as to form and content. Scannell reviewed the documents comparing recent property appraisals and outlining funding sources and anticipated revenues that had been provided for reference.

The members discussed the many benefits of trying to acquire the subject 118 acres, generally agreeing that the acquisition would present an opportunity to immediately begin developing a much-needed community park, and with the park funds on hand, potential grant monies, and the continuing tax revenues, appeared to be affordable. During the discussion, Scannell explained the timing and requirements of the auction process.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Tom Nielson** said that the property would be big enough for two ball fields, and wondered if the buildings were included.

**Jeremy Bach** said that he believes the acquisition presents a great opportunity; this is the right time and the Town should run with it.

**Howard Parrish** questioned whether the location of the property is affected by the "Erie Canal."

**Dee Hines** said he is unaware of any environmentally sensitive sites on the property; there is the ADOT right-of-way. Mr. Hines believes a park would be a great neighbor to the new Forest Service office buildings.

**Steve Ayres** offered input in connection with the discussion on funding, including the Town's commitment regarding Black Bridge Park.

There was no further public input.

Vice Mayor Hauser offered a motion to go into Executive Session; however, Attorney Sims suggested that since an Executive Session had not been agendized, the Council should postpone that until the meeting next Wednesday. There was further discussion on sources of funding, funds on hand, and the costs of financing on a bond versus committing sales tax proceeds, which the Manager was requested to review and agendize prior to next week's meeting. Gioia requested the Manager also to check on the funds for improvements for Black Bridge Park. In connection with the proposed appraisal of the 223-acre parcel, Scannell advised the Council that he will request that appraiser to delay any action on that until further notice.

13. **Discussion, consideration, and possible approval of funding in an amount not to exceed \$400 for cooked turkey/ham/pork and/or roast beef and a Disc Jockey for the December 15, 2007 Town employee, commission, volunteer, and Council Holiday Party.** This is a budgeted item in Public Relations.

On a motion by Hauser, seconded by Gioia, the Council unanimously approved the funding not to exceed \$400 for food and disc jockey for the December 15<sup>th</sup> Town Christmas party.

Manager Scannell commented on the employees being long-term assets for the Town, saying the Council should be proud of them, and requested the funding for the Christmas event as a way to demonstrate appreciation and show support for their efforts.

There was no public input.

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

There was no public input.

15. **Advanced Approvals of Town Expenditures**

a) **Possible approval of \$976.28 for a locking file cabinet for the Finance Department.** This is an under budgeted item in the General Fund.

On a motion by Parry, seconded by Garrison, the Council unanimously approved expenditure of \$976.28 for a locking file cabinet for the Finance Department.

Scannell explained that the locking file cabinet was necessary in order to maintain good fiscal discipline, and the Council approval was being sought for the over expenditure on the subject item. Scannell said he had checked on insurance, but the deductible would cost even more.

16. **Manager/Staff Report**

• **Update on the preparation of a plan/timeline for acquisition and/or assumption of the Camp Verde Sanitary District.**

Town Manager Scannell reported on the meeting with the Sanitary District Board last week; work is continuing on reaching an amicable resolution of the challenges that lie ahead. Attorney Sims said he is encouraged and believes there will be a way worked out to solve and address the concerns. Sims suggested that an item be agendized for discussion, action and Executive Session next week for a further report and to get directions from the Council. Sims believes he will be able to report favorably a week from tonight based on the latest discussions with the Sanitary District.

17. **Adjournment**

On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 8:14 p.m.

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

**Meeting Type: Regular** **Meeting Date: 12-05-07**  
**Consent:**  **Executive Session/Confidential:**  Type(s) of Presentation: Verbal Only

**AGENDA TITLE:** (Be Exact): Discussion, consideration, and possible authorization for Linda Harkness to gather information on behalf of the Town for financing possibilities for a construction proposal//plan for the new Library building.

**PURPOSE AND BACKGROUND INFORMATION:**

**STAFF RECOMMENDATION(S):** Approve

**Proposed Motion:** Authorize Linda Harkness to gather information on behalf of the Town for financing possibilities for a construction proposal//plan for the new Library building

**LIST ALL ATTACHMENTS:** NONE

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

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

**Finance Director Review**

Budgeted/Amount N/A \$NA

Comments:N/A

Fund:

Line Item/:

**Submitting Department:**Council

**Contact Person:**Tony Gioia

**Town Manager/Designee:**\_\_\_\_\_

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

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

**Meeting Type: Regular**

**Meeting Date:12/5/2007**

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

**AGENDA TITLE:** (Be Exact):Discussion and possible action relative to (a) establishing the new library building project as a top priority of the town council; and (b) set aside a portion of the 60% of the 1 cent sales tax now used for funding capital projects.

**PURPOSE AND BACKGROUND INFORMATION:** Now that a site has been selected for the new library building, this action would continue that process by setting a priority and earmarking funds.

**STAFF RECOMMENDATION(S):** Approve The following: (a) establishing the new library building project as a top priority of the town council; and (b) set aside a portion of the 60% of the 1 cent sales tax now used for funding capital projects

**Proposed Motion:** \_\_\_\_\_

**LIST ALL ATTACHMENTS:**

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

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

**Finance Director Review**

Budgeted/Amount N/A \$NA

Comments:N/A

Fund:

Line Item/:

**Submitting Department:Library**

**Contact Person:Gerard Laurito**

**Town Manager/Designee:** \_\_\_\_\_

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

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

**Meeting Type: Regular**

**Meeting Date:12-5-07**

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

**AGENDA TITLE: (Be Exact):Possible correction of monies encumbered for Water Company Acquisition**

**PURPOSE AND BACKGROUND INFORMATION:** In constructing the total amounts encumbered for the acquisition of the Camp Verde Water System, it was found that the amounts entered on the budget worksheets do not agree with the amounts discussed in the budget work sessions as per the meeting minutes. The differences are as follows:

Fiscal Year	Amt on budget worksheet	Amt per Council minutes	Difference
2005-2006	\$100,000	\$150,000	\$50,000
2006-2007	250,000	250,000	0
2007-2008	100,000	250,000	150,000
Total	\$450,000	\$650,000	\$200,000

If it was Council's intention to have a total of \$650,000 encumbered for the Water Company Acquisition, staff will need direction from Council to adjust the amount encumbered for FY2007-2008 to reflect the difficiency of \$200,000.

**STAFF RECOMMENDATION(S):** None

**LIST ALL ATTACHMENTS:** Copies of FY 2005-2006, FY 2006-2007, and FY 2007-2008 budget worksheets from approved budgets along with copies of Council minutes discussing the amounts to be encumbered.

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

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

**Finance Director Review**

Budgeted/Amount No \$200,000

Comments:

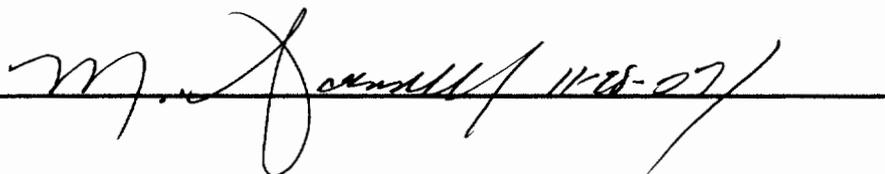
Fund: 03-50-00

Line Item/:5035

**Submitting Department: Finance**

**Contact Person: Michael Scannell**

**Town Manager/Designee:**

A handwritten signature in black ink, appearing to read "M. Scannell 11-28-07", is written over a horizontal line.

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

**03 50-00 CIP FUND**

**Revenue**

NUMBER	DESCRIPTION	ESTIMATED		
		2004/2005 BUDGET	2004/2005 ACTUAL	2005/2006 BUDGET
4001	CIP Fund Revenue	400,000	465,000	480,000
<b>TOTAL</b>		<b>\$ 400,000</b>	<b>\$ 465,000</b>	<b>\$ 480,000</b>

**Expenditure**

NUMBER	DESCRIPTION	ESTIMATED		
		2004/2005 BUDGET	2004/2005 ACTUAL	2005/2006 BUDGET
<b>Assumption Projects</b>				
5080	CVMO Vehicles	65,000	65,434	72,000
5115	CVMO Remodel		1,669	1,750,000
5120	Conceptual Design - Library	20,000	-	20,000
5121	Library Landscape	10,000	-	10,000
5170	Architectural Services	10,000	-	10,000
6094	P&Z Consultant	22,000	-	20,000
8090	Tourism/Business Retention	45,000	45,000	78,000
5025	<b>Land Logic System</b>			15,000
5035	<b>Water Co. Debt Service Encumbrance</b>			100,000
5081	<b>Police Radio Upgrade</b>			5,200
<b>TOTAL</b>		<b>\$ 172,000</b>	<b>\$ 112,103</b>	<b>\$ 2,080,200</b>

NUMBER	DESCRIPTION	2005/2006 BUDGET
<b>Pending Projects</b>		
	New Building Inspector Vehicle	\$ 13,000
	File Trac System (Clerk's Office)	\$ 20,000
	Web Based Television-Council Mtg	\$ 20,000
	Replace Library HVAC Units (3)	\$ 21,750
	New Library Building	\$ 225,000
	Court Remodel	\$ 12,000
	Mobile Video In-Car Cameras	\$ 12,000
	Replace Duty Weapons	\$ 9,500
	Replacement of Animal Control Vehicle	\$ 20,000
	ADA Restrooms CC Gym	\$ 390,000
	Acquisition of Surface Water Rights	\$ 50,000
	Sewer Pipe Enlargement	\$ 15,000
	Re-Surface Tennis Court & 2 New Courts	\$ 28,000
	New Parks/Janitor Vehicle	\$ 12,000
	Pool Upgrades	\$ 25,000
	SLIF Acquisition & Development of Black Bridge Riverside Park	\$ 336,000
	Ramada Completion-Concrete, Electric and Ramp	\$ 13,445
	Phase I Community Park Acquisition/Development of 40 Acres	\$ 913,566

**MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, JULY 13, 2005  
at 2:30 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.  
Input is placed after Council motion to facilitate future research.  
Public input, where appropriate, is heard prior to the motion.**

**1. Call to Order**

Vice Mayor Baker called the meeting to order at 2:30 p.m., Mayor Gioia arrived at 2:31 p.m.

**2. Roll Call**

Mayor Gioia, Vice Mayor Baker, Councilors Teague, Hauser, Kovacovich, and Parrish were present; Councilor Smith was absent.

**Also Present:** Community Development Director Wright, Finance Director Bullard, Parks and Recreation Supervisor Moore, Marshal Smith and recording secretary Virginia Jones.

**3. Discussion and consideration of the FY 2005/06 General Fund Operating Budget.**

Finance Director Bullard reviewed additions since the last draft, which included Non-Departmental, adding line items for the following: \$200 for Conference room supplies, \$6,000 for Community Survey, \$5,500 for Cardboard Recycling Center, \$57,400 County Flood Control Items, \$10,000 additional Chamber of Commerce and \$10,000 Administrative Car.

Each department budget was reviewed with the following changes made:

- Add Parks & Recreation line item for Summer Program in the amount of \$8,000.
- Reduce Marshal's Office Computer Software Maintenance to \$10,000.
- Add line item under Streets for Traffic Signal Maintenance in the amount of \$12,000.
- Add line item under Streets for Transportation Enhancement in the amount of \$26,000.
- Include \$150,000 encumbrance earmarked for the purchase of Camp Verde Water System.

**4. Discussion, consideration, and possible approval of Resolution 2005-657, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a Public Record, that certain document filed with the Town Clerk and entitled "Town of Camp Verde Tentative FY 2005/06 Budget".**

On a motion by Hauser, seconded by Teague, Council voted to approve Resolution 2005-657, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a Public Record, that certain

**03 50-00 CIP FUND**

*Revenue*

NUMBER	DESCRIPTION	ESTIMATED		
		2005/2006 BUDGET	2005/2006 ACTUAL	2006/2007 BUDGET
4001	CIP Fund Revenue	480,000	650,000	680,000
<b>TOTAL</b>		<b>\$ 480,000</b>	<b>\$ 650,000</b>	<b>\$ 680,000</b>

*Expenditure*

NUMBER	DESCRIPTION	ESTIMATED		
		2005/2006 BUDGET	2005/2006 ACTUAL	2006/2007 BUDGET
<b>Assumption Projects</b>				
5015	Verde Lakes Drive		10,000	150,000
5016	Finnie Flats Drainage			30,000
5025	Land Logic System	15,000	15,448	-
5035	Water Co. Debt Service Encumberan	100,000	100,000	250,000
5080	CVMO Vehicles	72,000	5,800	73,000
5081	Police Radio Upgrade	5,200	-	5,200
5089	Pool Remodel			30,000
5091	Duct Work-Adult Literacy			10,000
5095	Rolling File Cabinets	-	5,479	20,000
5096	Court Remodel	-	2,600	10,000
5120	Conceptual Design - Library	20,000	86,000	-
5121	Library Landscape	10,000	-	-
5180	Impact Fee Study	-	5,000	45,000
6094	P&Z Consultant	20,000	16,000	4,000
6095	Permit Software (Comm Dev)			80,000
8090	Chamber of Commerce	78,000	68,000	134,676
<b>TOTAL</b>		<b>\$ 320,200</b>	<b>\$ 314,327</b>	<b>\$ 841,876</b>

NUMBER	DESCRIPTION	ESTIMATED		
		2005/2006 BUDGET	2005/2006 ACTUAL	2006/2007 BUDGET
<b>Bonded Projects</b>				
5110	CVMO Facility Design	-	18,584	
5111	CVMO Well	-		
5113	CVMO Remodel Utilities	-		
5115	CVMO Remodel	1,750,000	1,353,000	397,000
5116	CVMO Remodel - Furn/Equip	-	145,000	
<b>TOTAL</b>		<b>\$ 1,750,000</b>	<b>\$ 1,516,584</b>	<b>\$ 397,000</b>

**13 50-00 CIP FUND**

**Revenue**

NUMBER	DESCRIPTION	ESTIMATED		
		2006/2007 BUDGET	2006/2007 ACTUAL	2007/2008 BUDGET
4001	CIP Fund Revenue	680,000	670,000	700,000
<b>TOTAL</b>		<b>\$ 680,000</b>	<b>\$ 670,000</b>	<b>\$ 700,000</b>

**Expenditure**

NUMBER	DESCRIPTION	ESTIMATED			
		2006/2007 BUDGET	2006/2007 ACTUAL	2007/2008 BUDGET	
<b>Assumption Projects</b>					
5015	Verde Lakes Drive	150,000	0	0	
5016	Finnie Flats Drainage	30,000	0		
5035	Water Co. Debt Service Encumberan	250,000	250,000	100,000	
5080	CVMO Vehicles	73,000	62,800	72,000	
5081	Police Radio Upgrade	5,200	5,908		
5089	Pool Remodel	30,000	30,000	0	
5091	Duct Work-Adult Literacy	10,000	0	0	
5095	Rolling File Cabinets	20,000	0	20,000	Clerk
5096	Court Remodel	10,000	6,500	0	
5121	Library Enhancement	10,000	1,500	10,000	Library
5094	P&Z Consultant	4,000	0		
6095	Permit Software (Comm Dev)	80,000	0	80,000	
8090	Chamber of Commerce	134,676	134,676	135,000	
	<b>Hot Mop Rio Verde Plaza Roof</b>			<b>8,000</b>	Maint
	<b>110 Diesel Tractor</b>			<b>38,000</b>	Parks
	<b>Organizational Donation</b>			<b>32,000</b>	Finance
	<b>Sanitary District</b>			<b>135,000</b>	
	<b>Solar Heating System &amp; Pool Covers</b>			<b>58,500</b>	Pool
<b>TOTAL</b>		<b>\$ 806,876</b>	<b>\$ 491,384</b>	<b>\$ 688,500</b>	

**MINUTES**  
**Budget Work Session**  
**Mayor and Common Council**  
**of the**  
**Town of Camp Verde**  
**Council Chambers**  
**473 S. Main Street, Room 106**  
**Monday, May 14, 2008**  
**4:00 p.m.**

**Minutes are a summary of the actions taken. They are not verbatim.**

**1. Call to Order**

Mayor Gioia called the meeting to order at 4:02 p.m.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, Jackie Baker, Mike Parry, Ron Smith, Bob Kovacovich and Howard Parrish.

**Also Present:**

Interim Town Manager Dave Smith, Dane Bullard, Lynda Moore, Michael Bluff, Ron Long, and Virginia Jones.

**3. FY 2007/08 General Fund Operating Budget- Magistrate, Parks & Recreation Fund, CIP (Capital Improvement Fund), and HURF (Highway User Revenue Fund).**

Magistrate: Judge Bluff explained that the Court changed collection agencies and the revenue has decreased. He stated he would uphold his end of the bargain from last year and transfer \$20,000 to the General Fund, as promised. Council questioned the addition of \$400 for the Recording System and Judge Bluff stated he would get back to them.

Chamber of Commerce: Roy Gugliotta, Chamber Director, explained he has met with the Chamber Board regarding taking over Special Events and would like to have more time to understand exactly what was expected of the Chamber. Roy stated he would like 3 months to work on a partnership and bring a proposal back to Council.

Special Events: Line item 8100, equipment rental was discussed. Moore explained the sponsors for Fort Verde Days Bull Bash requested the Town provide the bleachers and the insurance Council agreed the Town will provide the panels, repair the field after the event but the sponsors of the event will put up the panels and take down the panels, pay for the bleachers, and provide insurance.

Line item 6081 Tent Labor was discussed. Lynda requested trading the large tent for two smaller tents.

HURF: Council questioned why line item 6025 had doubled. Long advised Council the Town has taken over the responsibility for the traffic lights at Maverick and the light at Circle K.

Parks Fund: Discussion regarding Black Bridge Riverfront Park-it was agreed Moore would work with Long to bring back numbers for costs of roadway for Park.

CIP: Council agreed to budget \$250,000 for Water Co. Debt Service Encumbrance, add \$72,00 for two CVMO Vehicles, \$10,000 for Library Landscape and painting of old building. Council would like estimates from Community Development for Permit Software. New Items to be included in the budget would be \$9,400 for a Ranger for Maintenance, \$25,000 for Council Chambers Remodel, \$25,000 for Web Televising, \$6,000 for Administration Flooring. Hauser agreed she would research a Top Dresser for Parks. Council requested staff bring back numbers for different Tractors and Ron Smith agreed he would get a price for Kubota. Council removed request for

Garrison asked for the bottom line cost. Bullard advised that it was \$74,000 not including the employee related expenses. After further questions, he said he would get back to Garrison with the final cost for vacation, sick leave, etc.

#### **PUBLIC INPUT**

**NANCY FLOYD** – stated that she had not spoken at meetings in the past due to her husband's employment with the Town. She expressed her concerns about the Mayor and Council attempting to add or change the verbiage in the agreement that was read into the record and approved at the 5/2/07 meeting where 100 people were present to hear the matter. Floyd read from the minutes of the 5/2/07 meeting and read a letter to the Council that becomes a permanent part of this record. She expressed her deep concerns that Council had voted to approve the resignation and now this agreement with no public input. She was inclined to think that setting this Special Session during a Budget Work Session at 4:00 o'clock in the afternoon was Council's way of avoiding the public that supported Lee. Referring to a statement made by Councilor Parry in the Bugle about Lee's resignation as honorable, she asked where Council's honor was now. She said that Council had at least violated the spirit of the Open Meeting Laws and that she had spoken with the Attorney General's Office Open Meeting Law Enforcement Team and she intended to pursue this matter further.

There was no other public input.

#### **Budget Discussion:**

##### **5. FY 2007/08 CIP and Development Fees projections.**

Alex Wilson presented the Chamber's request for funding in the amount of \$159,996 from Town. The Chamber plans to raise \$24K shortfall in membership fees. Council asked questions about budget increases, noting that the Town will also contribute \$30K to the Team Grant. Chamber Director Gugliotta answered questions and presented various reports that are attached and become a permanent part of this record.

Council requested Bullard to contact the Chamber and ask them to present their request in a format similar to that required by all Town departments so that Council could determine how best to fund. Council wanted to know how much each employee made and whether benefits had been added. Council also discussed methods in which to determine the Return on Investment. There were suggestions that the Town require more emphasis on economic development and that their funding be tied to the bed tax. Bullard explained that just a few years ago the Town provided on 40% of the Chamber's budget and now we are providing 67% of their budget. Gioia noted that the Chamber received a substantial increase last year and he had advised them that they needed to be prepared to find ways raise their own funds this year.

Council discussed the remaining CIP items, deleting several items including the Council Chambers remodel, admin flooring, web televising, tennis court, and animal control housing. Other items discussed included P&Z Consultant and software; Parks & Rec request for a ranger/club ca,, Rio Verde Plaza roof to be hot-mopped at a reduced cost, and a tractor; and the Public Work's Office remodel. Hauser requested funding in the amount of \$10,000 each for the Verde River Basin Partnership and the Natural Resources groups.

Council agreed to a meeting on Wednesday, May 23, 2007 at 4:00 p.m. to perform another review of the budget. Bullard advised that he would make the changes and provide updated budget pages to Council before the next meeting.

There was no further public input.

7. **Discussion, consideration, and possible recommendation to approve/deny a Liquor License application for Clear Creek Village Store, Thomas LaVeda Hill Investments LLC.**

On a motion by Hauser, seconded by Smith, the Council unanimously approved a Liquor License application for Clear Creek Village Store, Thomas LaVeda Hill Investments LLC.

There was no public input.

8. **Discussion, consideration, and possible approval of an Application for Special Event Liquor License submitted by the Cottonwood Chamber of Commerce for a mixer to be held in Camp Verde at Focus on Graphics located at 4696 Old Hwy. 279 on July 19, 2007 from 6:00 p.m. to 8:00 p.m.**

On a motion by Smith, seconded by Kovacovich, the Council unanimously approved an Application for Special Event Liquor License submitted by the Cottonwood Chamber of Commerce for a mixer to be held in Camp Verde at Focus on Graphics located at 4696 Old Hwy 279 on July 19, 2007 from 6:00 p.m. to 8:00 p.m.

There was no public input.

9. **Discussion, consideration, and possible approval of Resolution 2007-729. A Resolution of the Mayor and Common Council, of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled 'Town of Camp Verde Tentative FY 2007/2008 Budget'.**

On a motion by Hauser, seconded by Gioia, the Council unanimously approved Resolution 2007-729, a Resolution of the Mayor and Common Council, of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled 'Town of Camp Verde Tentative FY 2007/2008 Budget'; with the items mentioned.

On a motion by Gioia, seconded by Smith, the Council voted unanimously to amend the original motion to clarify that the items mentioned are Audit, addition of \$10,000; Clerk's addition of \$20,000 in the CIP; Prosecutor, line item increased to \$71,000; Fire Inspection as a pass-through of \$3,000.

**PUBLIC INPUT**

(Comments from the following individuals are summarized in the Minutes.)

**Debbie Barber**  
**Karen Heuman**  
**Jackie Baker**

**The members agreed to address Items 12 and 13 prior to Items 10 and 11 as a courtesy to the individuals attending to hear the Library issues.**

10. **Discussion, consideration, and possible approval of the proposed amendments to Yavapai County Resolution #1425 regarding the Yavapai County Water Advisory Committee.**

On a motion by Gioia, seconded by Hauser, the Council voted unanimously to support the proposed resolution reestablishing the Yavapai County Water Advisory Committee, strongly suggesting striking Item 8, "The Board of Supervisors shall have the authority to suspend or dissolve the Committee if it deems such action to be appropriate."

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

**Meeting Type: Regular**

**Meeting Date: 12/5/07**

**Submitting Department: Council**

**Contact Person: Mayor Gioia**

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

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

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

**Agenda Text (Be Exact):** Discussion, consideration, and possible authorization to sell a portion of the Town's water rights from Equestrian Estates to Camp Verde Water System and discussion, consideration and possible authorization for the Town to become a Trustee of the remaining \$50,000 trust fund for Camp Verde Water System until such time that Camp Verde Water System acquires surface water rights or the funds are returned to the Central Arizona Conservation District, as required by the Trust agreement.

**Staff Recommendation:** Council to discuss the merits of the proposal being advanced by Camp Verde Water Company, and direction to staff on how best to proceed.

Budgeted/Amount N/A \$ \_\_\_\_\_

**Purpose of Item and Background Information: Camp Verde Water System hold \$50,000 in a trust fund that must be used for acquisition of surface water rights. The trustee has resigned. Camp Verde Water is asking to purchase a portion of the Town's water rights to Equestrian Estates and/or for the Town to act as trustee for the remaining funds until such time as the water rights are acquired or the funds are returned to Central Arizona Water Conservation District. The Council may wish to speak with the attorney as to the legality of assuming a trustee position.**

**List All Attachments as Follows:** Camp Verde Water System Inc. letter

**Type(s) of Presentation:** Verbal Only

**Signatures of Submitting Staff:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**CAMP VERDE WATER SYSTEM, INC.  
499 S. SIXTH STREET  
P.O. BOX 340  
CAMP VERDE AZ 86322  
(928) 567-5281**

October 26, 2007

Town of Camp Verde  
Attn: Mayor, Tony Gioia  
& Council Members  
473 S Main Street Suite 102  
Camp Verde, AZ 86322

Dear Mayor and Council Members:

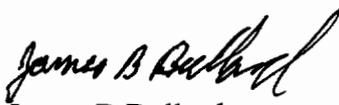
I have discussed with Tony the possibility of acquiring superior water rights from the Town that were required to be transferred from the Equestrian Estates Development. I talked to the new Town Manager, Mike Scannell, about putting this item on the agenda the first council meeting in November. Tony advised me that he had presented the information to the Town's Attorney for review of the possible transfer.

We have been notified that our current Trustee Northern Trust has resigned as trustee of the trust. The trust was part of the transfer of our Central Arizona Project Allotment of Surface water rights. The only portion left in the trust funds is \$50,000 that must be used to purchase senior surface water right. We would like to purchase the water rights assigned to the Town from Equestrian Estates. This would eliminate the need to find a new Trustee.

If the process of decision making extends for several months, we are asking that the Town consider being the Trustee of the remaining funds until the water rights are acquired or the funds are returned to the Central Arizona Water Conservation District, which is required by the Trust agreement.

I look forward to discussing this matter with the council during the first regular meeting of the council in November.

Sincerely,

  
James B Bullard

Cc Mike Scannell

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

**Meeting Type: Regular**

**Meeting Date: December 5, 2007**

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

**AGENDA TITLE: DISCUSSION, CONSIDERATION AND POSSIBLE DIRECTION TO STAFF AND/OR DISCUSSION OR CONSULTATION WITH THE TOWN ATTORNEY FOR LEGAL ADVICE CONCERNING THE PROPOSED EMPLOYEE ASSOCIATIONS AND THE TOWN OF CAMP VERDE MEET AND CONFER AGREEMENT.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation. (Staff Resource: Mike Scannell)

**PURPOSE AND BACKGROUND INFORMATION:** Please find enclosed, in your binder, a copy of the 'draft' meet and confer agreement. The meet and confer agreement was reviewed by Labor Law Attorney Richard Cohen of Ford and Harrison. Mr. Cohen, David R. Smith and I believe the text is appropriate for adoption. However, we wanted to give Council the opportunity to review and discuss the Meet and Confer Agreement in Executive Session before it is agendized for adoption at the December 19th Council meeting.

**STAFF RECOMMENDATION(S):** DIRECTION TO STAFF CONCERNING THE PROPOSED EMPLOYEE ASSOCIATIONS AND THE TOWN OF CAMP VERDE MEET AND CONFER AGREEMENT.

**LIST ALL ATTACHMENTS:** Employee Associations and the Town of Camp Verde Meet and Confer Agreement

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

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

**Finance Director Review**

Budgeted/Amount N/A \$0

Comments:

Fund:

Line Item/:

**Submitting Department: Administration Contact Person: Michael K. Scannell**

**Town Manager/Designee:**  \_\_\_\_\_

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

**Meeting Type: Regular**

**Meeting Date: December 5, 2007**

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

**AGENDA TITLE: Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice concerning the draft version of the Intergovernmental Agreement between the Town and the Camp Verde Sanitary District.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation. (Staff Resource: Mike Scannell)

**PURPOSE AND BACKGROUND INFORMATION:** Please find enclosed in your binder a copy of the **REVISED 'draft' Intergovernmental Agreement between the Town and the Camp Verde Sanitary District.** I believe the text is appropriate for approval of the agreement. However, I wanted to give Council the opportunity to review and discuss the Intergovernmental Agreement in Executive Session before it is agendized for approval at the December 19th Council meeting.

**STAFF RECOMMENDATION(S):** Direction to staff concerning the draft version of the Intergovernmental Agreement between the Town and the Camp Verde Sanitary District.

**LIST ALL ATTACHMENTS:** Intergovernmental Agreement between the Town and the Camp Verde Sanitary District.

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

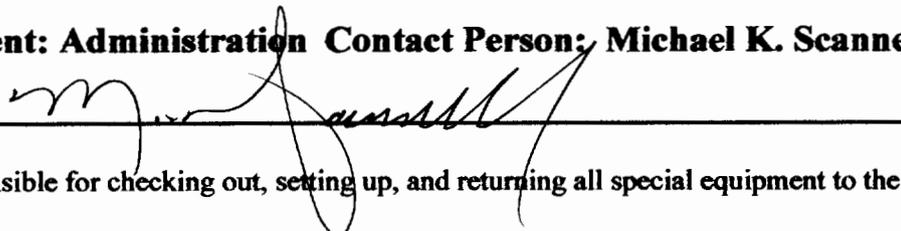
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Acceptance/Approval      | <input checked="" type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause            |
| <input type="checkbox"/> Final Plat               | <input type="checkbox"/> Grant Submission             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

**Finance Director Review**  
Budgeted/Amount N/A \$0  
Comments:

**Fund:**

**Line Item/:**

**Submitting Department: Administration Contact Person: Michael K. Scannell**

**Town Manager/Designee:** 

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