

AGENDA



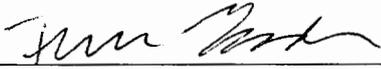
**REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
TUESDAY, October 16, 2007
at 4:00 P.M.**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) August 21, 2007 Regular Session
 - 2) September 18, 2007 Regular Session - Cancelled
 - b) **Set Next Meeting:**
 - 1) November 20, 2007 4 p.m. Regular Session
5. **Call to the Public for Items not on the Agenda.**
6. **Discussion, consideration and possible selection of Chairperson.**
7. **Discussion, consideration and possible selection of Vice-Chairperson.**
8. **Discussion, consideration and establishment of Housing Commission Regular Monthly Meeting Schedule.**
9. **Presentation on Open Meeting Law by Town Clerk's Office, followed by Commission discussion.**
10. **Discussion, consideration of Housing Commission policy regarding Commissioner absences and prior notification by Commissioners to the Housing and Neighborhood Revitalization Department. (Item requested by Commissioner Buchanan)**
11. **Staff update on upcoming Boards and Commissions Conference, facilitated by the Arizona Department of Commerce, scheduled for Friday December 7, 2007, followed by Commissioner discussion and identification of Housing Commissioners to attend the conference.**
12. **Call to the Public for Items not on the Agenda.**

There will be no Public input on the following items:

13. **Commission Informational Reports:** Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.
14. **Staff Report**
15. **Adjournment**

Posted by: 

Date/Time: 10/11/2007 2:00pm.

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
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, August 21, 2007
4:00 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission 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 4:04 p.m.
2. **Roll Call**
Chairperson Bach, Commissioners Everett, Roddan and Buchanan were present; Commissioners Freeman and Roddan were absent; Commissioner McReynolds was absent; there is currently one vacancy on the Commission.

Also Present: Housing Department Director Matt Morris and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Everett.
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) July 17, 2007 Regular Session
 - b) **Set Next Meeting:**
 - 1) September 18, 2007 4 p.m. Regular Session

On a motion by Buchanan, seconded by Roddan, 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. **Staff presentation followed by Housing Commission discussion and consideration regarding ongoing efforts and recent Public Meeting, held on July 31st, for the Town owned 5-acre property located on Cliffs Parkway.**
There was no action taken.

Housing Department Director Morris said that he felt it was a positive meeting. Using a Power Point presentation Morris reviewed details of the three different scenarios that had been prepared by the Drachman Institute. The most positive comments received were in favor of Scenario 'B', adjusted to a total of 30 units, which Drachman has been requested to use as a guideline for the refined version. Morris said that at this point he would recommend meeting with the Drachman Institute in Tucson when they have the final report compiled, bring the report back for the Housing Commission for review and possible recommendation to the Town Council. The discussion between Morris and the Commission included issues of possibly using the revolving loan fund, going through the PAD process as a tool, in addition to the RFP, to prescribe what is wanted to be seen on the property, inviting input from developers prior to recommending Council action, and appreciation for the attendance of Library Commission and Library Endowment members at the meeting.

7. **Staff presentation and update on State Housing Fund Grant for the Town Owner Occupied Home Rehabilitation Program, followed by Commission discussion regarding future public meeting for application intake.**

There was no action taken.

Morris said the purpose of the application intake meeting was, one, to get more public awareness of the subject Program and to get a good round of applicants to apply for the two available open spots. Also, a waiting list of qualified applicants will look good for future applications to the State for additional funding. The Department of Housing has indicated that they are requiring waiting lists for other parts of the State that are more competitive. Morris plans to distribute a notification poster; draft copies were provided to the members. Morris added that a press release will also be submitted to the newspapers as well. The meeting is scheduled for August 29, 2007 at 6:00 p.m. in the Council Chambers. An informational presentation will first be given, and appointments made with staff for help in filling out applications.

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

There was no public input.

9. **Commission Informational Reports:**

Roddan said that she and Morris will be participating in a panel discussion for the Governor's Housing Forum to be held at the Radisson Fort McDowell on September 11th, 2007.

Buchanan said she will be attending the Verde Valley Housing Taskforce meeting Thursday, August 23rd at the Marshal's Office from noon to 3:00 p.m. Buchanan also said that efforts are continuing to try to keep the Camp Verde Housing issues very high profile with the Verde Valley Regional Economic Development; the next meeting will be at the Yavapai County Board of Supervisors room on Thursday, September 20, 2007, from 8:30 a.m. until approximately 11:00 a.m. Buchanan also reported on some results from her networking with Department of Housing personnel who work in the education area for homebuyer education.

Bach reported on his work with the County toward getting attention of different individuals regarding the need for attainable housing.

10. **Staff Report**

Morris introduced Teresa Goodwin, his assistant; he also reported on his attendance at the last session of the Affordable Housing Institute. He reviewed the Yavapai Regional Plan meeting for the Regional Plan where housing was discussed, commenting that even at that level the housing issue keeps surfacing, and there is momentum in the Town's favor. Morris also shared details on his attendance at the Regional Economic Development meeting. The first home inspection involving the Home Rehab Grant will be done tomorrow; it is hoped that all four of the rehab applications will be bid together and possibly done before the holidays.

In addition, Morris reported on the Governor's Rural Development Conference last week, which provided an opportunity to network with some of the Regional Economic Development principals in the Verde Valley; and his attendance at a seminar from Arizona Department of Housing. Morris said he had been asked to be the Camp Verde representative for the award that was given for the Yavapai Regional Plan at the Rural Development Conference. Morris described another possible grant that would be a Regional effort, identified as "WIRED."

Applications for the Governor's Housing Forum were distributed to the members to be completed and returned to Morris as soon possible; there are funds to cover attendance. Morris also recommended that the members attend the Boards & Commissions Conference scheduled for December 7th in Phoenix. Morris said the next Joint Work Session with the Council is tentatively scheduled for August 30, 2007 at 6:00 p.m. in Room 206-207. The format for the agenda is being worked on with the Attorney. In the future Council has requested that a representative

from each Commission present their Quarterly Report verbally, possibly at a Work Session with the various Commissions and Boards.

There has been no appointment yet to fill the vacancy on the Housing Commission.

11. **Adjournment**

On a motion by Everett, seconded by Buchanan, the meeting was adjourned at 4:44 p.m.

Chairperson Jeremy Bach

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Housing Commission of the Town of Camp Verde during the Regular Session of the Housing Commission of Camp Verde, Arizona, held on the 21st day of August 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Margaret Harper, Recording Secretary

DRAFT

**MINUTES (No Quorum)
REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, September 18, 2007
4:00 P.M.**

1. **Call to Order**

The meeting was canceled due to lack of a quorum.

NOTE: At the request of Housing Department Director Matt Morris, the scheduled speaker, JoAnn Reyes of Southwest Fair Housing Council, gave an informal presentation for the benefit of those members in attendance, Vice Chairperson Bach, Commissioners Roddan and Buchanan, as well as Director Morris.

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the scheduled Regular Session of the Housing Commission of Camp Verde, Arizona, set for the 18th day of September 2007. I further certify that the meeting was duly called and canceled for lack of a quorum.

Dated this 19th day of Sept, 2007.

Margaret Harper
Margaret Harper, Recording Secretary

STAFF REPORT

Housing Commission Meeting

October 16, 2007

Title

6. Discussion, consideration and possible selection of Chairperson.
7. Discussion, consideration and possible selection of Vice-Chairperson.
8. Discussion, consideration and establishment of Housing Commission Regular Monthly Meeting Schedule.

Description of Item

At a previous Housing Commission meeting, the Commission elected to delay appointment of a Vice-Chairperson due to Council Member Garrison's successful election to the Town Council, to give additional time for the Council to seat a full Commission. The Council appointed Housing Commissioner Kathy Davis; however, we still have one vacant seat within the Commission. The Town Code, Article 4-2, states the following:

A. First Meeting. Each board and commission, during its first meeting of the month of October of each calendar year, shall:

1. Elect a Chairperson. The board or commission shall accept nominations from its membership for a chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.
2. Elect a Vice-Chairperson. The board or commission shall accept nominations from its membership for a vice-chairperson. Such nominations shall be made, and seconded, and selection of one vice-chairperson shall result upon a majority vote of the full membership of the board or commission.
3. Set the Regular Meeting Schedule. The board or commission shall review and approve a meeting schedule that establishes the regular meeting time, regular meeting date and regular meeting place. Such schedule shall contain, at the very least, one regular meeting a month. The regular meeting date shall be on a recognized day or days of the month such as the first Thursday of the month. The Town Council may schedule special meetings and work sessions.

As such, staff has put all of the above items on the agenda for your consideration.

Attachments

None.

Prepared by

Matt Morris

STAFF REPORT

Housing Commission Meeting

October 16, 2007

Title

9. Presentation on Open Meeting Law by Town Clerk's Office, followed by Commission discussion.

Description of Item

The Clerk's Office requested the following:

The Clerk's Office would like to attend your Commissions meeting in October for Open Meeting Law Training. We plan on a short presentation and then a question and answer period. Would you please place us on your October Agenda? If you have any questions, please let us know.

Thanks

Virginia

Attachments

None.

Prepared by

Matt Morris

STAFF REPORT

Housing Commission Meeting

October 16, 2007

Title

10. Discussion, consideration of Housing Commission policy regarding Commissioner absences and prior notification by Commissioners to the Housing and Neighborhood Revitalization Department. (Item requested by Commissioner Buchanan)

Description of Item

Housing Commissioner Buchanan requested this agenda item to address recent Commission quorum issues.

Attachments

None.

Prepared by

Matt Morris

STAFF REPORT

Housing Commission Meeting

October 16, 2007

Title

11. Staff update on upcoming Boards and Commissions Conference, facilitated by the Arizona Department of Commerce, scheduled for Friday December 7, 2007, followed by Commissioner discussion and identification of Housing Commissioners to attend the conference.

Description of Item

The Boards and Commissions Conference is coming up soon, December 7th. This is a great training opportunity for Commissioners to learn more about their roles as commissioners and to learn more about Open Meeting Law. The Housing and Neighborhood Revitalization Department has a specific line item to cover registration costs for Commissioners. Please verify your availability to attend the conference, as we highly recommend your participation.

Attachments

Conference Registration Form.

Prepared by

Matt Morris