

**MINUTES
SPECIAL SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
TUESDAY, November 25, 2008
at 6:00 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

Vice Chair Linda Buchanan called the meeting to order at 6:00 p.m.

2. Roll Call

Vice Chair Linda Buchanan and Members Kathy Davis, John McReynolds, and Greg Blue were present. Member Tony Varela arrived at 6:05 p.m. and Sharon Roddan arrived at 6:08 p.m. Chair Jeremy Bach was absent.

Also Present

Director Matt Morris and Town Clerk Deborah Barber

Member Sharon Roddan declared a Conflict of Interest, left the meeting immediately after arriving, and did not return.

3. Pledge of Allegiance

Member McReynolds led the pledge.

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

There was no public input.

- 6. Public hearing, discussion and possible recommendation to the U.S. Department of Housing and Urban Development (HUD) for an exception from the HOME Final Rule, regarding CONFLICT-OF-INTEREST provisions, to allow Commissioner Roddan, through Diamond Homes Inc., to participate in the bidding process for Invitation to Bid 08-056-092004 Klusek, for work pertaining to the Town's HOME GRANT #318-07.**
(The intent of the public hearing is to publicly disclose the full nature of the conflict, and to provide an opportunity for public review and comment. The meeting minutes from this Special Session, including public comments, will be reviewed by HUD as part of an exception request.)

On a motion by Blue, seconded by Varela, the Commission voted unanimously to forward to HUD the recommendation to allow Diamond Homes to participate in the bidding process for this project.

Buchanan read the agenda item aloud and opened the floor to Morris for his report.

Morris advised that Chairman Bach was unable to attend the meeting. He explained that the intent of this item was to hold a public hearing to disclose the relationship that Sharon Roddan has as a Commission member, a business owner, and her ability to bid on Town projects. Morris said that Roddan has been upfront with her intent to bid and accordingly, had recused herself from all discussions and decisions related to the HOME funded housing rehab project. He explained that he discovered language in the contract that prohibits elected or appointed officials from benefiting from HOME funds. Morris referred members to pages 2-8 through 2-12 in the packet that explained the final HOME rule and defined Conflict of Interest. Morris advised that in speaking with the HUD representative, he learned that Roddan does have a Conflict of Interest, but there is an exception. He reviewed the criteria for the exception on page 2-11, noting that

Town Attorney Sims had provided an opinion that Roddan could participate in the process without violating state and local procurement laws and that Roddan had prepared a Petition requesting a waiver. He explained that staff would forward this information, along with the minutes from the public hearing and the Commission's recommendation to the Arizona Department of Housing (ADOH). He noted that the bid on the final project was due next Friday and that it was not likely that this exemption could be granted in time. Morris further advised that the Housing Commission, by Town Code, is an advisory board and could only make recommendations and that the Council had the final authority. He said that he would forward the Commission's recommendation to ADOH.

Vice Chair Buchanan opened the floor for Commission discussion. Discussion included the one-year HOME Rule that applied to beneficiaries, other local manufactured home dealers who bid, and the economic impact on volunteers who serve on Commissions.

Public Input

There was no public input.

7. Discussion, consideration and possible recommendation to Town Council regarding the closure of the Housing and Neighborhood Revitalization Department, and the decommissioning of the Housing Commission.

Motion:

A motion by Blue, seconded by Davis to decommission the Housing Commission pursuant to Manager's recommendation for the closure strategy at the end of February 2009, failed with McReynolds, Buchanan, and Varela voting no.

A motion by Blue, seconded by Davis, to add 'under protest' failed with McReynolds and Buchanan voting no.

Buchanan made one final call for a motion and no motion was made. She stated that this topic would be tabled because the Commission could not come to a consensus. She said that the Commission would discuss the next steps at the December meeting.

Discussion:

Buchanan read the agenda item and opened the floor for the Director's report.

Morris advised that he had provided a copy of the Manager's report to Commission members prior to the November 19 Council meeting and it was in this agenda packet. He explained that the Town is facing difficult times, expecting a \$500,000 budget shortfall this fiscal year, noting that the Town is not alone in this troubled economy. Morris explained that the Manager recommended dissolving the Housing Department at the end of February 2009 after the current HOME project is complete. He explained that without a department and staff support, there was no need for a Housing Commission. He advised that the Manager did not suggest that housing was not important, but rather, for a community of our small size, housing activities would be better addressed with a regional approach. He said that the Manager had made a verbal commitment to allow Morris to use 10% of his time to focus on housing activities so that what the Commission had started would not be lost.

Buchanan, stating that she understood and respected the difficult position that the Council was in, advised that she and Bach met with the Manager to discuss his proposed budget cuts. She said that she requested 10 to 15 percent of Morris's time remain dedicated to housing and she believed that there was uncertainty of the timeline for decommissioning the Housing Commission. She stated further that she believed there was a gray area in the Council's motion and that there was still some 'wiggle room' with regard to the Commission's future.

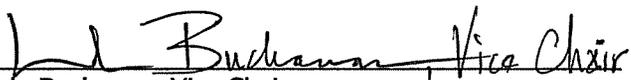
Morris advised that the Manager's recommendation was clear and that there would be a 'ramping down' of staff over the next couple of months. He said that they would complete the HOME grant project of course, but as time allowed, the housing staff would begin in their new positions. In

answer to Member's questions, Morris explained that the \$280,000 savings comes from closing the Housing Department and the savings the Town will realize by having him complete the code revisions as opposed to retaining a consultant.

Members discussed the revolving loan fund, the 5-acre project, serving at the pleasure of Council, the Member's dedication to housing in Camp Verde, and their desire to continue their work.

8. **Adjournment**

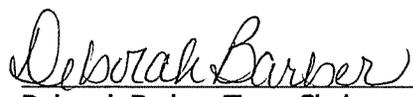
On a motion by Varela, seconded by McReynolds, the meeting was adjourned at 6:48 p.m.


Linda Buchanan, Vice Chair

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 Town Council of Camp Verde, Arizona, held on the 25th day of December 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20 day of January, 2008.


Deborah Barber, Town Clerk