

**MINUTES  
REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY, September 16, 2008  
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 4:00 p.m., with Vice Chairperson Buchanan presiding.
2. **Roll Call**  
Vice Chairperson Buchanan, Commissioners Roddan, Freeman, McReynolds, and Varela were present; Chairperson Bach and Commissioner Davis were absent.  
  
**Also Present:** Housing Department Director Matt Morris and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**  
The Pledge was led by Roddan.
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 15, 2008 Regular Session
    - 2) August 19, 2008 Regular Session - Cancelled
  - b) **Set Next Meeting:**
    - 1) October 21, 2008 4 p.m. Regular Session

On a motion by Varela, seconded by Freeman, 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. **Update by staff on status of HOME grant and Camp Verde Housing Rehabilitation Program, followed by Commission discussion.**  
Director Morris presented an update on the subject HOME grant and Rehabilitation Program, reviewing the applications received and processed. The Loan Committee approved six applications, with conditions; Morris reviewed some of the problems encountered, and at this point, the Program is only able to move forward on four of the homes. Morris referred to his written Staff Report that outlined the procedures being followed on each of those four projects, as well as the fifth applicant still being worked with, including the bid process. The members discussed with Morris the status of the HOME grant funds and combining those funds with the existing revolving loan funds on the rehab projects. There was also some discussion on the Loan Committee members physically participating in cleaning up one property to try to help the homeowner qualify for assistance.
7. **Discussion, consideration and planning of strategy for public outreach to present information about the Camp Verde Housing Rehabilitation Program, and to solicit applications for participation in the Town program in future grant funding cycles.**  
Morris pointed out that one of goals of the subject Program is to increase public awareness of the projects being completed, thereby generating public interest for those who might qualify for the assistance. As an example, Morris described the procedure followed in selecting properties in the Verde Lake area, and the meetings that resulted from the letters of notification. The members discussed with Morris other options for informing the public, including newspaper or television

special interest pieces, flyers in neighborhoods, and information posted on the properties being rehabbed.

8. **Discussion, consideration and planning of strategy for potential Parkway Homes homebuyer outreach and establishment of homebuyer interest list, in anticipation of development of Town owned 5-acre property located on Cliffs Parkway. (Commission discussion may include: homebuyer outreach, Employer outreach, review and suggestions for a PRE-APPLICATION INFORMATION FORM, and a possible Employer/Employee survey.)**

Morris gave an update on working with the Drachman Institute and the ideas for public outreach as previously discussed by the Commission. Morris said he felt that prior to releasing an RFP for the project, it would help to try to determine the actual demand through an Employer/Employee Survey form and a suggested pre-application form, both of which forms were provided in the agenda packets for review and discussion by the Commission.

The members discussed working with the Chamber of Commerce to help generate the survey information; Morris suggested that such a step would be somewhat premature at this time, based on the current limitations on staff time as well as limited funds for advertising. It was suggested that the first of the year, perhaps January or February, would be a better time to release the survey through the Chamber. The state of the current economy and the impact on real estate sales was also discussed. The wording on the draft forms was considered, including minor typographical errors in the Employer-Employee Survey form. After considerable further discussion, it was agreed in particular that the Pre-Application form will be revised to delete Question No. 6 in connection with past Federal or State housing assistance. In connection with a question regarding available Federal and State funding sources, Morris reminded the members that his office is always open to respond to any questions that the Commissioners might have.

Morris was assured that the members respect his judgment in collecting information in a minimally invasive and fully efficient manner in order to move the process along, based on his personal contact with the public; if substantial revisions were to be made to the Pre-Application form, Morris will bring it back to the Commission for review. There was further discussion on ways to minimize the perception of invasion of privacy in order to help generate a list of potential applicants.

9. **Discussion, consideration, and possible recommendation to Council regarding citizen request for Town assistance in community clean-up efforts in targeted neighborhoods. (Item requested by Vice Chairperson Buchanan.)**

There was no action taken.

Vice Chairperson Buchanan referred to a letter the Council received from a citizen in the Verde Lakes area requesting action regarding community clean-up efforts, and the response from Director Morris; copies of both documents have been included in the agenda packets. Buchanan pointed out the community effort and enthusiasm displayed in connection with the recent rehabilitation project on the one specific home that had such an impact on the immediate neighbors. Freeman said that he had been discussing with Councilor Garrison possible similar community involvement, perhaps arrange neighborhood clean-ups periodically, four to six times a year. The Commissioners agreed on their willingness to play a leadership role in spearheading such community clean-up events. It was also agreed that the upcoming Quarterly Report should not only include, but highlight the discussions and interest of the Housing Commission to take a leadership role in pursuing periodic community clean-ups. Morris pointed out that the responsibilities of the Housing Commission include the revitalization of neighborhoods, and he believes the idea to participate is outstanding. Morris also cautioned that the issues concerning the Town involvement and liability need to be looked at closely; perhaps the better approach would be through a grassroots effort. Freeman was requested to report back to the Commission

on further developments resulting from his contacts with Garrison and other involved departments, as well as sharing the thoughts of the Housing Commission, regarding the original citizen letter to Council.

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

There was no public input.

11. **Commission Informational Reports:**

**McReynolds** apologized that he anticipates being very busy the next couple of months, and his participation on the Commission may be somewhat limited.

**Varela** expressed his concern about wanting to see progress in the very near future; he is very interested in helping in any way he can on the community clean-up efforts.

**Freeman** reported that this will be his last formal meeting as a Commissioner; however, he will continue to work with staff and the Commission on the Town Site documents as well as the neighborhood clean-up efforts. Freeman will be focusing on helping the small business community in town and increasing tourism.

**Buchanan** reported on attending the Regional Housing Taskforce meeting in July; the next meeting is scheduled for September 25<sup>th</sup>; Morris is chairing the meetings. Buchanan also pointed out the upcoming vacancies on the Housing Commission.

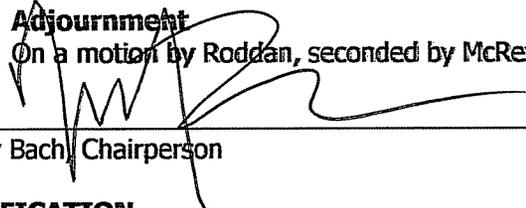
12. **Staff Report**

**Morris** said that Chairperson Bach and Commissioner McReynolds have both indicated their interest in continuing serving on the Commission, which leaves one vacant seat. The October meeting will include the election of a new Chairperson and Vice Chairperson; Morris also reported on his attendance at the Governor's Affordable Housing Forum last week in Flagstaff at which he gave a presentation on the status of the Parkway Homes project. Morris said that copies of the newly adopted Ethics Code have been provided for review, and requested that the members sign and return their acknowledgment of receipt of the document.

Buchanan requested that Morris encourage new members to attend the upcoming annual Boards & Commissions conference to be held in Phoenix.

13. **Adjournment**

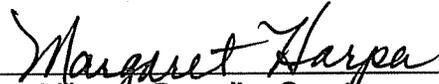
On a motion by Roddan, seconded by McReynolds, the meeting was adjourned at 5:37 p.m.

  
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Jeremy Bach, Chairperson

**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 16<sup>th</sup> day of September 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 21<sup>st</sup> day of October, 2008.

  
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Margaret Harper, Recording Secretary