

**MINUTES  
REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, DECEMBER 21, 2005  
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, Councilors Smith, Kovacovich and Parrish were present; Vice Mayor Baker and Councilor Hauser were absent.

**Also Present:** Town Manager Bill Lee, Town Attorney Bill Sims, Street Superintendent Wally Dickinson, Town Clerk Debbie Barber and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Kovacovich.

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

a) **Approval of the Minutes:**

- 1) December 14, 2005 – Joint Work Session
- 2) December 14, 2005 – Special Session
- 3) December 7, 2005 – Regular Session
- 4) December 2, 2005 – Special Session

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

- 1) Council Hears P&Z – December 28, 2005 at 6:30 p.m.. – **CANCELLED**
- 2) Regular Session – January 4, 2006 at 6:30 p.m.
- 3) Work Session – January 11, 2006 at 6:30 p.m.
- 4) Regular Session – January 18, 2006 at 6:30 p.m.
- 5) Council Hears P&Z – January 25, 2006 at 6:30 p.m.

c) **Possible approval of a Participation Agreement with the Arizona Supreme Court for the 2006 Dept Set Off Program.** This agreement permits the Municipal Court to intercept defendants' state tax returns to pay outstanding fines. This is an annual agreement.

**On a motion by Kovacovich, seconded by Gioia, the Consent Agenda was approved as presented, with the addition of a Work Session on Tuesday, January 17, 2006 at 6:30 p.m.**

The Council discussed scheduling an additional Work Session to address the Casa Verde project for design review, and agreed upon Tuesday, January 17, 2006, at 6:30 p.m. Attorney Sims also advised the Council that during the proposed Executive Session he would be addressing a comment made by a Commissioner regarding the issue of design review.

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

There was no public input.

Prior to hearing the next item, the Council agreed to address Item 11 at this time.

6. **Discussion, consideration, and possible appointment of six (6) members to the Housing Commission and one (1) appointment to the Parks & Recreation**

**Commission. The Parks & Rec. position is to fill the term that expires in September 2006.**

On a motion by Kovacovich, seconded by Smith, the Council voted unanimously to appoint **Lee Wilson** to the Parks & Rec. Commission.

On a motion by Gioia, seconded by Parrish, the Council voted unanimously to appoint **Ann Everett, John McReynolds, Bill Carter, Virginia Jones, Jeremy Bach, and Dave Freeman** to the Housing Commission.

Lee said that two applicants had submitted letters of interest to fill the one vacancy on the Parks & Recreation Commission, and the applicants were invited to address the Council.

**Lee Wilson** told the Council that he would be honored to fill the position, and that he enjoys a good relationship with the Department.

Seven applicants had volunteered for appointment to the Housing Commission, including a late applicant, Dave Freeman, who had previously addressed the Council; anyone interested in serving on the Housing Commission was invited to address the Council.

**Ann Everett** said that she had served on the Redevelopment Committee for two years and has seen a real need for low-income housing for the Town; she would like to contribute as well as receive direction in that regard, and believes the Commission would therefore be something she would enjoy serving on.

**Bill Carter**, a realtor, said this would be his first move into public service; being a realtor he has seen how there are definitely some housing challenges for the community. He wants to participate and help as much as he can.

**Kathryn Fuller-Brown** announced that she was withdrawing her application; that other things have come up.

There was no further public input.

7. **Discussion, consideration, and possible approval of the following proposed expenditures and/or organizational changes to the Community Development department:**
  - a. **Hire a Code Enforcement Official** (This is a budgeted position.)
  - b. **Hire a Planner or Planning Assistant** (This is an unbudgeted position. However, funds are available to fund the position in other line items within the departmental budget.)
  - c. **Remodeling: create a second public entrance at the 'Employee Only' entrance point; reduce conference room space to create additional office space.** (This work is unbudgeted and will be done by Town Maintenance staff.)
  - d. **Purchase jeep for \$4,500, leaving \$8,500 to purchase an administrative staff vehicle.** (This is a budgeted item.)

This item was removed by the Amended Agenda.
8. **Public Hearing #2 regarding use of FY 2006 CDBG funds and possible selection of potential project(s) for the FY 2006 CDBG application:**

Staff was directed to put together a matrix of all the requests, the options, the costs, enough information for evaluation on the particular projects discussed, have the information available within two weeks, in order for Council to review the information and be able to make a final decision on January 18<sup>th</sup>. Staff confirmed the understanding that the requested information would include the Senior Center, possibly housing rehabilitation, Hollamon Street and other

streets in the Downtown Area, and a report on the Verde Lakes Drive and tying it into other future funds in order to keep the project moving.

#### **STAFF PRESENTATION**

Town Clerk Barber's second presentation regarding selection of potential projects for the FY 2006 CDBG application again reviewed the outline of the available funds, types of qualifying activities, previous projects, grievance procedures, and the programs or projects proposed by the Council and staff, as well as projects that had been requested by the public. Ms. Barber pointed out that the CDBG applications to NACOG are due March 17, 2006, and that Council must select projects for funding no later than January 18, 2006. One more public hearing will be scheduled. Ms. Barber explained that completion of the Hollamon Street project has been identified as a need, as well as street improvement in the Townsite Redevelopment Area; and she listed other projects that had been included for consideration, including public requests. Ms. Barber also introduced Isabel Rollins, of NACOG, who was present to answer questions.

#### **PUBLIC HEARING OPEN**

**Henry Shill** spoke regarding the efforts to get improvements on Forest Service Road 503 and the need for the improvements in connection with fire and medical services access. He explained that gravel has been offered at no cost, and the residents would welcome help from the Town.

**Arlene Cronis**, representing the Senior Center, listed legal and tax and other services provided by the Center in addition to those she had reviewed at a prior meeting.

**Jody Kahn** reiterated what Mr. Shill had said, adding that help is desperately needed on the road, even if it were just material to work with.

**Gwen Gunnell** said she has been trying to help on the Downtown redevelopment project in order to come up with ways that affordable, safe housing could be provided in the Downtown area, and she would like to see support for that through some of the CDBG funds, for loans or land, in conjunction with other available grants; it could make a great difference for many people and families for years to come.

There was no further public input.

There were no other written or verbal comments relating to the Town's housing and community needs, priorities or projects.

#### **PUBLIC HEARING CLOSED**

##### **Council Discussion**

The Council discussed the fact that utilizing small increments of funds for many projects would not do any one of them justice. It was suggested that staff should be given an opportunity to review projects and determine the most useful and directly beneficial portions of the projects. Although it had been included in the requests for funding, Isabel Rollins, NACOG, confirmed that the Marshal's Office would not be eligible, identifying other projects that would qualify, such as the Senior Center, streets that would serve a qualifying area, and ADA projects.

Continuing the Council discussion, it was suggested that the top priorities for staff to evaluate would include the Senior Center, outlining the funding needed and what would be accomplished, and also to address the Verde Lakes project, the housing rehabilitation program, and what is necessary to finish the Hollamon Street project, and some other issues that had been identified in the Redevelopment Area. Ms. Rollins advised that it would not be a good idea to include the Verde Lakes Project because of difficulty with completing the Verde Lakes Project in the period required by NACOG funding as well as complications and added costs

arising from receiving other funds as well, and staff was requested to include that information in the evaluation of the projects.

Town Clerk Barber introduced the new Grants Administrator, Mike Casebier, who will be working on grants to fund these projects in the future. Mr. Casebier expressed his appreciation for the opportunity, and he was welcomed by the Council.

9. **Discussion, consideration, and possible approval for the Court to use \$12,000 from the CIP fund and \$6,000 from Local Court Enhancement monies for remodeling the Court offices to prepare space for the new filing system, built-in workstations, storage area, install solid core doors in chambers, recarpeting, and paint. The Court Enhancement funds will be used for bulletproofing, pass through windows, and a portion of the used filing system that was purchased through State Surplus.**

On a motion by Kovacovich, seconded by Smith, the Council voted unanimously to approve for the Court to use \$12,000 from the CIP fund and \$6,000 from Local Court Enhancement monies for remodeling the Court offices to prepare space for the new filing system, built-in workstations, storage area, install solid core doors in chambers, recarpeting, and paint. The Court Enhancement funds will be used for bulletproofing, pass through windows, and a portion of the used filing system that was purchased through State Surplus.

Town Magistrate Michael Bluff spoke, saying that he was present to answer any questions the Council might have relative to the specifics of the subject request. He was asked if there had been any consideration given to electronic records storage. Judge Bluff said the issue had been discussed, but his understanding is that the statutes require that the original hard copy file be retained for a specific number of years. After further discussion including the issue of the legal aspects of electronic data storage and retrieval, it was suggested that Judge Bluff look into the requirement of retaining the files; the subject will be discussed further at a future meeting.

There was no public input.

10. **Discussion, consideration, and possible award of contract to Baker Engineering in the amount of \$17,397 for additional design services for the property located at 348 S. Main Street in connection with the Main Street Beautification Project.**

On a motion by Smith, seconded by Parrish, the Council voted unanimously to award a contract to Michael Baker, Jr., Inc., Baker Engineering in the amount of \$17,937 for additional design services on the Main Street Enhancement Project for the property located at 348 S. Main Street.

Manager Lee said that only one small section remains to be completed as part of the Main Street beautification project. The property has now been acquired, but because of the delay in acquiring it some changes in the overall plans had to be made. Baker Engineering has made the necessary modifications to the plans and has put the bid specs together. February 27<sup>th</sup> is the deadline from ADOT to complete the project and be able to use the funds that had been set aside by ADOT, approximately \$58,000; ADOT will be requested to extend the completion date. There was some discussion regarding the possibility of using the original plans that had been prepared by Baker at the beginning of the project, and question regarding the need for additional surveying and mapping as well as landscaping plans, and apparent duplication of some of the services. Lee explained that the main reason the additional design services are needed is because of work that had been done independently on the subject site by the owner since the original design and prior to the acquisition by the Town. It was determined that the project should not be held up longer; however, staff was requested to get answers to the questions about duplication of some of the design processes, in writing, and advise Council of what the answers are.

There was no public input.

11. **Discussion, consideration, and possible direction to staff concerning the abandonment of a portion of right-of-way on Old Highway 279.**

On a motion by Gioia, seconded by Smith, the Council voted unanimously to direct staff to pursue abandonment, with the proviso that Forest Service concerns are addressed and statutes are adhered to.

Lee explained that the Town had been contacted by ADOT regarding a portion of Old Highway 270 that had been abandoned years ago. The buyer and seller of property that is divided by the subject road have requested that it be abandoned by the Town. A letter has been received from the Forest Service requesting that it not be abandoned, and Lee is attempting to contact the Forest Service for more information.

Attorney Sims advised the Council on the legal steps necessary to effect such abandonment, including publication of a notice of the intent and a requirement to obtain the market price for the property. The Council discussed the creation and history of the subject road, including input from the buyer and seller.

**PUBLIC INPUT**

Henry Shill, the seller of the property, explained that the subject road had apparently been deeded to the previous owner of the property, and he had assumed that the Town could just execute a quitclaim deed. Also, he believes there would be no problem for the Forest Service.

Andy Groseta, the buyer, provided a map and copies of the recording documents when the property had been abandoned by ADOT in 1968, identifying the parcel in question and reviewing the background of the road that had been the old road to Cottonwood and then abandoned when the existing Hwy 260 was constructed. Mr. Groseta said that escrow is due to close at the end of the month, and is subject to the abandonment issue being resolved. He also pointed out that there should be no access problem for the Forest Service by such action.

The Council further discussed the problem of the Forest Service objecting at this point, together with the history of the road with the buyer and seller. Attorney Sims explained the statutory process that would allow the Council to proceed with the abandonment through sale, or giving the property owner a quitclaim deed. The Forest Service issue could be resolved during the required 60-day notice period.

There was no further public input.

12. **Discussion, consideration, and possible selection criteria for liaison committee members to work with TishclerBise on development fees.**

(NOTE: This Item 12 had been removed pursuant to the Amended Agenda.)

Prior to a vote to go into Executive Session on Item 13, Town Manager Lee requested that Items 13, 14 and 15 all be addressed in one Executive Session. Attorney Sims also reminded the Council to include a discussion to deal with the comment by a P&Z Commissioner that design review was not necessary.

The Council then agreed to address Item 16 prior to proceeding further, in order to accommodate the public.

13. **Discussion, consideration, and possible direction to staff concerning terms and lease amounts for the six (6) lessees at Rio Verde Plaza.**

Note: Council may vote to go into Executive Session pursuant to ARS §431.03.A7 for discussions or consultations with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property.

**On a motion by Kovacovich, seconded by Smith, the Council voted unanimously to go into Executive Session on Items 13, 14 and 15, as discussed.**

**A recess was called at 7:59 p.m.; the meeting was called back to order at 9:23 p.m.**

There was no action taken.

14. **Discussion, consideration, and possible direction to staff to enter into escrow for the purchase of the property (APN 404-19-018C) for the Black Bridge Riverside Park.** This is a budgeted item from Park Contingency. Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03.A7 for discussions or consultations with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property.

There was no action taken.

15. **Discussion, consideration and possible direction to staff on the lease of the Camp Verde Water System Company.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03.A7 for discussion or consultations with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property.

There was no action taken.

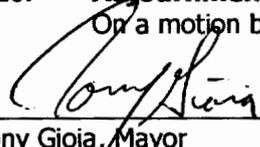
16. **Call to the Public for Items not on the Agenda**  
There was no public input.

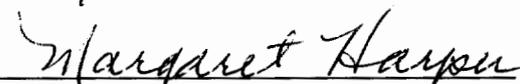
17. **Advanced Approvals of Town Expenditures**  
There were no advanced approvals.

18. **Manager/Staff Report**  
There was no Manager/Staff Report.

19. **Council Informational Reports**  
There were no Council informational reports.

20. **Adjournment**  
On a motion by Gioia, seconded by Parrish, the meeting was adjourned at 9:25 p.m.

 1/4/06  
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Tony Gioia, Mayor

  
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Margaret Harper, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the regular meeting of the Town Council of Camp Verde, Arizona, held on the 21<sup>st</sup> of December 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5 day of January, 2006

Deborah Barber  
Deborah Barber, Town Clerk