

**MINUTES
REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, December 18, 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 4:01 p.m.

2. **Roll Call**

Chairperson Bach, Vice Chairperson Buchanan, Commissioners Davis, Roddan and Freeman were present; 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 Davis.

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 16, 2007 Regular Session
- 2) November 20, 2007 Regular Session - Cancelled

b) **Set Next Meeting:**

- 1) January 15, 2008 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. **DVD presentation on attainable housing, "Small Town – Big Problem" by the City of Sedona, followed by discussion of Housing Commission.**

Director Morris introduced Diane Smith, Planning Commissioner, and Jessica Williamson, Associate Planner, both representing the City of Sedona. Following the viewing of the City of Sedona's DVD on attainable housing, the Commission held a discussion with Ms. Williamson and Ms. Smith, focusing on the recognized regional need for affordable housing and concern on how to attract the interest of investors. Among many issues discussed were the need to develop a guideline or policy to follow, link developers with resources and foster awareness and cooperation of developers, employers and the public. It was also agreed that the DVD was an informational tool and should be available through the public libraries.

Morris agreed to include an agenda item for the January meeting for further follow-up on the proposed Housing Policy.

7. **Presentation by Gary Wagner, President of Rainbow Acres in Camp Verde, on their ongoing housing efforts followed by discussion of Housing Commission.**

Gary Wagner, President of Rainbow Acres, a 501(c)(3) entity located on Reservation Loop Road, displayed a series of posters including an aerial view of the buildings in the Rainbow Acres community, different elevations of the buildings and how they are used or occupied, including affordable housing for the staff. The members commended Mr. Wagner on his presentation and

the accomplishments of his organization, particularly in regard to addressing affordable housing. There was a suggestion regarding cooperation, or some type of partnership, for participating in the Town's housing efforts; Mr. Wagner suggested that he would be open to discussing such a concept further.

8. **Video presentation of Drachman Institute Final Presentation, held on November 7th at the Camp Verde Marshal's Office, followed by discussion and consideration of video and the Drachman Institute Final Report regarding the Town owned five-acre property located on Cliffs Parkway.**

Morris explained that the subject presentation had been videotaped so that it could be viewed again or shared with those who had been unable to attend the event. Following the viewing, Morris said that in addition to the final Drachman Institute documents, he had copies of the Tucson RFP and the response which he will forward to the members. Buchanan added that she felt that several of the concerns of the public had been very well addressed in the video, and it is a tool to be shared with the Council and potential developers.

9. **Staff presentation followed by Housing Commission discussion and consideration of possible next steps in attainable housing efforts with the Town owned five-acre property located on Cliffs Parkway, which may include possible Town public meeting, neighborhood meeting, open house, work sessions, etc.**

Staff was directed to move forward with the RFP process as well as possibly arranging a Work Session that would involve the Planning & Zoning and Library Commissions and possibly the Design Review Board; schedule a thoroughly noticed public presentation by the end of January; be prepared to go forward with recommendations to Council in February.

Morris commented that the Drachman Institute recommends the RFP process instead of RFQ, and the Council gave direction over a year ago using the RFP procedure. Morris will be making a presentation to the Library Commission this week to share the information regarding the Drachman Institute's approach for the five acres. Several ideas were discussed among the members for helping to inform the public on possible next steps in the efforts to provide attainable housing; some of the suggestions were to hold multiple meetings including a neighborhood meeting, presentations to the different Town Commissions, and a 2-3 day Open House at a Town Hall showing of the Drachman presentation video. Morris also outlined the concept of an RFP, selection of and participation by the developer. The members discussed the importance of outreach to the public, employers, and particularly developers, and to take advantage of contacts made in Tucson. It was suggested that developers might be invited to work with the Commission to offer ideas that might be of help. There was also a suggestion to try to arrange a Work Session with the Library Commission, as well as with Council. Commissioner Freeman volunteered to spearhead the outreach to employers.

10. **Discussion, consideration, and possible recommendation to Council regarding Town efforts to promote National Fair Housing Month in April.**

On a motion by Buchanan, seconded by Freeman, the Commission voted unanimously to recommend that Council sign a Proclamation declaring April as National Fair Housing Month.

Morris said that he and Vice Chairperson Buchanan had met with Joanna Reyes from the Southwest Fair Housing Council; one of the subject discussed was the upcoming Fair Housing Month in April. Southwest Fair Housing Council is willing to take the lead on any planned activity; they are requesting support from the Town. Copies of the Proclamation from last year were included in the agenda packets; it was agreed that efforts should be made to publicize some type of event that will involve the community, and the Mayor will be asked to sign a Proclamation for this year. Buchanan suggested ways that a local event might help to strengthen the regional leadership position in this area.

11. Discussion and consideration of Housing Commission policy regarding Commissioner absences and prior notification by Commissioners to the Housing and Neighborhood Revitalization Department.

As a follow-up to the discussion held last month, Morris referred to the pertinent language from the Code addressing absences, among other bases of cause for removal, which he had provided in the agenda packets together with a spreadsheet showing the members' attendance records, and pointing up McReynolds recent absences. It was suggested that McReynolds be contacted to see if he is still interested in continuing to serve. Buchanan expressed her belief that members should be serious about following the Town Code once they have been appointed and uphold the obligation to which they have committed. The Commission discussed how there could be better communication and reminders of meetings among themselves, with stress placed on the need to notify staff if a member expects to be absent. The members also agreed that after two meetings have been missed without notification or having been excused, that individual should be called to find whether there is some problem that might be resolved. It was noted that the Clerk has received a letter expressing interest in serving on the Commission.

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

There was no public input.

13. Commission Informational Reports:

Roddan reported that she will be attending another Verde Valley Taskforce session on January 24th.

Buchanan said that she attended the fantastic Boards & Commissions training seminar on December 7th in Phoenix; most of the materials are available on the Department of Commerce Website. Buchanan added that she will not be present at the January 15th meeting because of a conflict with her obligations at the College. She will also be attending the January 24th Verde Valley Regional Housing Taskforce meeting; it is possible that a Southwest Regional satellite office might be established in Camp Verde. Buchanan thanked the reporter from The Journal who was in attendance, and also thanked the Town Staff for the Holiday Party last week.

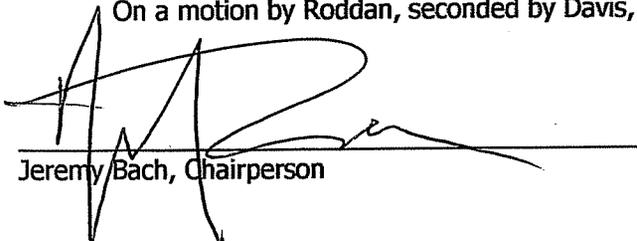
Bach extended thanks to everybody for working so hard, and said he plans to be much more involved in the future; market conditions have been challenging and demanding his attention recently.

14. Staff Report

Morris commented on his monthly report to Council, and noted the balance in the Revolving Fund; he also reported on work being done on the State Grant in connection with the two applicants. Morris alerted the Loan Committee to be ready for a meeting soon. Morris reported on his attendance at the Arizona Planning Association Conference and his contact with personnel from the Arizona State University. He has now achieved his AICP certification. Morris also reviewed information regarding the Verde Valley Leadership Program. One application has been received for the Housing Commission vacancy. Copies of the CD from the Governor's Housing Forum are available. Morris referred to the Arizona DOH Bulletin pointing out that State revenues are very low; he is trying to determine whether the Housing Trust Fund might be affected.

15. Adjournment

On a motion by Roddan, seconded by Davis, the meeting was adjourned at 6:25 p.m.


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 18th day of December 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 15th day of January, 2008.

Margaret Harper
Margaret Harper, Recording Secretary