

**MINUTES  
REGULAR SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, NOVEMBER 2, 2005  
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.  
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, Vice-Mayor Baker, Councilors Hauser, Smith, Kovacovich and Parrish were present; Councilor Teague was absent due to a family emergency.  
  
**Also Present:** Town Manager Bill Lee, Town Attorney Brad Woodford, Library Director Gerard Laurito, P&R Director Lynda Moore, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**  
The Pledge was led by Councilor Hauser.
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 19, 2005 – Regular Session
  - b) **Set Next Meeting, Date and Time:**
    - 1) Work Session – November 9, 2005 at 6:30 p.m.
    - 2) Regular Session/Council Hears P&Z – November 16, 2005 at 6:30 p.m.
    - 3) Council Hears P&Z – November 23, 2005 at 6:30 p.m. – **CANCELLED**
  - c) **Possible approval of an extension of the collection agreement with the US Forest Service for the Community Park.**
  - d) **Possible approval of a technical assistance contract with NACOG for the 2006 CDBG funding cycle.** The \$5,000 fee for this contract is paid from the grant.  
On a motion by Baker, seconded by Kovacovich, the Consent Agenda was approved, with Item 4.c) pulled for discussion.  
  
**4.c) Possible approval of an extension of the collection agreement with the US Forest Service for the Community Park.**  
On a motion by Baker, seconded by Gioia, the Council unanimously approved the extension of the collection agreement with the U.S. Forest Service for the Community Park.  
  
Mayor Gioia pointed out that the proposed contract names the former Town Attorney, which must be corrected; and there was a brief discussion with Town Manager Lee confirming that the document was only an extension of time, with no change in the original amount authorized.
5. **Call to the Public for Items not on the Agenda.**  
There was no public input.
6. **Presentation by Dave Fackler, followed by discussion, consideration, and possible approval of NF Planning and Development NF Planning and Development contract to continue assisting the Town in planning and development. The amount is not to exceed \$12,000.**  
On a motion by Baker, seconded by Kovacovich, the Council unanimously approved the consultant agreement between NFPD and the Town of Camp Verde for the planning and

development of the Redevelopment District, the amount not to exceed \$12,000, and adding under Section I, Period of Service: "...between the parties **as directed by Town Council.**"

Lee reviewed the last direction from Council to find additional funding without using Town resources in order to get the development plan in place. According to three individuals contacted at the State Department of Commerce, there is no assistance specifically available from the Department of Commerce for a redevelopment plan, and those individuals know of no other resources. Lee said that Dave Fackler was present to give the Council a better understanding of the tools that can be used in the redevelopment plan.

Dave Fackler presented an overview of the work his firm has done together with input from Town staff, starting approximately two years ago, towards establishing a redevelopment plan, as well as working on a number of other economic development projects during that period of time. Mr. Fackler said that much of the background and inventory work now has been completed, and he reviewed the steps that remain in order to prepare a plan to recommend to the Town Council for adoption, and ways of creating and using the tools to implement the plan.

The Council discussed with Mr. Fackler in further detail the issues of eminent domain, financial mechanisms for low-income homeowners, compatibility of redevelopment with the General Plan, benefits to the Town from downtown redevelopment; the proposed contract term, the scope and remaining schedule of work, and how expenses are incurred were also discussed.

There was no public input.

7. **Presentation by RBF Consultant, followed by discussion, consideration, and possible approval of an Additional Work Request for conceptual storm water system mapping and conceptual storm water system exhibit in the amount of \$4,150.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved RBF Consultant's Additional Work Request for a conceptual storm water system mapping and conceptual storm water system exhibit in the amount of \$4,150.

In connection with the Town being under a mandate to develop a system of storm water management, Lee introduced Ryan Christensen of RBF Consultants who have been assisting the Town for the last year and a half, working primarily with Wendy Escoffier.

Ryan Christensen presented an update on the work done in connection with the storm water program, beginning with a brief history on the purpose of the Federally mandated program that started in 1990. He gave a comprehensive overview of the basic steps that the Town needs to take to comply with the program, including the value of public participation, and how to accomplish those steps and what remains to be done. A brief discussion with the Council followed the presentation.

There was no public input.

8. **Presentation by USFS representative Judy Adams regarding the proposed sale of a portion of the 213 acres of Forest Service land along SR 260. This may be followed by Council discussion, consideration, and possible direction to staff to prepare a letter to the USFS as it relates to the sale. SUPPORTING, OPPOSING, OR MAKING OTHER RECOMMENDATIONS ON THE PROPOSED SALE.**

Staff was directed to draft a letter to include comment on the historical significance of the Mail Trail and General Crook Trail to the Town of Camp Verde, appreciation for the Forest Service retaining the riparian area, acknowledgment of the notification of the permanent recorded easement from the Forest Service for Howards Road and attached to the private drives and a set-aside between the 260 right-of-way fence and Howards Road preserving that land for the historic Mail Trail and General Crook Wagon Trail.

Lee said that pursuant to Council's request that a representative from the US Forest Service be invited to come to a meeting to address concerns or questions regarding the proposed sale of land along SR 260, Judy Adams was present in response to that invitation.

US Forest Service representative Judy Adams gave an update on what has transpired since the packets requesting responses regarding the proposed sale were sent out; the period for receiving comments was over on October 17. She said that one comment was received and it was favorable; the Forest Service at this point is leaning toward the alternative of a sale of a portion of the 235-acre site, with new ranger station facilities to be built on the existing site. The NEPA study, administrative issues, and archaeological reports all still need to be worked through. Numerous issues, including an easement for Howards Road, the strip of right-of-way along 260, the intent of the Forest Service to retain ownership of some areas of land adjacent to the river, and the importance of the preservation of Camp Verde historical trails, were discussed with Ms. Adams in detail.

There was no public input.

9. **Update and discussion on the sale of 233 acres of USFS land for the Community Park. This property is commonly known as the 'Old Airstrip'.**

There was no action taken.

Lee called attention to an error in the agenda heading; the number should have been 223 acres. He then suggested that Judy Adams update Council as to where the Town stands with the Forest Service regarding using the Town Site Act in the attempt to acquire that property.

Ms. Adams said there are different issues involved, including the NEPA process, environmental policy act, the appraisal process, and other land processing work in order to complete the case. At this time the environmental consultants have provided the Forest Service with whatever has been asked for. Ms. Adams is reviewing a draft final environmental assessment document and has some changes and clarifications she will be requesting. A draft decision notice has been prepared, and the final decision is tied to the archaeological work remaining. Ms. Adams summarized the remaining steps and notification time periods involved in resolving the final details on the property, including some appraisal procedures.

Lee confirmed that in connection with the Heritage Grant an extension has been approved through April 2006 to be able to acquire the property, with six months then remaining to finish the 40-acre Park site development.

There was no public input.

**Item 12 was addressed following the discussion on Item 9 in order to accommodate the schedule of the U.S. Forest Service representative.**

**A recess was called at 8:50 p.m.; the meeting was called back to order at 9:00 p.m.**

10. **Discussion, consideration, and possible approval of the Camp Verde Chamber of Commerce services agreement.**

On a motion by Hauser, seconded by Smith, the Council unanimously approved the Camp Verde Chamber of Commerce services agreement with the following changes as shown in bold type: Page 2, Compensation & Matching Funds, change "no less than \$10,000" to "**up to \$10,000,**"; in the same paragraph ~~delete~~ the Note regarding Bed Tax Revenues; Page 3, Reporting Strategies for Evaluation Funding, "Attraction Visitor Count – prepared by **Chamber**"; Page 4, revise under Town Duties, "Town shall **assist the Chamber in management** of the Business Recruitment Program."

Lee said that as discussed and explained at budget Work Sessions time, the contract with the Chamber had ended in August, and since the Chamber was bringing in a new Director, the Council was informed that approval of the services agreement would be brought back in the fall. The Town Attorney has reviewed and made minor changes to the proposed contract. Lee said that Roy Gugliotta, the new Chamber Director, was present to answer questions. There was comment from the members that the Chamber was now functioning very well, and suggestions made by Finance Director Bullard regarding the proposed contract were discussed with Mr. Gugliotta, with input and suggestions from Attorney Bradford. The subject of the Bed Tax Revenues and trackable funds was also discussed with Mr. Gugliotta, as well as other minor suggested changes and clarification of the responsibilities of both the Town and the Chamber.

There was no public input.

11. **Discussion, consideration, and possible approval of the attached Public Works/Engineer's job description and direction to staff to advertise for the position.** Staff was directed to bring back to Council some job descriptions from other communities and to hold off on advertising the position until review of those, also until after it is known whether or not the Water Company may be a reality.

Lee reminded the Council that during the budget talks last spring an amount was budgeted for the possible employment of an Engineer/Public Works Director to assist the Town not only with the Streets Department but with grants writing from the technical standpoint for roads and sidewalks, and for possible future operation or acquisition of utilities, as well as assist in the Zoning Department in review of development plans. By advertising the position now, it could be possible to hire someone by January 1<sup>st</sup>.

The Council discussed the proposed job description and the desirability of having an in-house engineer and the benefit of first having a cost analysis to compare with the existing cost of contracting the services of Arizona Engineering, although it was confirmed that without a full engineering staff, outside engineering would still be used. Another factor influencing a decision was the possibility of the acquisition of the Water Company. There was agreement that it would be helpful to have a cost analysis and to be able to review job descriptions from other communities, and that until the issue of the water company is resolved, the Town should not move forward with hiring at this time.

There was no public input.

12. **Update, discussion, consideration, and possible direction to staff regarding previous direction to research possible improvement on Forest Road #503 and annexation of adjacent county property.** Staff was directed to again meet with the owners and talk to them about the formation of a Homeowners Association and maybe assist them in getting a couple of local contractors to also attend the meeting to estimate costs of how much materials would be needed, what the cost would be to haul that material and to blade the road on an annual basis, and try to help the owners work through the process and obtain some of those numbers; staff was also cautioned to avoid confusion among the residents and to make sure that they understand the limitations to the help that the Town would be offering.

Lee reviewed the background of a prior meeting over a year ago regarding this item; staff was directed at that time to meet with some of the property owners to try to determine their interest in being annexed into the community, and to form an improvement district, for those who live within the Town, to try to help pave the roads. Lee said that 18 responses had been received, and basically there was a 9-to-9 split as to the opinions of the property owners. The Council is being asked to again address the issue, in response to a request from some property owners, and staff is now asking for further direction.

**PUBLIC INPUT**

**Robert Johnson**, Camp Verde, wanted to know where the road is; Council responded with the location.

**Henry Shill** said he had expected more people to be in attendance to discuss the issue. He commented that he believes many of the property owners were afraid they could not afford the assessments on any improvements, and he also questioned who would ultimately have the responsibility for maintenance. Lee responded with the suggestion that a Homeowners Association would be recognized by the Forest Service, and if the residents constructed the road to Town standards, the Town might then consider long-term maintenance of the road. There was also a brief discussion with Judy Adams on the subject road, as well as further discussion with Mr. Shill on whether the homeowners would be willing to bring the road up to standard.

**Jody Kahn** read from a document setting forth her thoughts on the issue, including expressing some conflict as to the understanding of what percentage of a vote would be necessary to bring the issue before the Council; the unanswered questions remaining after staff met with the residents as to cost and how it would be allocated, whether the city would help, whether the road would be public or remain a Forest Service road; annexation process; whether Henry Shill's donated material can be used; a plea for help from the Town; and a reference to a letter from the Fire Chief questioning whether emergency service would be possible.

A discussion followed, with input from Lee, to further clarify the understanding of the process regarding annexation; the Council further questioned Ms. Kahn regarding her assertions, and discussed at length the difficult position the Town is in by being asked to maintain a Forest road within the Town limits that also goes to properties that are in the County, and the fact that at one time the Town had maintained the road, but discontinued maintenance when it was found to be illegal. Lee pointed out that there had been no overwhelming support indicated from his prior contacts with the property owners. There was general agreement that the Town could not afford to improve the road, and whether it would even be fair to improve private property with taxpayers' money, when other proposed developments are required to pave their own streets as a condition of approval. The Council also afforded Ms. Kahn the opportunity to further comment during the discussion. The general consensus of the members, with input from Judy Adams and Attorney Woodford, was that the responsibility for the road lies with the property owners, and that the Town would direct staff to assist the homeowners through gathering information to disseminate among the homeowners to try to make decisions and arrive at some solution.

There was no further public input.

13. **Discussion, consideration, and possible direction to staff concerning the formation of an ad hoc committee to research funding possibilities for the new library. The committee will serve under the Town Manager's direction and their focus will be to research possible funding sources and fund raising options to construct the new library and administrative offices facility.**

Staff was directed to form a committee that is not subject to the Open Meeting Law, to be able to research funding ideas and bring those back to Council, working with individuals experienced in the high-finance world who could offer advice on funding sources, and to research fund-raising options.

Lee said that thought has been given to forming a committee that would not necessarily have to be subject to the Open Meeting Law, but could research and perhaps come up with funding ideas to bring back to Council, working with individuals from the Casino, Hospital Board, even the County who deal in the financial world and who might be willing to assist in moving the library project forward, outside of staff looking into simply borrowing money. Library Director Laurito added his support for the idea of such a committee, suggesting it is a way to involve the community in the project.

There was no public input.

14. **DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF TO RESEARCH AVAILABLE FACILITIES TO HOUSE THE *AFTER SCHOOL PROGRAM* AND TO PRESENT OPTIONS AT A FUTURE COUNCIL MEETING.**

Staff was directed to continue researching available facilities to house the After School Program, and to present to Council any options that are found.

Lee said that last week the Council suggested that staff should be looking into possible facilities to house the After School Program, and Council could formally direct staff accordingly under this agenda item. Councilor Hauser advised the members that those responsible for managing the After School Program are researching places, and the situation is probably stabilized for the summer and there may not be a need for the Town to assist. There was agreement that the staff should continue to work with the program and assist where possible.

15. **Discussion, consideration, and possible determination of some type of activity and/or direction to staff to prepare a resolution to declare a *Business Appreciation Week* to honor those merchants that have voluntarily improved the appearance of their buildings, which in turn has greatly enhanced the beauty of our Town.**

Staff was directed to prepare a resolution to declare a Business Appreciation Week to honor those merchants that have voluntarily improved the appearance of their buildings, and to agendize a formal presentation of Certificates of Appreciation, inviting the merchants to attend, and identifying those merchants with the help of Vice Mayor Baker and including the Chamber in the plan.

Councilor Baker said she felt it would be a positive move for the Town to formally acknowledge the efforts of the owners of businesses that have been already working on their own to redo and make their buildings attractive, and suggested declaring a Business Appreciation Week and find ways to honor those business owners and encourage others to follow suit. The Council accepted the proposal with complete agreement and suggested ways to show their appreciation.

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 Advance Approvals.

18. **Manager/Staff Report**

Lee reported on a successful and well attended Haunted House event and Lions Club Carnival, and expressed appreciation for the great number of volunteers, including Council members, who worked on the event through the weekend. Lee also asked for comments on the installation of the pews salvaged from the Church property; there will also be room for more chairs if necessary.

Deputy Town Clerk Jones reminded everyone about the upcoming election Tuesday; at present there is only a 20% return.

19. **Council Informational Reports**

Gioia reported that he attended the League of Cities Resolution Committee last Friday; two of our resolutions are on the five-resolution priority list; he also stopped off in Tempe to look at their redevelopment, which is impressive.

Kovacovich wanted to thank Parks & Rec for another great Haunted House, adding thanks to those restaurants that had donated food and to Home Depot for the \$500 in materials.

Smith reminded everyone about the Marshal's Toy Ride scheduled for November 12 at 9:00 a.m.; lunch will be provided by Crusty's Pizza, and there will be a dinner and dance in the evening. Also, everyone was urged to attend the Board of Supervisors special session at 9:00 a.m. on Monday regarding the centralization of the Jail and Justice facilities in Prescott; comments can either be made at the meeting or through a teleconference room to be set up in the County facilities in Cottonwood. Smith also described the fun he and other members had volunteering at the Haunted House, and encouraged others to volunteer.

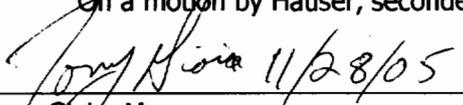
Hauser announced that the Book Sale will be starting at 8:30 a.m. tomorrow at the library, all day, and continuing on Friday; the football team has reached the playoffs and it will be a home game, 7:00 p.m. Friday night; she also reminded others to consider participating in the Adopt-A-Family program.

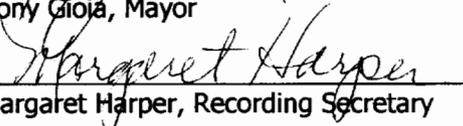
Parrish said that on November 11<sup>th</sup>, 9:00 a.m., everyone is invited to come out to Clear Creek Cemetery and honor our Veterans.

Baker reported on the NACOG grants for the sidewalks on Finney Flat Road and the 260 bypass.

20. **Adjournment**

On a motion by Hauser, seconded by Kovacovich, the meeting was adjourned at 10:10 p.m.

  
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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 2nd day of November, 2005. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7 day of December, 2005

  
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Deborah Barber, Town Clerk