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**AGENDA  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS · 473 S. Main Street, Room #106  
WEDNESDAY, JANUARY 4, 2012  
6:30 P.M.**

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) Work Session – December 14, 2011
    - 2) Regular Session – December 7, 2011
    - 3) Special Session – December 7, 2011
    - 4) Executive Session – December 7, 2011
  - b) **Set Next Meeting, Date and Time:**
    - 1) January 11, 2012 at 5:30 p.m. – Work Session - CIP
    - 2) January 18, 2012 at 4:30 p.m. – Special Session – Manager's Annual Performance Evaluation
    - 3) January 18, 2012 at 6:30 p.m. – Regular Session
    - 4) January 25, 2012 at 5:30 p.m. – Joint Work Session with the Chamber of Commerce Board
    - 5) January 25, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
  - c) **Possible approval of Resolution 2012-851, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting meeting dates and times for Council and Commissions.** Staff Resource: Debbie Barber
  - d) **Possible approval of the Annual Policy Statement that authorizes the Mayor, on behalf of the Council, to support or oppose State legislation that affects ground water, State-shared revenues, and/or land use authority when such legislation is introduced or acted upon and that needs an immediate response from the Town. The Mayor and Council generally support protection of ground water, State-shared revenues and municipal authority of land use issues.** Staff Resource: Debbie Barber
5. **Special Announcements & Presentations**
  - **Welcome to the new businesses:**
    - ❖ **The Roofing Company – Mesa**
    - ❖ **Hoffman Buildings & Barns – Prescott Valley**
    - ❖ **Broken Arrow Communications Inc. – Mesa**
    - ❖ **Home Style Builders – Sedona**
    - ❖ **The Mystical Realm Inc. – 545 Main St., Camp Verde**
  - **Presentation of Certificates of Appreciation to the following recipients relative to their donations or help with the Town's 25<sup>th</sup> Anniversary Celebration :**
    - ❖ **Merchants and organizations that donated funds for the cupcakes and hot chocolate:** American Legion Post 93 – Commander Tom Dimrock, Style Up! – Lisa Johnson, Camp Verde Realty – Bill Carter, The Flower Shop – Karen James, Crusty's Pizza – Karl Palen, Tire Pro Automotive – Don and Cherie Hanks
    - ❖ **Volunteers and employees who helped with the festivities:** Shane Allen, Carol Brown, Robert Chavez, Harry Cipriano, Jacque Daughety, Jerry Daughety, Curtis Daughety-Gates, Mike Dumas, Teresa Goodwin, Lynda Moore, Darrell Payne, Veronica Pineda, Nixon Pineda, Deborah Ranney, Bob Ranney, Cindy Tinal and Ron Tinal
6. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request

that the item be placed on a future agenda.

7. **Call to the Public for items not on the agenda.**
8. **Recognition of the Resolution adopted by the State Parks Board wherein they express appreciation to the Mayor and Council of Camp Verde for their commitment to Fort Verde Historic Park. Staff Resource: Russ Martin**
9. **Discussion, consideration, and possible direction to the staff to place a centennial plaque(s) and/or monument commemorating Camp Verde as the "Center of Arizona" at Rezzonico Park or another location (in Town) as designated by Council. Staff Resource: Russ Martin**
10. **Discussion, consideration and possible direction to the staff to place for bid as well as listing options relative to the Town-owned properties generally located on the west side of Cliffs Parkway and west side of McCracken Lane and the home at 2095 W. Horseshoe Bend. Staff Resource: Russ Martin**
11. **Discussion and possible clarification regarding the intended effective date of the 'Established Promoter Status.'**  
Staff Resource: Deborah Barber
12. **Call to the Public for items not on the agenda.**
13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
14. **Adjournment**

Posted by:

*Caitlin Dignette*

Date/Time:

*December 29, 2011 @ 10:00*

*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.

4 a.1

**DRAFT**  
**MINUTES**  
**JOINT WORK SESSION**  
**MAYOR and COMMON COUNCIL of the TOWN OF CAMP VERDE**  
**and the CAMP VERDE CHAMBER OF COMMERCE**  
**COUNCIL CHAMBERS**  
**WEDNESDAY DECEMBER 14, 2011**  
**5:30 p.m.**

**1. Call to Order**

The meeting was called to order at 5:30 p.m.

**2. Roll Call**

Mayor Burnside, Councilors Buchanan, George, Baker and German were present; Vice Mayor Kovacovich and Councilor Whatley were absent.

**Also Present:** Town Manager Russ Martin, Economic Development Director Mel Preston, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**Chamber of Commerce Board Members:** Tracie Schimikowsky, President and CEO; Chairman Dave Freeman; Vice Chairman Gary Thompson, Secretary Ashton Powell; and Members Ramona Aldridge and Randy Pruet.

**3. Pledge of Allegiance**

The Pledge was led by German.

**4. Discussion with the Board of Directors of the Camp Verde Chamber of Commerce relative to the Visitors Center to include, but not limited to:**

**a. History/Opening comments**

Town Manager Martin referred to the meeting that he and Councilor Buchanan had recently with Dave Freeman, Gary Thompson and the Executive Director to plan an agenda for this session in order to discuss the current status of the relationship and a future direction. Martin deferred any further opening remarks to Chairman Dave Freeman.

Freeman expressed appreciation for those who were in attendance at the meeting. Freeman said that his original purpose for the meeting was to be able to present more accurate information and a better understanding about what the Chamber has done relative to the Visitors Center. Freeman explained that he was speaking not only as a member of the Chamber, but as an individual who has been an active, concerned citizen of the community through the years. Freeman referred to the Staff Report submitted by Martin, and said that he is thrilled that the Town is now taking a step forward in economic development. Freeman acknowledged that the economic puzzle is composed of many pieces; however, he said that business development is a much more important factor because of the multiplier effect on the economic base when a new business comes in, as opposed to when a new tourist visits. The idea of creating a cohesive unit consisting of the Town, the Chamber and other community organizations and tourist attractions is of value and commendable; however, concentrating on just the Visitors Center is in a sense only catching the "low-hanging fruit." Freeman suggested that some of the budget numbers on the Staff Report could be assigned primarily to the things that are not being done right now, rather than continuing to fund those that are already being done. He described ways to help grow the Town by supporting, or incubating, new businesses. Freeman said that he was having a difficult time looking at the priorities outlined by Martin, commenting that tourism is a fickle industry, the product of which is difficult to precisely evaluate, but can only be assumed from numbers spent and received in return. Spending more money on tourism is not the better direction to follow. Looking at the current economic situation, the limited funds the Town has, and the available empty buildings in Town, Freeman said he would throw all of his energy into advertising for and promoting serious economic development, focusing on what is not being done, rather than what is being done. He would agree on having a presence out on I-17 and 260, and proposed the idea

of having a billboard at each of the two entrances to the Town, displaying every point of interest, together with maps and brochures. He agreed that the Visitors Center can be improved, but the more important point of any discussion is developing new businesses in the Town. There should be more emphasis on the things that already are being done well; keep the budget; and keep Melissa full time on the things that she can do that the Chamber cannot really do, and support her in helping to bring in new businesses. Economic development is exciting, and Freeman said he does not want to lose the momentum and opportunity to turn the Town around.

Martin agreed that the idea of business outreach is important to pursue as well, but the difficulty is establishing priorities. The point of this evening is to critique the ideas presented by the Town, to make sure the ideas are solid or need tweaking, to add more ideas, and then to move forward from there. Martin pointed out that the Town is currently invested in the Visitors Center, and the concern of the Council is what is being produced, and whether some things that haven't worked perhaps should be re-tried. Martin said that he hoped this evening to have the opportunity to explore with the Chamber some of the commonalities of their proposals and ideas as well. Martin said that everyone has come here tonight to try to find a way to move forward, and he hoped that he will end up with at least as many ideas as he had suggested, and can then work on some solutions that will include promotional and economic development opportunities for the Town, representing the business community well, with the Town doing the best it can, with the resources given.

The Council discussion commenced with concern about how the Town can move forward with new ideas, considering the funds it has to work with, and still be able to coordinate and work with the Chamber as a partner. Martin said that the intent was simply to present a menu of items from which to choose; the relationship with the Chamber that the Town has had historically will change with the way the Town moves forward; what the Chamber will bring to the table is part of why they are participating in this discussion.

Board Member Ramona Aldridge, a member of the business community, commented that whatever the Council does affects the business people in Camp Verde and affects their level of trust in the Town. She referred to the Town taking over Rio Verde Plaza, throwing out five businesses, and losing employees and sales tax; she said there is a lack of trust right now, and questioned the ability of the Town to take over the Visitors Center, citing the now-empty Rio Verde Plaza as a prime example. She said she would prefer money and effort to go into economic development; let the Chamber work with tourism and business relationships.

Vice Chairman Gary Thompson advised the Council that the Chamber are not really prepared to offer any ideas yet; the Chamber is in the process of polling the members for direction. The Work Session was basically called for the purpose of correcting some misinformation regarding the Visitors Center being contracted by the Chamber. Ideas have been discussed, but none can be brought forward tonight without authorization from the membership; however, the process is moving forward. He said the Chamber has now demonstrated it is good at drawing in visitors; they should not be held accountable for prior leadership, just as the Council should not be held accountable for past Councils.

## **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Nancy Floyd** commented that Camp Verde looks like a ghost town compared with Cottonwood; if tourists are brought in, where will they go or do? More businesses on Main Street are needed.

**Randy Pruett** asked if the Town is assuming it can just open up a designated Visitors Center and all that is involved, which led to a discussion with Marlin who commented on the outcome being based on the decision of the Chamber, creating presence by setting up kiosks, deciding on advertisements and funding other ideas, all of which is basically part of the next six months of conversation and budget decisions. Martin

said now we should talk about what we could do, how much it might cost, and if it would be worth the effort; the question is whether we want more of the same, or take advantage of other and better utilizations of our resources and opportunities in a different way. Pruettt said that the Chamber has other options for the Visitors Center outside of the Town; Martin confirmed that the Town is not asking the Chamber to run the Visitors Center after July 1<sup>st</sup>; the Town has said that if the Chamber would like to continue to provide Visitors Center services from the current location after 18 months, they can continue to have that facility for those services. If they choose not to go forward they would have to vacate the building at that time, and the Town would have the opportunity to do whatever it needs to do and in whatever way. The Chamber has until July 1<sup>st</sup> to make a final decision. Pruettt said that the Town would be looking at a very lengthy process to get reclassified and get approval through AOT, so it would be losing a tremendous amount of support, which Martin acknowledged.

**Jennifer Wesselhoff**, President and CEO of the Sedona Chamber of Commerce, said she is also a member of several other prominent civic organizations that focus on cities, towns and communities and how they present themselves to the world for tourism. She shared some practices followed in other communities as examples of how destination marketing organizations are funded; they do much more than put up billboards, create websites or operate visitors centers. A partnership with the Chamber and the Town allows the businesses to participate; marketing and visitors centers go hand-in-hand.

**Fran Arries** said she has seen many businesses that failed because there was nothing to draw the people here. For 30 years she has had a production to offer that would draw people here, and all she would need is advertising; it would tie in with the Fort, and only needs a little imagination. It's called "Halloween Capsule of the World."

There was no further public input.

Ms. Aldridge continued her opening comment to try to further clarify the issue of partnership; another option for the Chamber would be to simply do their own thing independently, but that would be sad to see happen. Burnside said that he would like to make the public aware that the Camp Verde Chamber of Commerce received a Resolution from the State Parks thanking them for their help and contribution to the State Park. Town Staff and the Council also received a Resolution, which confirms that everyone has worked together. Now is the time to bring forth ideas to talk about, think about and consider. Changes are forthcoming.

**b. Ideas moving forward**

Martin said staff has put together some ideas; as for the one example of billboards, bring those ideas to the table so that they can be investigated to the degree where they can be advanced. Ashton Powell said that she can hand out brochures in Phoenix all day long, promoting the Town, but that would be to no avail if the people come to Camp Verde and find there is nothing other than the Casino or Out of Africa. A round-table discussion followed questioning what reason do people have to come here; there is nothing on a map promoting Camp Verde and all the activities it offers. It was acknowledged that resources should be focused on developing the business community so that there are attractions on Main Street, other than the Fort. Councilor Baker commented on the \$500,000 funding for the Chamber in the past; grants had been received to build the Ramada and the public restrooms, but nothing is changing. Many in the community would object to billboards. She stressed that in addition to what is being done, there is a need to do a better job of economic development and marketing, and that must be the emphasis. Councilor George said that he would like to see the Chamber in a smaller room and the Archaeological facility in a larger area, with a book store and ticket sales to the Fort. Income from the leased space could be used to fund the Visitors Center off of the freeway, including an electronic kiosk, partially staffed by volunteers. Councilor German said everyone realizes the importance of economic development, and that's why the Town now has an Economic Development Director to help bring in businesses. Gary Thompson said that everyone agrees on

the need for economic development; that is one of the purposes of the Chamber and the organization of the businesses.

Freeman shared his idea of connecting the different attractions, such as the Fort, the Historic Society, the Archaeology Center, so that they were all open at the same time. He proposed putting together packaged deals and advertising in magazines, promoting a synchronized tour of all that Camp Verde has to offer by way of history and local talent, perhaps once a month, or once every two weeks. It is workable, other towns are already doing it, and it is one way to get Camp Verde on the map. Mel Preston commented that she would love to go full throttle ahead on the incubation program, business outreach, retention and incubation; she said she is capable of doing that job as well. Putting her in charge of tourism is under-utilizing her expertise.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Ken Zoll**, of the Archaeology Center, wanted to set the record straight, and reviewed how the Center was welcomed to Camp Verde, but said they will need a larger space by July 1<sup>st</sup>. No one has discussed any plans directly with the Center; they would not agree to share any facility with the Chamber because of the need to secure and protect the artifacts. Sedona is now expressing interest in the Center locating in West Sedona; the Center has no firm commitment to Camp Verde and their options are open. However, they do not want to leave. He outlined the upcoming activities, management responsibilities, and myriad plans to attract the public to Camp Verde, including the 2012 Native American Festival and Art Show. He said the Center needs more space, and would be open to discussing that.

**Jennifer Wesselhoff** commented that the travel industry is the bread and butter of tourism marketing; however, it takes a lot of work to put together and selling the type of tour packet suggested earlier. She said that it would be a good idea to consider the International market as well. Bringing in events is the way to get people here. She added that a billboard would cost \$10,000, for instance, but there is no way to track one cent of business from that investment. Tourism marketing and economic development are dependent upon each other.

There was no further public input.

Burnside talked about the tourists brought in to Northern Arizona by the Wine Consortium, with the majority going to Sedona and Jerome, because there is nothing to draw them to Camp Verde. He proposed the idea of a TV set in the Visitors Center with 30-second intriguing blogs to foster interest. Burnside said that everyone needs to be dedicated to work together; the Town needs to build a ladder to get past the low-hanging fruit and reach the higher fruit. We need trade schools and emphasis on being able to staff manufacturing businesses. Each succeeding Council should be dedicated to following a set path for continuity. Burnside asked what are we looking for and what businesses are wanted for the needs of our citizens. He then outlined an idea for setting up a bartering system, trading labor for professional services, and described how one small town operates such a non-profit program. Burnside said that the consensus from this meeting appears to be the need for the Town to spend its money toward getting some businesses in place, and if the Chamber cannot continue with marketing, then the Town must pick up on that. We need to find out how everyone can work together to focus more on economic development than tourism.

Martin summarized the options he had presented in the Staff Report, including relocating the Visitors Center and where, maintaining kiosks, reassessing the amount of efforts by volunteers and paid staff at the Center and at the Fort, and adopting and running with the additional ideas that have presented here, and looking at all three options proposed. Martin referred to the suggestion regarding incubating businesses, and used the Archaeological Center as an example. Martin said he wanted to try to come up with a positive solution moving forward, if and/or before July 1<sup>st</sup>. He said he believes the Town has a great opportunity to get an

anchor tenant, and it would behoove everyone to try to bring the traffic back to Downtown; the chicken-and-egg scenario is absolutely right. The traffic is needed to bring the business, and vice versa, but we can work with an incubator that will benefit everyone now and especially in the future. German asked if it was really necessary to have a Visitors Center subject to AOT restraints. Martin said that whatever the Town decides to do, more time should be devoted to pursue and understand the importance of that designation, as pointed out by Randy Pruett. Burnside asked Thompson if it would be possible, as a subcontractor to the Town, to pick up the Visitors Center and move it out there; it would have 40 times more visibility out at the intersection than in Town. Schimikowsky said that in order to move the AOT Visitors Center, they would have to have approval and building inspection from the AOT and meet all their criteria, so the answer, in essence, was yes. Burnside then asked if the possibility of marketing is greater when you have more people coming in the door than limited to what we have in the Town. Thompson replied a definite yes. George suggested working with the people at that location instead of trying to regulate them, putting a staff person or volunteer in the same office, with an electronic kiosk. Ashton said that Out of Africa did just that in Sedona, sharing space, but she had no opinion to offer. Wesselhoff said that the Sedona Pines timeshares people have a very different mission, or goal, than the Chamber of Commerce; they want to sell their timeshare units. The separate goals would not be mutually beneficial to each other.

Thompson said there is something he wanted to bring to the attention of the Council. Back to the subject of good faith or cooperation, for legal and contractual reasons the Chamber could not reveal individual rates in providing the Town with numbers requested. He subsequently found that deceptive language had been used by Town staff to contact some of the companies in an effort to get them to disclose their rates; he distributed copies of a verbatim transcript of conversations had between the advertisers and the Camp Verde employees. Ashton interjected a comment that, as a representative of a private business, she is not at liberty to disclose different rates. Martin said that the packet provided by the Chamber suggested that the Town and the Chamber costs would be two different things; he had directed staff to verify if that could be the case on the premise that, if significantly different, the best choice would be to continue to remain with a group that would save money. The staff found in general that the same or similar rates could be offered. The research was not intended to convey the impression that the Chamber would not be there at all, or existing. In order to move forward in the future, the suggestion should be set aside that everything is going to cost more because government does it; experience has shown that is not always the case. Martin said the message he has heard this evening was that we are not doing enough with the current system we have, the current dollars, the current Visitors Center, the current Chamber, the current Council, the current staff and/or those that came before us. The point of the whole exercise is to determine what is it that we do with the public's money, and what do we do to keep positively moving forward. Martin added that he cannot understate that the government is here to help, and every one of the staff members is on the same mission.

Baker volunteered that she is in favor of the recommendations provided by staff, going forward and not to continue doing the same thing as in the past. German said that time is needed to process all the ideas thrown out on the table and work on coming up with some kind of plan. Martin agreed, and said that as the next step, staff will be working with the results, including where the Chamber wants to go, and the time frames, to be able to envision partnerships, and try to calculate and allocate costs in preparation for a real budget in the spring based on what he perceives is expected or anticipated by the majority. Buchanan said that nothing can really be done until the membership gets back to the Board with information; the next meeting should be set up as soon as possible, and he recommended meeting in January. Burnside suggested locating the Archaeology Center in the Rio Verde Plaza building, as well as the Historical Society, and using the old Visitors Center for the Economical Development Department and Planning & Zoning. German reminded everyone that the Rio Verde Plaza has needed major building renovations. Preston estimated that 50 or 60 thousand dollars would cover the improvements that would be needed. Freeman suggested that at the next meeting, perhaps outside people could continue to be brought in, such as some of the motel personnel at the interchange, and reach out to other sources, continue to help educate everyone, inviting others who work on economic development in other towns.

**c. Setting next joint meeting**

Martin consulted the calendar for January, and it was agreed to target the fourth Wednesday in January as the next joint session; everyone will be kept advised of any changes.

**5. Adjournment**

By unanimous consent the meeting was adjourned at 7:56 p.m.

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Bob Burnside, 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 Joint Work Session of the Town Council of Camp Verde, Arizona, and the Camp Verde Chamber of Commerce held on the 14<sup>th</sup> day of December 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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Debbie Barber, Town Clerk

4a. 2

**DRAFT**  
**MINUTES**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**COUNCIL CHAMBERS**  
**WEDNESDAY, DECEMBER 7, 2011**  
**6:30 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**

The meeting was called to order at 6:30 p.m.

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Buchanan, Whatley and Baker were present; Councilors George and German were absent.

**Also Present:** Town Manager Russ Martin, Community Development Director Mike Jenkins, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Baker, preceded by her request for remembrance that today was the 70<sup>th</sup> Anniversary of Pearl Harbor Day.

**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) Regular Session – November 16, 2011

**b) Set Next Meeting, Date and Time:**

- 1) December 14, 2011 at 5:30 p.m. – Work Session with the Chamber of Commerce
- 2) December 21, 2011 at 6:30 p.m. – Regular Session/Council Hears P&Z Matters (Tentatively Combined)
- 3) December 28, 2011 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
- 4) January 4, 2012 at 6:30 p.m. – Regular Session
- 5) January 11, 2012 at 5:30 p.m. – Work Session – CIP
- 6) January 18, 2012 at 4:00 p.m. – Special Session – Annual Performance Review of Manager
- 7) January 18, 2012 at 6:30 p.m. – Regular Session
- 8) January 25, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.

**5. Special Announcements & Presentations**

There were no announcements or presentations.

**6. Council Informational Reports**

**Buchanan** reported on his tour of several irrigation ditches by invitation of the Nature Conservancy, together with other principal dignitaries participating in American River issues, as well as representatives from Washington D.C., and the possibility of funding that now may be available.

**Kovacovich** said that he recently attended the Intergovernmental meeting in Jerome, together with Town Manager Martin and Councilor George.

**Whatley** reported on her attendance at the Memorial for Bea Richmond, sharing her memories and commenting on the loss of an important and valuable member of the community.

**Burnside** said that he had also attended the Memorial for Bea Richmond, a wonderful woman and a sad loss to the community. Burnside reported on a meeting with Ed Lee, owner of the Embassy Business Services, and a meeting last Friday regarding the Center of the State. A plaque is being designed to be able to be moved around to different areas; there will be a report on that later. Burnside also reported on his participation in the Cottonwood parade last Saturday. He noted that the today the Journal reported that the Justice Department approved the County Districting Map A; there will be some activity forthcoming on that issue before the next election.

7. **Call to the Public for items not on the agenda.**

(Comments from the following individuals are summarized.)

**Jeremy Bach** first confirmed that it would be in order for him to comment at this time on his position on the weeds, and keeping the gates on the roads. He said that his concern was to keep the cattle and horses contained and remediate the weed issue. Bach said he represents three of the property owners with the lots in that area who are committed to keeping the weeds under control. As for the liability issues, he would hope to sit down and discuss a remediation plan with those involved in the weed issue.

**Sheila Stubler**, of Fort Verde State Park, accompanied by Gerry Laurito, both in Victorian costumes, outlined the dates and upcoming Christmas festivities at the Park, and invited everyone to join in all the activities.

**Justin Wertz** thanked the Council for their help and cooperation, and reported on the progress of his skateboard project that he believes will turn out to be of great benefit to the community in the future.

There was no further public input.

8. **Discussion, consideration, and possible appointment to the following:**

- ❖ **Three (3) members to the Planning and Zoning Commission, with terms beginning January 1, 2012 and expiring December 31, 2015. Applicants are Greg Blue, Dave Freeman, and Chip Norton.**
- ❖ **Two (2) members to the Board of Adjustments and Appeals, with terms beginning January 1, 2012 and expiring December 31, 2015. Applicants are Jim Bullard and Doug Stevens.** Staff Resource: Debbie Barber

On a motion by Whatley, seconded by Baker, the Council unanimously approved the appointment of Greg Blue, Dave Freeman and Chip Norton to the Planning and Zoning Commission, and also approved the appointment of Jim Bullard and Doug Stevens to the Board of Adjustments and Appeals.

Town Clerk Barber advised the Council that the subject positions had been advertised, and the applications received were all from incumbents on the Commission and Board; the applicants are not present at this time. Barber confirmed that no letters of opposition had been received.

Councilor Whatley expressed her extreme gratitude that the applicants, who are already very busy serving in other capacities for the community, are willing to give up even more of their time to serve the Town.

9. **Discussion, consideration, and possible direction to staff to prepare an ordinance amending Town Code Chapter 10, Article 10-2, Section 10-2-1.A, Declaration of Nuisance, to include "Noxious Weeds". If approved, the ordinance will be brought back for consideration at a later date.** Staff Resource: Mike Jenkins

On a motion by Baker, seconded by Whatley, the Council unanimously instructed staff to investigate other possible measures regarding noxious weeds as a nuisance violation, contact perhaps the Verde Valley Natural Resource Conservation District, and other members of the community resources, and bring back to Council all that information at a later date.

Community Development Director Mike Jenkins reviewed the background of including a provision in the Town Code defining Nuisances. Research with other communities has found that noxious weeds have been addressed as a Nuisance. Councilor George had provided a model ordinance to deal with the problem of noxious weeds; however, the Town Code now has enforcement capabilities, and staff has prepared the proposed amendment that would give the Town

authority to require removal and control of noxious weeds. Jenkins also referred to research conducted by several agencies on the Yellow Star Thistle, and the extensive abatement programs developed in connection with remediation of these types of weeds. The Verde Valley Natural Resources Conservation District and the County Extension Office have programs and assistance available for conducting abatement measures. Jenkins said that staff is requesting direction from the Council regarding how to proceed further.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Jody Allen** said she wanted to applaud the Council for their consideration of a very responsible amendment to the Ordinance. She stated that there are 400,000 acres in Arizona alone every year that have these noxious weeds that take over the landscape, and that increases by 20 percent annually. The subject Ordinance would provide another tool to combat the problem. Ms. Allen added that the Verde Valley NRCD can help with planning and design; it is a Federal program and has funding that is available. Ms. Allen commented on her experience working with the Forest Service for several years trying to eliminate the Yellow Star Thistle that affects the neurological systems of the equine population. She said she had no problem with the suggestion to keep the gates closed, as mentioned earlier.

**Howard Parrish** noted that Payson is timber country, and the Verde Valley is open country with lots of open space for the tumble weeds to grow; spray for the weeds costs \$100 a gallon. Mr. Parrish commented on what he considers the worst weed that the area has now, that grows up and down the road between here and Cottonwood.

**Jeremy Bach** said he had no expertise to comment on the neurological effect of the Thistle, but whatever is needed to take care of that specific weed should be done. He added that his development would like to keep it closed up, whatever is needed is what they will do.

**Jim Davis** commented that he could personally tell the Council that having some animals out there, they are being fed with over 200 pounds of grain per day for all the cows out there. He said he would not let his animals get malnourished.

There was no further public input.

Councilor Baker expressed her concern about having a provision in the Code that might result in imposing a lien on someone's property, she would prefer the idea of first investigating what could be done through the Verde Valley Natural Resources Conservation District and other resources.

Mayor Burnside questioned who would be able to file a nuisance complaint, whether it would be against an immediate neighbor, or against someone across town; Jenkins confirmed that it could be anyone, and an investigation would probably be the responsibility of the Community Development Department. Burnside said he believes that education is what is necessary, and that we do not need any more government rules and regulations; he also pointed out the problem of the weeds growing on the Verde River, making the property owners liable for penalties under the Code. Burnside cited No. 4 of the Draft, Unclaimed Publications, as another example of concern. He suggested that perhaps the height of weeds could be considered as a method of control. Burnside listed several ways to educate the community on the issue of noxious weeds, stressing that common sense would prevail.

During further discussion, with Whatley expressing concern that Councilor George was absent and had been involved in the issue, Town Manager Martin noted that staff had been directed to consider an Ordinance, which they have done; if Council wants staff to look at other options, they will do so and bring back those options for the full Council to consider and decide what direction they want to take, including an Ordinance. Following the motion made by Baker, Jenkins suggested that the Verde Valley NCRD be invited to give a presentation on the processes for trying to eradicate these noxious weeds; Baker noted that that could be part of the research that staff is being requested to do and bring back to Council.

#### 10. **Discussion, consideration, and possible approval of Resolution 2011-850 a resolution of the Town of Camp**

**Verde, Yavapai County, Arizona specifying the location of community-wide (Event and Show) sign areas located in the Town's right-of-way or on Town-owned property to allow for temporary signs to be placed in these areas pursuant to the requirements of Part 4, Section 404.D of the Planning and Zoning Ordinance.** Staff Resource: Mike Jenkins

On a motion by Buchanan, seconded by Baker, the Council unanimously approved Resolution 2011-850 a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona specifying the location of community-wide (Event and Show) sign areas located in the Town's right-of-way or on Town-owned property to allow for temporary signs to be placed in these areas pursuant to the requirements of Part 4, Section 404.D of the Planning and Zoning Ordinance as indicated on the **attached Council-selected exhibits**; the Council also specifies that these locations are in general, and with the final sign locations being determined by the Town of Camp Verde's Public Works Department who will determine these locations based on site visibility, clear view zones and practicality; in addition, the Town staff has picked out 12 possible sites; we realize that all 12 sites may not be used at the same time, but those sites would be available and signs could be moved around within those 12 sites.

Jenkins reviewed the Council's previous direction to staff to search for further possible locations for community-wide event and show temporary signs; Council had also provided recommendations for some areas. Staff has arrived at a total of 12 sites that have all been assessed by the Town Engineer, in particular as to site visibility for traffic and safety issues, and he believes that any or all of the areas are good possibilities, and it is up to the Council to either approve all of the sites or only a select few.

The Council discussed with Jenkins and Martin the issues of the sponsors of the events having responsibility for preparing the banners, the Town putting poles in place where there had been none, and when, and the proposed process for approving their use.

#### **PUBLIC INPUT**

There was no public input.

The members discussed the different sites, reviewing the proposed sizes and time limitations for the banners, and use of the banners on or near rights-of-way. There was some objection expressed as to agreeing to all 12 proposed sites; staff pointed out the benefit of having the sites available, without seeking approval from Council for a particular location, even though they may not all be used. Construction of the poles, or monuments, would take place as the need arises, depending upon priority. The discussion also included the suggestion that locations for the sites should be close to stop signs, or where traffic would have to slow down, for better visibility, particularly near the Casino to help divert traffic to Camp Verde.

11. **Discussion, consideration, and possible approval of Ordinance 2011-A378, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Chapter 7, Article 7-10 Municipal Development Fees (Impact Fees) of the Town Code placing a moratorium on and suspending the collection of all Development Impact Fees.** Staff Resource: Mike Jenkins

On a motion by Baker, seconded by Buchanan, the Council unanimously approved Ordinance 2011-A378, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Chapter 7, Article 7-10 Municipal Development Fees (Impact Fees) of the Town Code placing a moratorium on and suspending the collection of all Development Impact fees.

Jenkins said that at the October 26 meeting, based on options presented to Council, staff had been directed to prepare the required document to establish a moratorium and suspend collection of all development impact fees in Camp Verde, which staff has done. The Town Attorney has reviewed and provided direction in preparing the proposed Ordinance. Jenkins also reviewed the lack of clarity and sufficient direction in the new legislation that create problems for communities throughout Arizona, and the recommendation of the League of Cities and Towns. As directed, staff has prepared an Ordinance that will end the collection of impact fees.

12. **Discussion, consideration, and possible direction to staff to pursue enforcement or direct changes to the Town Code, Article 9-2, Off-Premises Canvassing and Signage.** Staff Resource: Russ Martin  
On a motion by Baker, seconded by Kovacovich, the Council unanimously directed staff to pursue enforcement relative to the Town Code Article 9-2, Off-Premises Canvassing recently passed and Sedona Pines, LLC who is affected by the enforcement of the Town Code.

Martin had nothing further to report on this item.

#### **PUBLIC INPUT**

There was no public input.

In response to a question from Council, Martin pointed out some of the differences noted in the draft document, such as Sedona Pines, LLC wanted to insist on a difference between a public or private sidewalk; they can use "Visitor" or "Tourist" as long as Camp Verde is not stated in front of any type of sign; they want a distance of 12 feet to be allowed between the Tourist Information sign and a sign that clarifies that it is a sales solicitation. They basically rewrote the ordinance to make sure that what they are currently doing is allowed.

Discussing the motion, Burnside questioned why the verbiage specifically spelled out Sedona Pines, LLC; the Town wants to have the Town Code enforced so that it would apply to any and all, so he is not in favor of adding that entity who is affected. He wanted to make sure, **for the record**, that the Ordinance will apply to any and all and will be enforced as such. Martin said that the purpose of including that reference to Sedona Pines, LLC was that they do not believe that the existing Ordinance applies at all; they believe they are currently following the Code.

13. **Discussion, consideration, and possible approval of an amendment to the Special Events Policies and Procedures Guide, adding an "Established Promoter Status" and allowing the waiver of deposits for community-wide events.** Staff Resource: Debbie Barber  
On a motion by Baker, seconded by Whatley, the Council **voted 4-1** to approve an amendment to the Special Events Policies and Procedures Guide, adding an "Established Promoter Status" and allowing the waiver of deposits for community-wide events; **with Burnside opposed.**

Barber said that in March of last year the Council approved the Special Events Policies and Procedures Handbook; the first year of handling the special events has worked out very well. During the past year, several of the promoters **have** commented on the deposits being so expensive, which takes funding away from the event itself since it can sometimes take up to 3 weeks before the deposit check is returned to the promoter. The proposed change to the Policies and Procedures for Council consideration would add an "Established Promoter Status" provision and allow the waiver of deposits.

#### **PUBLIC INPUT**

There was no public input.

The members discussed with Barber the various promoters; Barber outlined the criteria to be met in order to earn the "Established Promoter Status." Martin commented that only minor issues have come up, and they have not been deposit-related. If there is a real issue with actual cost to the Town, the agreement with the promoter covers that; the deposit in no way is enough to cover that. Martin also confirmed that the Status could also be taken away if there are deposit-related issues; staff members would make that determination, and Martin suggested that such language could be included, if desired. Barber also noted that the number of events would be the basis for the criteria to receive the Established Promoter Status, not necessarily a 12-month period, and language will be added to clarify that distinction.

Burnside said he understands the intent of the proposed addition, but questions the timing cited in the staff report; he referred to a print-out of the events done in 2011, including the Pecan & Wine Festival held in February pursuant to a

gentleman's agreement with Carly in advance of adopting the Policies & Procedures in April 2011. Barber confirmed that staff is requesting that the subject amendment be made retroactive based on past experience with the promoters, and anyone could apply for the special Status. Burnside said he believed that, rather than dropping the deposit, the issue of how the charge for deposits is determined should be addressed, and the deposit for a key should never be dropped. Burnside also questioned the process and length of time for returning the deposit checks.

14. **Call to the Public for items not on the agenda.**

(Comments from the following individual are summarized.)

**Steve Ayres** wanted to remind everybody that tomorrow is the Town's 25<sup>th</sup> birthday

There was no further public input.

15. **Manager/Staff Report**

Martin commented on the upcoming event on Saturday, at the Gazebo, at 5:00 p.m., and hoped all the members will be available at that time; he also announced the Chamber Mixer at the Fort on the 15<sup>th</sup> and requested a count of those who will not be able to attend; on the 16<sup>th</sup> the members will have an opportunity to meet the potential new Town Marshal, following final interviews on the 15<sup>th</sup>.

16. **Adjournment**

On a motion by Baker, seconded by Whatley, the meeting was adjourned at 8:13 p.m.

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Bob Burnside, 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 Session of the Town Council of Camp Verde, Arizona, held on the 7<sup>th</sup> day of December 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

---

Debbie Barber, Town Clerk

4 a. 3

**DRAFT  
MINUTES  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
WEDNESDAY, DECEMBER 7, 2011  
6:00 p.m.**

**1. Call to Order**

The meeting was called to order at 6:00 p.m.

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Buchanan, Whatley and Baker were present; Councilors George and German were absent.

**Also Present:** Town Manager Russ Martin, Town Attorney Steve Wene (telephonically), and Recording Secretary Margaret Harper.

**3. Discussion, consideration, and possible direction to staff and/or discussion or consultation with the Town Attorney for legal advice regarding water rights.**

Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation. Staff Resource: Russ Martin

On a motion by Baker, seconded by Kovacovich, the Council voted unanimously to go into Executive Session for legal advice regarding water rights.

Town Manager Martin said that he would turn the meeting over to Town Attorney Wene for a review of the status of the subject negotiations, and an Executive Session was called accordingly.

**A recess was called at 6:02 to go into Executive Session.**

On a motion by Baker, seconded by Kovacovich, the Executive Session was adjourned at 6:13 p.m.

**The meeting was called back to order at 6:13 p.m.**

Town Manager Martin commented that the Council has received an update from the Water Rights attorney; staff is moving forward with an agreement that will be made public sometime within the coming month.

**4. Adjournment**

On a motion by Buchanan, seconded by Baker, the meeting was adjourned at 6:14 p.m.

\_\_\_\_\_  
Bob Burnside, Mayor

\_\_\_\_\_  
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 Special Session of the Town Council of Camp Verde, Arizona, held on the 7<sup>th</sup> day of December 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Debbie Barber, Town Clerk

40



**Agenda Item Submission Form - Section I**

**Meeting Date:** January 4, 2012

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department:** Clerk's Office

**Staff Resource/Contact Person:** Deborah Barber

**Agenda Title (be exact):** Discussion, consideration, and possible approval of Resolution 2012-851, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting meeting dates and times for Council and all Commissions/Committees.

**List Attached Documents:** Resolution 2012-851

**Estimated Presentation Time:** 1 Minutes

**Estimated Discussion Time:** 5 Minutes

**Reviews Completed by:** N/A

Department Head:       Town Attorney Comments: N/A

Finance Review:  Budgeted    Unbudgeted    N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** Town Code, 4-2-1.3 stipulates that Council will establish by Resolution, the meeting dates and times for Council and all Boards and Commissions in January of each year. This resolution meets the Town Code requirements and established the 2011 meeting dates and times for Council and all Commissions/Committees for 2012

**Recommended Action (Motion):** Approve Resolution 2012-851, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting meeting dates and times for Council and all Commissions/Committees.

**Instructions to the Clerk:** Part 2 not required-process as normal

**RESOLUTION 2012-851**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
SETTING MEETING DATES AND TIMES FOR  
COUNCIL AND COMMISSIONS  
Superseding Resolution 2010-796, setting meeting dates and times**

**WHEREAS**, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities; and

**WHEREAS**, it is in the best interest of the Town to inform citizens of all regular Council, Commission and Committee meetings, dates and times,

**NOW THEREFORE**, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following meeting dates and times for the Mayor and Common Council, Town Commissions, and Committees as follows:

**Mayor and Council, Board, and Commission Meeting Schedule**

**Note: Meetings are held in Council Chambers located at 473 S. Main Street, Ste. 106, Camp Verde, Arizona unless otherwise noted on the notice that is posted no later than 24 hours prior to each meeting. Special meetings or work sessions may be scheduled by consent of the Town Manager and will be posted no later than 24 hours prior to such meeting.**

<b>Mayor and Common Council of the Town of Camp Verde 2009 Meeting Schedule</b>		
Regular Session	January 4, 2012	6:30 p.m.
Regular Session	January 18, 2012	6:30 p.m.
Council Hears P&Z Matters	January 25, 2012	6:30 p.m.
Regular Session	February 1, 2012	6:30 p.m.
Regular Session	February 15, 2012	6:30 p.m.
Council Hears P&Z Matters	February 22, 2012	6:30 p.m.
Regular Session	March 7, 2012	6:30 p.m.
Regular Session	March 14, 2012	6:30 p.m.
Council Hears P&Z Matters	March 21, 2012	6:30 p.m.
Regular Session	April 4, 2012	6:30 p.m.
Regular Session	April 18, 2012	6:30 p.m.
Council Hears P&Z Matters	April 25, 2012	6:30 p.m.
Regular Session	May 2, 2012	6:30 p.m.
Regular Session	May 16, 2012	6:30 p.m.
Council Hears P&Z Matters	May 23, 2012	6:30 p.m.
Regular Session	June 6, 2012	6:30 p.m.
Regular Session	June 20, 2012	6:30 p.m.
Council Hears P&Z Matters	June 27, 2012	6:30 p.m.
Regular Session-Cancelled	July 4, 2012	6:30 p.m.
Regular Session	July 18, 2012	6:30 p.m.
Council Hears P&Z Matters	July 25, 2012	6:30 p.m.
Regular Session	August 1, 2012	6:30 p.m.
Regular Session	August 15, 2012	6:30 p.m.
Council Hears P&Z Matters	August 22, 2012	6:30 p.m.
Regular Session	September 5, 2012	6:30 p.m.
Regular Session	September 19, 2012	6:30 p.m.
Council Hears P&Z Matters	September 26, 2012	6:30 p.m.
Regular Session	October 3, 2012	6:30 p.m.
Regular Session	October 17, 2012	6:30 p.m.
Council Hears P&Z Matters	October 24, 2012	6:30 p.m.
Regular Session	November 7, 2012	6:30 p.m.
Regular Session - Cancelled	November 21, 2012	6:30 p.m.
Council Hears P&Z Matters - Combined	November 28, 2012	6:30 p.m.
Regular Session	December 5, 2012	6:30 p.m.
Regular Session P&Z Combined	December 19, 2012	6:30 p.m.
Council Hears P&Z Matters-Cancelled	December 26, 2012	6:30 p.m.

**Regular Meetings of the Planning & Zoning Commission**

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the first Thursday of every other month beginning in January 2012 unless there is a paid application, which in this case, the meeting will be held on the second Thursday of the month as a Special Session. Additionally, Special Session meetings may be held on the second Thursday of each month at 6:30 p.m. as needed.**

Planning & Zoning Commission of the Town of Camp Verde 2012 Meeting Schedule		
<b>Regular Session</b>	<b>January 5, 2012</b>	<b>6:30 p.m.</b>
Special Session (as needed)	January 12, 2012	6:30 p.m.
Special Session (as needed)	<b>February 2, 2012</b>	6:30 p.m.
Special Session (as needed)	February 9, 2012	6:30 p.m.
<b>Regular Session</b>	<b>March 1, 2012</b>	<b>6:30 p.m.</b>
Special Session (as needed)	March 8, 2012	6:30 p.m.
<p align="center"><b>First Quarterly Report for Period January 2012 through March 2012 will be heard at the April 18, 2012 Council Meeting.</b></p>		
Special Session (as needed)	April 5, 2012	6:30 p.m.
Special Session (as needed)	April 12, 2012	6:30 p.m.
<b>Regular Session</b>	<b>May 3, 2012</b>	<b>6:30 p.m.</b>
Special Session (as needed)	May 10, 2012	6:30 p.m.
Special Session (as needed)	June 7, 2012	6:30 p.m.
Special Session (as needed)	June 14, 2012	6:30 p.m.
<p align="center"><b>Second Quarterly Report for Period April 2012 through June 2012 will be heard at the July 18, 2012 Council Meeting.</b></p>		
<b>Regular Session</b>	<b>July 5, 2012</b>	<b>6:30 p.m.</b>
Special Session (as needed)	July 12, 2012	6:30 p.m.
Special Session (as needed)	August 2, 2012	6:30 p.m.
Special Session (as needed)	August 9, 2012	6:30 p.m.
<b>Regular Session</b>	<b>September 6, 2012</b>	<b>6:30 p.m.</b>
Special Session (as needed)	September 13, 2012	6:30 p.m.
<p align="center"><b>Third Quarterly Report for Period July 2012 through September 2012 will be heard at the October 17, 2012 Council Meeting.</b></p>		
Special Session (as needed)	October 4, 2012	6:30 p.m.
Special Session (as needed)	October 11, 2012	6:30 p.m.
<b>Regular Session</b>	<b>November 1, 2012</b>	<b>6:30 p.m.</b>
Special Session (as needed)	November 8, 2012	6:30 p.m.
Special Session (as needed)	December 6, 2012	6:30 p.m.
Special Session (as needed)	December 13, 2012	6:30 p.m.
<p align="center"><b>Fourth Quarterly Report for Period October 2012 through December 2012 will be heard at the January 16, 2013 Council Meeting.</b></p>		



4 d.



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: January 4, 2012**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department:** Clerk's Office

**Staff Resource/Contact Person:** Debbie Barber

**Agenda Title (be exact):** Possible approval of the annual Policy Statement that authorizes the Mayor, on behalf of the Council, to support or oppose State legislation that affects ground water, State-shared revenues, and/or land use authority when such legislation is introduced or acted upon and that needs an immediate response from the Town. The Mayor and Council generally support protection of ground water, State-shared revenues and municipal authority of land use issues.

**List Attached Documents:**

**Estimated Presentation Time:** N/A

**Estimated Discussion Time:** N/A

**Reviews Completed by:**

- Department Head: Debbie Barber       Town Attorney Comments: N/A
- Finance Department N/A

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** Section 2-2-4-F of the Town Code states that at the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's position and interests and that require an immediate response.

The following are examples that were included in previous Policy Statements: 1) supporting legislation that protects the Ground Water Aquifer Verde River Basin; 2) opposing legislation that compromises the integrity of the Ground Water Aquifer Verde River Basin; 3) supporting legislation that maintains State Shared Revenues; 4) opposing legislation that erodes State shared Revenues; 5) supporting legislation that maintains land use authority for municipalities in Arizona; and/or 6) opposing legislation that erodes the land use authority for municipalities in Arizona.

**Recommended Action (Motion):** Move to authorize the Mayor, on behalf of the Council, to: 1) support legislation that protects the Ground Water Aquifer Verde River Basin; 2) oppose legislation that compromises the integrity of the Ground Water Aquifer Verde River Basin; 3) support legislation that maintains the State Shared Revenues; 4) oppose legislation that erodes State shared Revenues; 5) support legislation that maintains land use authority for municipalities in Arizona; and/or 6) oppose legislation that erodes municipal land use authority.

**Instructions to the Clerk:** N/A – Section II not applicable.

ID	CODE	NAME	MAILING ADDRESS	PROPERTY ADDRESS	EXPIRATION
2244	CONT	THE ROOFING COMPANY	YANESSA HAUGHT 343 S NINA DRIVE MESA, AZ 85210		10/31/2012
2245	COMMENTS: CONT	BL060 - [REDACTED] HOFFMAN BUILDINGS & BARN, IN	JIM HOFFMAN 7805 COYOTE SPRINGS RD PRESCOTT VALLEY, AZ 86315		10/31/2012
2246	COMMENTS: CONT	BL060 - [REDACTED] BROKEN ARROW COMMUNICATION IN	230 S DATE SUITE 101 MESA, AZ 85210		10/31/2012
2247	COMMENTS: CONT	BL060 - [REDACTED] HOME STYLE BUILDERS INC	GLENN WYATT 155 CANYON WREN DR SEDONA, AZ 86336		10/31/2012
2248	COMMENTS: RET	BL060 - [REDACTED] THE MYSTICAL REALM INC	JEANINE YEAGER PO BOX 3263 CAMP VERDE, AZ 86322	545 S MAIN STREET	10/31/2012
TOTAL LICENSES:					5

# 9



**TOWN OF CAMP VERDE  
Agenda Action Form**

**Meeting Date:** January 4, 2012

**Meeting Type:**

Consent Agenda – Special Announcements       Regular Business       Work or Special Session

**Reference:** Presentation of Certificates of Appreciation

**Agenda Title (be exact):** Presentation of Certificates of Appreciation to the following recipients relative to their donations or help with the Town's 25<sup>th</sup> Anniversary Celebration :

**Merchants and Organizations that donated funds for the cupcakes and hot chocolate:**

American Legion Post 93 – Tom Dimock, Commander, Style Up! – Lisa Johnson, Camp Verde Realty, Inc. – Bill Carter, The Flower Shop – Karen James, Crusty's Pizza – Karl Palen, Tire Pro Automotive – Don and Cherie Hanks

**Volunteers and Employees who helped with the festivities:**

Shane Allen, Carol Brown, Robert Chavez, Harry Cipriano, Jacque Daughety, Jerry Daughety, Curtis Daughety-Gates, Mike Dumas, Teresa Goodwin, Lynda Moore, Darrell Payne, Veronica Pineda, Nixon Pineda, Deborah Ranney, Bob Ranney, Cindy Tinail and Paul Tinail

**Purpose and Background Information:**

On behalf of the Town, the Mayor and Council will present Certificates of Appreciation recognizing the donations provided by community businesses and acknowledging the efforts of volunteers and Town employees for their outstanding help with the Town's 25<sup>th</sup> Anniversary Celebration.

**Recommendation (Suggested Motion):** Present Certificates of Appreciation

**Finance Review:**  Budgeted     Unbudgeted     N/A

**Finance Director Comments/Fund:**

**Attorney Review:**  Yes     No     N/A

**Attorney Comments:** N/A

**Department:** Administration

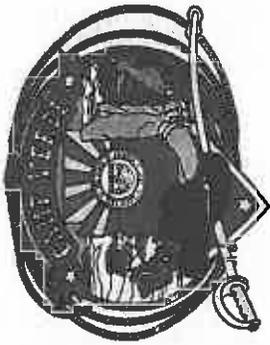
**Contact Person:** Russ Martin

**Supporting Documents attached:**  Yes     No     N/A (If yes, list detail below)

Certificates of Appreciation for Town's 25<sup>th</sup> Anniversary Celebration:

**Instructions to Clerk:** Please agendize as the first item under regular business

**Action Report prepared by:** cbrown

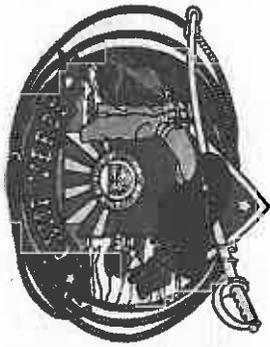


*Town of Camp Verde  
Certificate of Appreciation*

*To  
American Legion Post 93  
Tom Dimock, Commander*

*On behalf of the Town we wish to thank you and recognize your  
Generous Donation for the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*      \_\_\_\_\_ *Date*



*Town of Camp Verde  
Certificate of Appreciation*

*To*

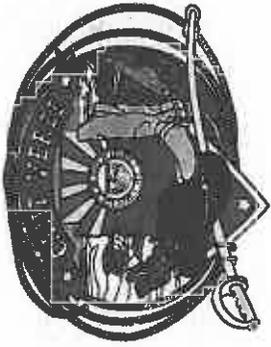
*Style Up!*

*Lisa Johnson*

*On behalf of the Town we wish to thank you and recognize your  
Generous Donation for the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*

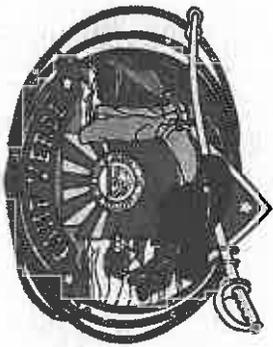


*Town of Camp Verde  
Certificate of Appreciation*

*To  
Camp Verde Realty, Inc.  
Bill Carter*

*On behalf of the Town we wish to thank you and recognize your  
Generous Donation for the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*      \_\_\_\_\_ *Date*

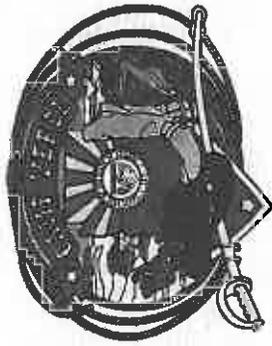


*Town of Camp Verde  
Certificate of Appreciation*

*To  
The Flower Shop  
Karen James*

*On behalf of the Town we wish to thank you and recognize your  
Generous Donation for the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*      \_\_\_\_\_ *Date*



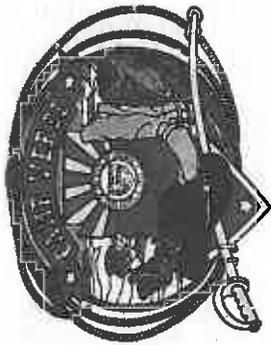
*Town of Camp Verde  
Certificate of Appreciation*

*To  
Crusty's Pizza  
Karl Palen*

*On behalf of the Town we wish to thank you and recognize your  
Generous Donation for the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*

\_\_\_\_\_  
*Date*

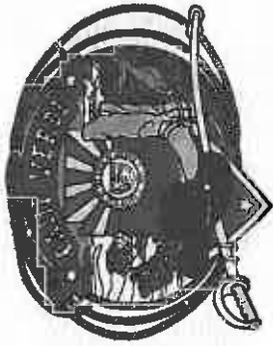


*Town of Camp Verde  
Certificate of Appreciation*

*To  
Tire Pro Automotive  
Don and Cherie Hanks*

*On behalf of the Town we wish to thank you and recognize your  
Generous Donation for the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*      *Date*



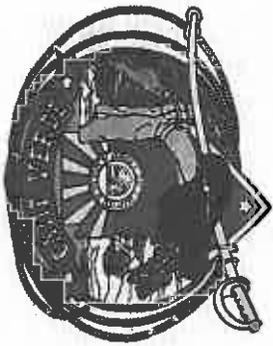
*Town of Camp Verde  
Certificate of Appreciation*

*To  
Shane Allen*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*

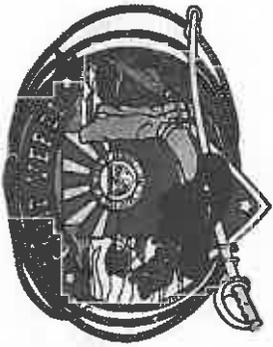


*Town of Camp Verde  
Certificate of Appreciation*

*To  
Carol Brown*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*      *Date*



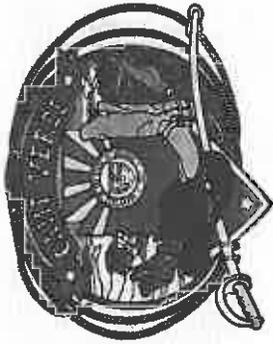
*Town of Camp Verde  
Certificate of Appreciation*

*To  
Robert Chavez*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*

\_\_\_\_\_  
*Date*



*Town of Camp Verde  
Certificate of Appreciation*

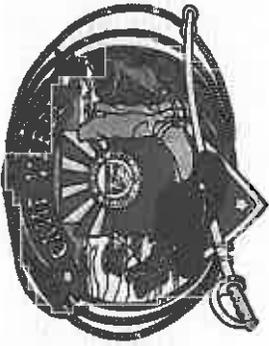
*To*

*Harry Cipriano*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*



*Town of Camp Verde  
Certificate of Appreciation*

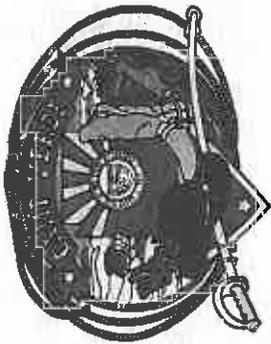
*To*

*Jacque Daughety*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*



*Town of Camp Verde  
Certificate of Appreciation*

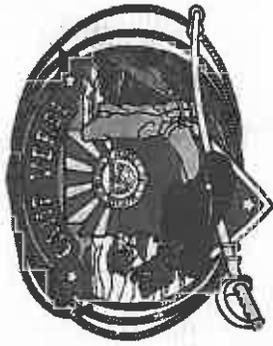
*To*

*Jerry Daughety*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*



*Town of Camp Verde  
Certificate of Appreciation*

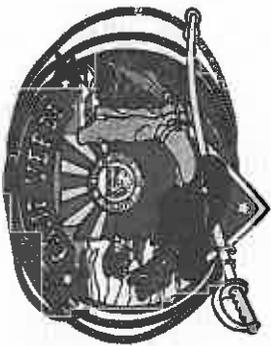
*To*

*Curtis Daughety-Gates*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*

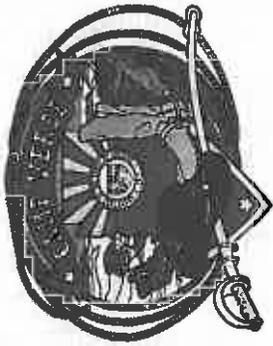


*Town of Camp Verde  
Certificate of Appreciation*

*To  
Mike Dumas*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*\_\_\_\_\_  
Mayor Bob Burnside      Date*

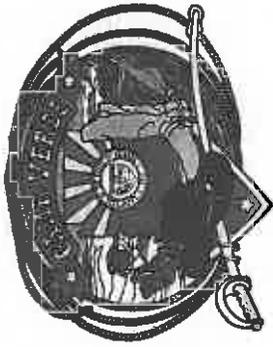


*Town of Camp Verde  
Certificate of Appreciation*

*To  
Teresa Goodwin*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*      *Date*



*Town of Camp Verde  
Certificate of Appreciation*

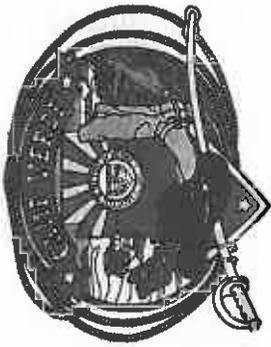
*To*

*Lynda Moore*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*

\_\_\_\_\_  
*Date*



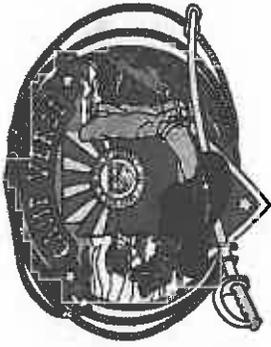
*Town of Camp Verde  
Certificate of Appreciation*

*To  
Darrell Payne*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*



*Town of Camp Verde  
Certificate of Appreciation*

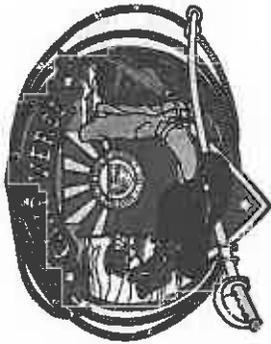
*To*

*Veronica Pineda*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*



*Town of Camp Verde  
Certificate of Appreciation*

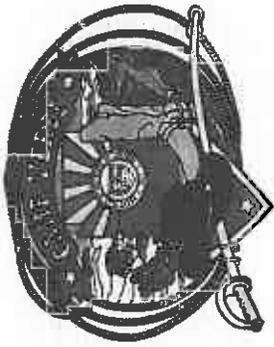
*To*

*Nixon Pineda*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

*Mayor Bob Burnside*

*Date*



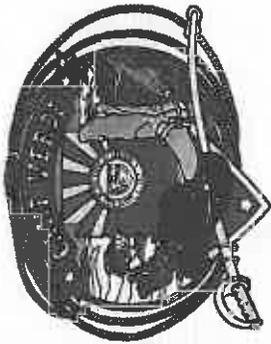
*Town of Camp Verde  
Certificate of Appreciation*

*To  
Deborah Ranney*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*

\_\_\_\_\_  
*Date*



*Town of Camp Verde  
Certificate of Appreciation*

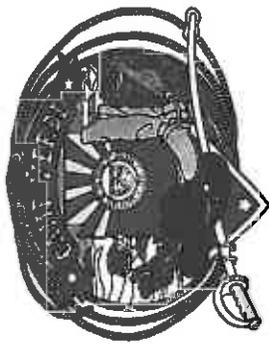
*To*

*Bob Ranney*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*

\_\_\_\_\_  
*Date*



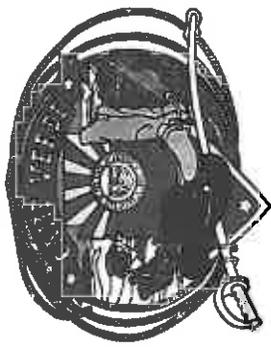
*Town of Camp Verde  
Certificate of Appreciation*

*To  
Cindy Tinnall*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*

\_\_\_\_\_  
*Date*



*Town of Camp Verde  
Certificate of Appreciation*

*To  
Paul Inall*

*On behalf of the Town we wish to thank you and recognize your  
outstanding help with the  
Town's 25th Anniversary Celebration*

\_\_\_\_\_  
*Mayor Bob Burnside*

\_\_\_\_\_  
*Date*



Town of Camp Verde

**Meeting Date: January 4, 2012**

- Consent Agenda       Decision Agenda       Executive Session Requested  
 Presentation Only       Action/Presentation

**Requesting Department:** Administration

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Recognition of the Resolution adopted by the State Parks Board wherein they express appreciation to the Mayor and Council of Camp Verde for their commitment to Fort Verde Historic Park

**List Attached Documents:**

1. Letter of Transmittal to the Mayor
2. Resolution from the State Parks Board

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** N/A

**Reviews Completed by:** N/A

**Background Information:**

Simply an opportunity to recognize our partnership and the leadership Camp Verde demonstrated and continues to demonstrate on partnerships with the State Park.

**Instructions to the Clerk:** Frame Resolution to place in Town Hall.

JANUARY 4, 2012  
REGULAR SESSION

ADDITIONAL INFORMATION

ITEM #8

COVER LETTER FROM ARIZONA STATE PARKS

2- 5- 204 17 8000



December 2, 2011

Janice K. Brewer  
Governor

State Parks  
Board Members

Chair  
Tracey Westerhausen  
Phoenix

Walter D. Armer, Jr.  
Vail

Reese Woodling  
Tucson

Larry Landry  
Phoenix

Alan Everett  
Sedona

William C. Soalzo  
Phoenix

María Baler  
State Land  
Commissioner

Renée E. Bahl  
Executive Director

Arizona State Parks  
1300 W. Washington  
Phoenix, AZ 85007

Tel & TTY: 802.542.4174  
AZStateParks.com

800.255.3703 from  
(520 & 928) area codes

General Fax:  
802.542.4180

Director's Office Fax:  
802.542.4188

Town of Camp Verde  
Mayor Bob Burnside  
473 S. Main St.  
Camp Verde, AZ 86322

Dear Mayor Burnside:

I would like to personally thank you on behalf of the Arizona State Parks Board for your support of Fort Verde State Historic Park. We would not have been as successful at keeping parks open without your help.

Please accept this recognition resolution as a token of our appreciation. I look forward to continued opportunities for partnerships with the Town of Camp Verde.

Sincerely,  
*Renée*

Renée E. Bahl  
Executive Director

cc: Tracey Westerhausen, Chairman, Arizona State Parks Board

*Bob - Thank you for all your support and for being the first person to say it is not an option to close parks. I will miss working with you*  
*Renée*

**Resolution  
In Recognition of  
Town of Camp Verde**

WHEREAS: On October 10, 1970, Fort Verde State Historic Park opened to the public.

WHEREAS: Fort Verde State Historic Park has a \$2.4 million impact on Yavapai County through direct, indirect, and induced income.

WHEREAS: The Town of Camp Verde recognized the importance of keeping Fort Verde State Historic Park open to the public and recognized that the budget constraints affecting the State of Arizona made it difficult for the Arizona State Parks Board to commit adequate funds to operate the park. The agreement with the Town of Camp Verde demonstrates it is committed to helping keep Fort Verde State Historic Park open to the public.

WHEREAS: The Town of Camp Verde has performed this task beyond expectation with \$45,000 and 700 hours of "staff" for the support the operation of Fort Verde State Historic Park; and

WHEREAS: The Town of Camp Verde continues to provide superb service to the Arizona State Parks Board and the people of Arizona, in times of need and times of plenty; it is hereby

**RESOLVED:**

That the Arizona State Parks Board expresses sincere gratitude for the work and accomplishments of the Town of Camp Verde; and

That this Resolution be entered into the records of the Arizona State Parks Board and a copy be presented to the Town of Camp Verde as a token of the high regard held by the Arizona State Parks Board.

Dated this thirtieth day of November 2011.

  
Tracey Westerhausen, Chair  
Arizona State Parks Board



Arizona State Parks Board Members

Walter D. Armer, Jr., Reese Woodling, Larry Landry, Alan Everett, William C. Scalzo  
Maria Baier, State Land Commissioner  
Renée E. Bahl, Executive Director

9.



Town of Camp Verde

Meeting Date: January 4, 2012

- Consent Agenda       Decision Agenda       Executive Session Requested  
 Presentation Only       Action/Presentation

**Requesting Department:** Administration

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Discussion, consideration and possible direction to the staff to place a centennial plaque(s) and/or monument commemorating Camp Verde as the "Center of Arizona" at Rezzonico Park or another location (in Town) as designated by Council

**List Attached Documents:**

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 10 minutes

**Reviews Completed by:**

- Department Head:** Russ Martin (comments included in report)  
 **Town Attorney Comments:** N/A  
 **Finance Department**

**Fiscal Impact:** Funding or staff time may be necessary to erect plaque/monument

**Budget Code:** N/A      **Amount Remaining:** N/A

**Comments:**

**Background Information:**

The project that Arizona Professional Land Surveyors (APLS) is doing is to designate the closest community to the geographic center of the state of Arizona. This is similar to a project they did in 2004 when they marked the population center of Arizona based on the 2000 census in Gilbert, AZ.

Camp Verde is being named as the community closest to the geographic center. They would like to build a display in a public park located at 34 W. Moser Lane north of the Public Library (Rezzonico Park). The display is intended to be educational and the principle focus is on how surveying, mapping and engineering has formed the state to be what it is today.

The park is located alongside the Verde River and an emphasis on water rights and usage will be a focal point of how the state was formed.

The cost of the display is going to be covered by APLS and funding primarily will come from corporate sponsorship. Corporate sponsors will be recognized both at the dedication ceremony. In addition, their logo would be placed on an interpretative sign adjacent to the display. They are hoping to have an event on April 1<sup>st</sup> unveiling this display.

The Town would then be responsible for maintaining the display in the future. Maintenance will include painting the sign periodically and general upkeep of the park.

***Recommended Action (Motion): Approve the following:***

*Direct staff to move forward with preparation and location of the sign at Rezzonico Park or another location (in Town) as designated by Council*

***Instructions to the Clerk: None***

To Russ Martin, Suzy Burnside, Brian Fisher, Alan Buchanan

From:

**Steve Ayers** (sayers@verdenews.com)

Sent: Tue 12/27/11 8:51 AM

To: Russ Martin (Russ.Martin@campverde.az.gov); Suzy Burnside (bns\_sb@msn.com); Brian Fisher (azgeocenter2012@gmail.com); Alan Buchanan (homeinspect@commspeed.net)

Russ, Alan and Bob.

I spoke with Brian Fisher last week. He wants to kick this off ASAP. But he needs to know where the monument will be placed. We have had two suggestions. Mayor Bob has suggested placing the monument on Hollamon Street to draw attention to Fort Verde. The site Brian has suggested is Rezzonico Family Park, as it is on the Verde and provides river access for canoe and kayak trips headed downriver to the actual center. In addition, the two sponsors Brian now has to pay for the monument, Central Arizona Project and Salt River Project, have suggested that the monument be placed in such a way as to draw attention to the Verde. Given the fact we are working on our own efforts to draw visitors downtown, I would suggest that if the monument were placed at Rezzonico Park it would still serve to draw people to Camp Verde. The Verde River runs through town and, in addition to the fort, has been identified as one of the keys to bringing tourists to Camp Verde. In other words, it's not all about the fort.

If we don't want the monument at Rezzonico, and would instead prefer the ramada next to Fort Verde, we should let Brian know ASAP. He needs to fill out the Arizona Legacy Project application and he will also need to notify the sponsors so they can decide if it is appropriate to use their funding to promote Fort Verde, as opposed to the river. If we do not intend on placing it at Rezzonico, we should also be prepared to find an alternate source of funding should either sponsor decide to pull out.

Steve

----- Forwarded Message

**From:** Brian Fisher <azgeocenter2012@gmail.com>  
**Date:** Tue, 13 Dec 2011 12:04:35 -0700  
**To:** Russ Martin <Russ.Martin@campverde.az.gov>  
**Cc:** Steve Ayers <sayers@verdevalleynews.com>  
**Subject:** Re: Abstract - Public Relations Project w\ APLS  
Russ,

Below is a draft of the time lines to finish this project. Of most notable importance is having the Town Council approve the park location (or an alternate) as the site. I will need to know this BEFORE I can proceed with applications and soliciting more funds. Is it possible to have this done ASAP?

I secured \$1000 so far from sponsorships, and I may be able to get more, but I will need help (both from the Town and from my organization). I plan on going local to get all construction materials. Do you have a recommendation for a supplier that has a plasma cutter to cut the steel for the metal sign in the shape of AZ?

Attached also is a draft of a letter to the Town Council for approval of the park location. Let me know if you need any additional information.

Thank you again for your assistance on this project!

Brian Fisher  
602-403-7932

### **AZ Geo Center Project Checklist**

1. Get Camp Verde Town Council approval for building sign in park (ASAP)
2. Submit AZ Centennial Legacy Project application before Jan 6, 2012 (preferably right now)
3. Send corporate sponsor letters to solicit funds for project. Dec 15 – Jan 15, 2012
4. Submit AZ Governor Proclamation application before Feb 15, 2012
5. Order all materials to be built in the park before Feb 17, 2012
6. Meet with Camp Verde Town Council at 'closest' town hall (Verde Lakes) Before March 1, 2012
7. Build sign at the park in Camp Verde before March 16, 2012
8. Survey day to position survey mark in park (and others around the State boundary) week of March 17 – 25
9. Dedication Ceremony & "AZ Geographic Center Day" (Big Party!) April 1, 2012

**From:** Brian Fisher [mailto:azgeocenter2012@gmail.com]  
**Sent:** Monday, December 05, 2011 4:24 PM

**To:** Russ Martin; Steve Ayers  
**Subject:** Fwd: Abstract - Public Relations Project w\ APLS

Russ,

Thanks again for meeting with me last Friday. I contacted my public relations department here at CAP and they didn't say no right away. That's a good sign. I have a meeting scheduled for this Thursday to pitch having them approve building a map sculpture. I'll let you know what they say.

Steve and I looked around town and really liked the park north of the library. What are your thoughts about having something there?

Regards  
Brian Fisher  
602-403-7932 <tel:602-403-7932>

----- Forwarded message -----

From: "Brian Fisher" <bfisher@cap-az.com>  
Date: Dec 5, 2011 3:20 PM  
Subject: Abstract - Public Relations Project w\ APLS  
To: "Crystal Thompson" <cthompson@cap-az.com>  
Cc: "AZgeoCenter2012@gmail.com" <AZgeoCenter2012@gmail.com>  
Crystal,

In brief, the public relations project that Arizona Professional Land Surveyors (APLS) is doing is to designate the closest community to the geographic center of the state of AZ. This is similar to a project we did in 2004 when we marked the population center of AZ based on the 2000 census.

Camp Verde is being named as the community. I met with their Mayor and City Manager last week and we are planning a display in a public park. The display is intended to be educational and the principal focus is on how surveying, mapping and engineering has formed the state to be what it is today. CAP being one of the largest engineering projects in the state obviously has a prominent place within this concept.

The park is located alongside the Verde River, and a focus on water rights and usage will be a focal point of how the state was formed.

The specific involvement I would like to solicit from CAP is to assist in constructing a metal map of AZ in the weld shop.

I have a web page about this project at:

<http://sites.google.com/site/azgeocenter2012/>

I look forward to our meeting this Thursday. Please feel free to contact me with any questions before then.

Regards,

Brian S. Fisher, RLS  
Engineering Services, Geodetic\Cadastral Survey

Central Arizona Project  
33.699422,-112.070605 NAD83  
23636 N. Seventh Street  
Phoenix, AZ 85024  
phone: (623) 869-2656 <tel:%28623%29%20869-2656>  
cell: (602) 403-7932 <tel:%28602%29%20403-7932>  
email: bfisher@cap-az.com

*CAP's hours of operation are Monday-Thursday, 6 a.m.- 6 p.m. Our Reception Desk will be staffed 7 a.m.-5 p.m. CAP's Control Center will remain operational seven days per week, 24-hours per day.*

**Motion to Approve Park Location for AZ Geographic Center Project**  
**To: Camp Verde Town Council**

The project that Arizona Professional Land Surveyors (APLS) is doing is to designate the closest community to the geographic center of the state of AZ. This is similar to a project we did in 2004 when we marked the population center of AZ based on the 2000 census in Gilbert AZ.

Camp Verde is being named as the community. We are planning a display in a public park located at 130 N Black Bridge Loop Rd, north of the Public Library. The display is intended to be educational and the principal focus is on how surveying, mapping and engineering has formed the state to be what it is today.

The park is located alongside the Verde River and a focus on water rights and usage will be a focal point of how the state was formed.

The cost of the display is going to be covered by APLS and funding primarily will come from corporate sponsorship. Corporate sponsors will be recognized both at the dedication ceremony and will have their logo placed on an interpretative sign adjacent to the display.

The Town will be responsible for maintaining the display in the future. Maintenance will include painting the sign periodically and general upkeep of the park.

On Tue, Dec 13, 2011 at 6:58 AM, Brian Fisher <azgeocenter2012@gmail.com> wrote:  
Russ,

Early February for an 'official' meeting w\ Town Council should be fine from a scheduling perspective to award Camp Verde the official title of "community closest to center". This would be the meeting at Verde Lakes.

Construction of the items in the park probably should happen either late in February or early in March so we don't get in a time crunch for the planned dedication ceremony on April 1 2012. It may be a good idea to have council approve the location of the park construction earlier than the meeting in February. Is the park north of the library located at 130 N Black Bridge Loop Rd  
<<http://maps.google.com/maps?f=q&source=embed&hl=en&geocode=&q=130+N+Black+Bridge+Loop+Rd,+Camp+Verde,+AZ+86322-7394&ll=34.571161,-111.854897&sspn=0.001738,0.004069&ie=UTF8&hq=&hnear=130+N+Black+Bridge+Loop+Rd,+Camp+Ver>> OK for the location? We should probably talk on the phone about this some time this week.

Will we need to have a construction plan and building permits for the park? There will be excavation and a concrete footing for the sign and survey mark, so at a bare minimum there will need to be blue stake for the construction area.

I am meeting again today with my public relations department, senior management this time, to pitch the idea of having CAP construct the large metal 'balancing' AZ map. I will keep you posted as to the outcome.

Regards,

Brian Fisher  
602-403-7932 <tel:602-403-7932>

On Mon, Dec 12, 2011 at 1:47 PM, Russ Martin <Russ.Martin@campverde.az.gov> wrote:

Thanks for keeping me up to date. I believe I was needing to get a meeting together for Verde Lakes area for Town Hall/Council meeting for a day scenario. I am looking at our first Council meeting in Feb. to be held there to bring attention to the Centennial as well as outreach for our CIP. At that meeting or before if necessary we could adopt the resolution or whatever else might be necessary to ensure our spot as the center "Town". I have spoken to Verde Lakes and will try to get logistics worked out this week to finalize a date with them.

As for the location, I am going to have to defer to the Council for this decision. I like the location a lot and for a lot of good reasons but Council needs to decide this, how quickly will we need to decide, is this for construction after the "declaration" in February or before then?

Thanks,

Russ Martin  
473 South Main Street, Ste. 102  
Camp Verde, AZ 86322  
russ.martin@campverde.az.gov  
[P] 928.567.6631 x 102 <tel:928.567.6631%20x%20102>  
[F] 928.567.8291 <tel:928.567.8291>



Town of Camp Verde

Meeting Date: January 4, 2012

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible direction to the staff to place for bid as well as listing options relative to the Town-owned properties generally located on the west side of Cliffs Parkway and west side of McCracken Lane and the home at 2095 W. Horseshoe Bend.

List Attached Documents:

1. Map of Properties in list
2. Current Property information sheets from Yavapai County/TCV Community Development
3. Minimum bid proposal ad
4. Listing RFQ

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by:

- Department Head: Russ Martin (comments included in report)
- Town Attorney Comments: N/A
- Finance Department

Fiscal Impact: Provide potential revenue for CIP projects, initial expenses will be incurred to place ads.

Budget Code: N/A    Amount Remaining: N/A

Comments: Cost for ad placements and appraisal and ultimately if necessary to list and pay agent fees. Then fees may be paid out of the proceeds to complete the sale of either and or both of these properties. No budget exists explicitly for this type of ad, but there is currently budget available to pay for this expense in other areas.

**Background Information:**

*Town Council directed staff to develop options for the sale of properties to consider for disposal or trade. After researching options staff is suggesting the following approach.*

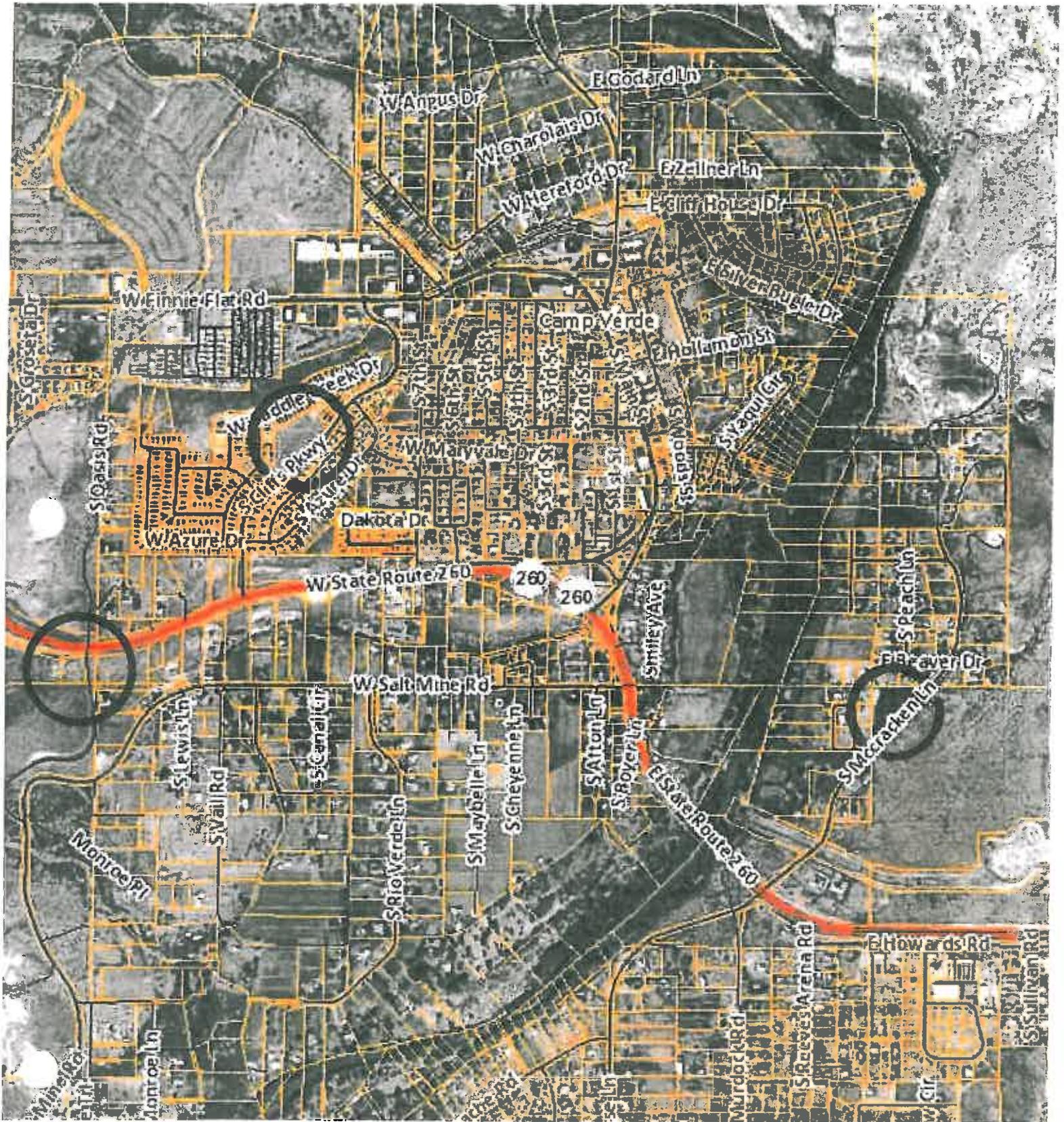
1. *Have appraisals done then place ad(s) for minimum bid amounts for two of the three properties agreed upon on Aug 17 as well as the Revolving Loan Fund home we reacquired in 2010. (Third property @ Oasis has issues related to utilities that need further work prior to being able to truly suggest the property is ready for resale.)*
  - a. *Alternative to this may be to not set a minimum bid to avoid the cost of the appraisal; however, eventually this should be done to ensure proper value has been achieved for the taxpayer.*
2. *If unsuccessful, place an ad for soliciting a Request for Qualifications/Proposals (RFQ/P) for listing services for any or all the properties. (Listing on MLS requires proper licensing for this service, unfortunately without it; it is not believed we will be as successful in our pursuit of a buyer without professional assistance. Also note that the RFQ would only minimally qualify a listing service(reactor) a lottery would be set up for all who qualify to determine which properties would go to which qualified listing agent (as proposed in attachment) Sample listing being placed on the Town's website is being completed.*

**Recommended Action (Motion): Approve the following:**

1. *Direct staff to obtain appraisals then place ad(s) for minimum bids on the McCracken Lane property, the Revolving Loan Home, and the Cliffs Parkway property. If there are no successful bids to place an ad for solicitation of RFQ for listing services.*

**Instructions to the Clerk:** Place ad(s) on website if approved.

# Town Owned Properties





**Town of Camp Verde**  
Community Development  
473 S. Main St., Suite 108  
Camp Verde, AZ 86322  
Tel: (928) 567-8513  
Fax: (928) 567-7401  
Email:  
Mike.jenkins@campverde.az.gov

---

**MEMO**

**TO: Russ Martin**  
**Town Manager**

**From: Michael Jenkins**  
**Community Development Director**

**Date Sent: August 4, 2011**

**Ref: Proposed sale of Town owned land of property located at the Southwest corner of Oasis and Highway 260. PROPERTY DATA**

**DESCRIPTION**

---

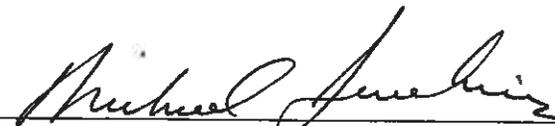
**PROPERTY DATA**

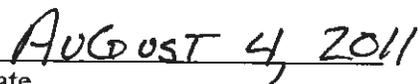
**PARCEL NUMBER: 403-23-152A**

**CURRENT ZONING: R1L – 70 (Single Family Limited)**

**CURRENT LAND USE DESIGNATION: Public Facilities**

**ESTIMATED ACREAGE: 3.29 Acres**

  
Signature: Michael Jenkins  
Community Development Director

  
Date

# YAVAPAI COUNTY GOVERNMENT ARIZONA

## Interactive Mapping

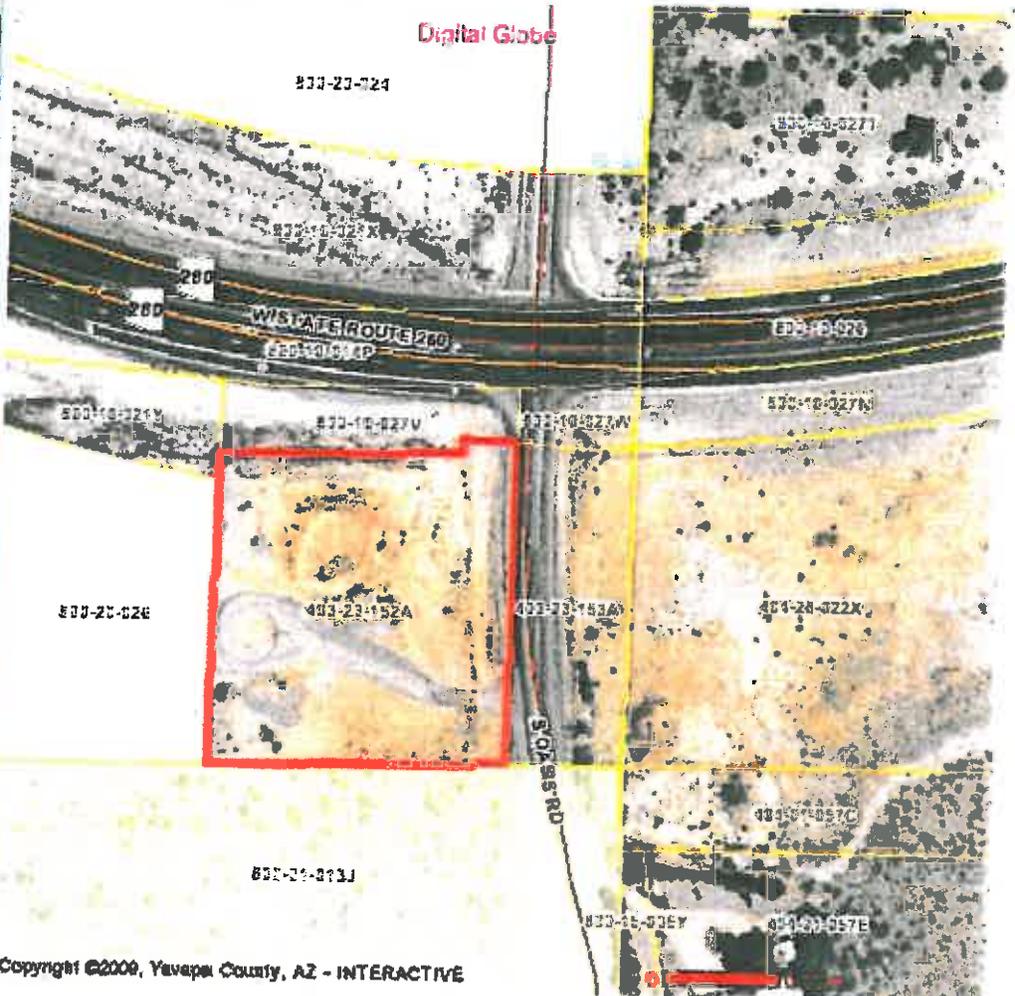
Software Upgrade - Website Could Be

Digital Globe

[HELP TUTORIAL](#)

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Copyright ©2009, Yavapai County, AZ - INTERACTIVE

Overview Map

Map Status

2007 Aerial visible between 1:1000 - 1:3000

Map Scale

1:2000

Identify Layers

Parcels

Draw Default Layer

Display Map Layer

Refresh Map

Map Layer:

- Property Fee
- Roads/Street
- Land Features
- Districts/Precincts
- Zoning
- Map Themes
- Satellite/Aerial Imagery
  - 2007 Limited Photos
  - 2007 NAI Aerial Photos
  - 2005 Aerial Photos
  - 2004 Aerial Imagery
  - 2000 Satellite Imagery

ZONING = RIL-70  
 LAND USE MAP = PUBLIC FACILITIES

**Parcel ID**  
 403-23-152A

**Check Digit**  
 4

[Print This Information](#)  
[Zoom to this parcel](#)

[View Comparables](#)  
 [Buffer this parcel](#)

**Owner Information**  
**Owner(Primary)**  
 TOWN OF CAMP VERDE  
**Owners Mailing Address**

**Owner(Secondary)**  
 N/A

Map Data Last Updated  
 Wednesday, November 11, 2009  
 2:45:00 AM



**Town of Camp Verde**  
Community Development  
473 S. Main St., Suite 108  
Camp Verde, AZ 86322  
Tel: (928) 567-8513  
Fax: (928) 567-7401  
Email:  
Mike.jenkins@campverde.az.gov

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**MEMO**

**TO: Russ Martin**  
**Town Manager**

**From: Michael Jenkins**  
**Community Development Director**

**Date Sent: August 4, 2011**

**Ref: Proposed sale of Town owned land of Triangular shaped property at the west side of McCracken Lane, PROPERTY DATA.**

**DESCRIPTION**

---

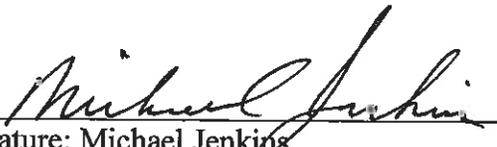
**PROPERTY DATA**

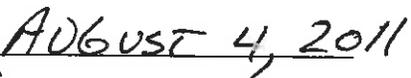
**PARCEL NUMBER: 404-02-172**

**CURRENT ZONING: R1L – 35 (Single Family Limited)**

**CURRENT LAND USE DESIGNATION: Low Density, 1 Acre minimum**

**CALCULATED ACREAGE: 3.587 Acres**

  
\_\_\_\_\_  
Signature: Michael Jenkins  
Community Development Director

  
\_\_\_\_\_  
Date



**Town of Camp Verde**  
Community Development  
473 S. Main St., Suite 108  
Camp Verde, AZ 86322  
Tel: (928) 567-8513  
Fax: (928) 567-7401  
Email:  
Mike.jenkins@campverde.az.gov

---

**MEMO**

**TO: Russ Martin**  
**Town Manager**

**From: Michael Jenkins**  
**Community Development Director**

**Date Sent: August 4, 2011**

**Ref: Proposed sale of Town owned land of property located at the west side of Cliffs Parkway, PROPERTY DATA.**

**DESCRIPTION**

---

**PROPERTY DATA**

**PARCEL NUMBER: 404-28-439**

**CURRENT ZONING: R1L – 5 (Single Family Limited)**

**CURRENT LAND USE DESIGNATION: High Density (11 Units Per Acre, MAX)**

**ESTIMATED ACREAGE: 5 Acres**

  
\_\_\_\_\_  
Signature: Michael Jenkins  
Community Development Director

  
\_\_\_\_\_  
Date

Close Window    Print Page    Save Map Image  
[click here to download](#)

**TRIANGLE PROPERTY**

Printed:12/7/2009



Map scale: 1 inch = 247 feet

# Town Owned Parcel



*Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.*

Map printed on: 5.4.2011

**Advertisement**

**Request for Bids  
Surplus Town Property  
Camp Verde, Arizona**

Notice is hereby given that the Town of Camp Verde will accept sealed proposals from those interested in purchasing property the Town of Camp Verde has deemed surplus.

Those individuals desiring to submit bids must comply with the following instructions:

Submit (1) original (UNBOUND) (8 ½" x 11" single-sided, paper) of the sealed bid, clearly marked:

"Surplus Property Bid" to:

Russ Martin,  
Town Manager  
473 S. Main Street, Suite 102  
Camp Verde, AZ 86322

**DRAFT**

Proposals will be accepted until 5 pm, Monday, February 6<sup>th</sup>, 2012. The proposals shall be opened in public and read aloud on Monday, February 6<sup>th</sup> at 5:30 pm. Proposals received after the closing time shall be returned, unopened, to the proposer(s).

The Town of Camp Verde has the right to reject any and all proposals, to waive any informalities and minor irregularities in proposals, and to accept the proposal deemed, in the opinion of the Town, to be in the best interest of the Town of Camp Verde.

This proposal submission and evaluation process will be conducted consistent with the regulations set forth in the Town of Camp Verde Financial Operations Guide.

As soon as practicable after the February 6<sup>th</sup> submission deadline, staff will undertake an analysis of the proposals received. Staff will advance a recommendation to the Common Council of the Town of Camp Verde for an award of bid at the next Council meeting of said Council or as soon thereafter as is practicable.

Publish: **January 11<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup>, 22<sup>nd</sup>**

**Distribution of Advertisement:**

Original: Town Clerk's Office  
cc: Administration  
Email: The Bugle, Journal , The Arizona Republic

# Town of Camp Verde



**DRAFT**

Administration  
Request for Qualifications  
Real Estate Consulting Services  
for the  
Town of Camp Verde  
Camp Verde, Arizona

**SOLICITATION INFORMATION AND SELECTION SCHEDULE**  
All Dates Below are for year 2012

Project Title:	<b>Real Estate Consulting Services</b>
Advertisement Date:	<b>February 29<sup>th</sup>, March 4<sup>th</sup>, and 7<sup>th</sup></b>
Due Date & Time:	<b>March 22<sup>th</sup> @ 5 pm</b>
Designation of Qualified Respondent(s)	<b>April 4th</b>
Anticipated Agreement Start Date:	<b>April 23<sup>rd</sup></b>

**Town Representatives:**

Deliver Proposals to:  
Russ Martin, Town Manager  
Town of Camp Verde  
473 S. Main Street, Ste. 102  
Camp Verde, AZ 86322

**Request for Qualifications  
for Real Estate Consulting Services**

**Town of Camp Verde**

**due March 22, 2012**



**DRAFT**

**TOWN OF CAMP VERDE  
REQUEST FOR QUALIFICATIONS**

The Town of Camp Verde is soliciting a Request for Qualifications from interested persons and/or firms for the provision of real estate consulting service, as more particularly described herein. The subject properties have been designated as Surplus by the Camp Verde Town Council. Through a Request for Qualification (RFQ) process described herein, persons and/or firms interested in assisting the Town with the provision of such services must prepare and submit a response in accordance with the procedure and schedule in this RFQ. The Town will review Qualification Statement responses to this RFQ only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein.

The Town intends to qualify and select person(s) and/or firm(s) that:

- (a) Possess the professional, financial and administrative capabilities to provide the proposed services, and;
- (b) Will agree to work under the compensation terms and conditions determined by the Town to provide the greatest benefit to the taxpayers of the Town, and;
- (c) Maintain an office within the boundaries of the Town of Camp Verde.

Minimum pricing for properties to be sold will be set by either an appraisal or real estate assessment. The selected listing agent will receive a standard 3% sales commission, paid from the proceeds of the sale at closing. Commission for the purchaser's agent will not exceed 3%.

In compliance with Town procurement standards, you are asked to respond to the questions below and return your responses to the Town Manager by March 22, 2012. Town staff will review all responses and select the most responsive and qualified agent(s). Qualified agents will be selected for projects using a rotating selection process. The initial rotation list will be set by raffle. A list of surplus properties that are currently for sale by the Town of Camp Verde can be found on the Town's website at <http://www.campverde.az.gov>. Please submit any question about this listing opportunity in writing to [russ.martin@campverde.az.gov](mailto:russ.martin@campverde.az.gov). Responses will be provided to all agents, via email, registered as having received this solicitation.

### **APPROACH AND TIMELINE**

The services to be provided will include the following property sale activities:

1. Marketing, including listing the property in the Multiple Listing Service (MLS)
2. Provide assistance to the Town in showing available properties.
3. Prepare purchase agreement or lease.
4. Work with Town to prepare for and attend closing.
5. Prepare progress reports and attend progress meetings with Town Manager.

**CONTRACT TERM: 2 Years**

### **EVALUATION CRITERIA**

The following criteria will be considered in reviewing submittals. Responses that do not include all of the applicable requirements will not be evaluated.

A panel selected by the Town Manager will evaluate responses received. Other officials and consultants of the Town may also examine the responses.

The factors to be considered in the evaluation of responses are listed below. The Town believes all these items to be of importance. The total possible number of points for each evaluation factor is shown in the parenthesis.

#### **Experience and Capacity (75)**

This will include experience in listing, marketing and selling real estate in the Town of Camp Verde. Experience of working with and for local governments will also score higher points in this area.

#### **Client References (25)**

How cooperative and easy to work with was the firm during the submittal process, schedules, etc.?

How satisfied were you with the firm's point of contact?

How timely and effectively did the firm address your questions and/or concerns?

How successful was the person (firm) in selling the property(ies)?

Would you utilize this firm for other realtor needs?

**DRAFT**

Total number of possible points (100)

The Town reserves the right to waive any defect or omission in any response that does not materially affect the terms of the response to this RFQ. Further, the Town reserves the right to reject any and all responses.

### **REQUIRED DOCUMENTS**

Your Qualification Statement must include the following information:

1. The firm's legal name, copy real estate license, address, and telephone number.
2. The principal(s) of the firm and their experience and qualifications, and the experience and qualifications of the staff available to be assigned to the project in real estate industry and in the Camp Verde market.
3. Ability to market unit. Identify tools/resources to be used in getting widest possible exposure to eligible buyers.

4. Three references to include the contact information, name, email address and telephone number.
5. The proposed work plan and schedule for activities to be performed, including estimated hours per task.
6. Signed submittal cover letter.
7. A copy of the firm's real estate sales contract/agreement.
8. Town's verification of a the Firm's current Town Business License

**DRAFT**

#### **SUBMITTAL**

RFQ responses must be signed and submitted via (3) original hard copies. Incomplete submittals will not be considered. All items submitted to the Town in response to this RFQ are considered to be the property of the Town of Camp Verde and will not be returned.

#### **SUBMISSION DEADLINE**

5:00 P.M.

March 22, 2012

#### **LABEL ALL PROPOSALS TO:**

"Real Estate Consulting Services"

Russ Martin, Town Manager

473 S. Main Street, Suite 102

Camp Verde, AZ 86322

*Note: Respondents must adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.*

#### **Anticipated Procurement Schedule Activity Date**

1. Issuance of Request for Qualifications February 29, 2012
2. Receipt of Qualification Statements March 22, 2012
3. Completion of Evaluation of Qualification Statements March 29, 2012
4. Designation of Qualified Respondent(s) April 4, 2012

**37-803. Disposition of real property by state agency**

A. Unless another procedure is prescribed by law, the director or other chief administrative officer of a state agency may dispose of real property or any right, title or interest in real property as prescribed by this section if the agency director determines that the real property is no longer needed or used for public purposes by that agency.

B. Unless the property is subject to a right of reversion to a previous owner or the previous owner's successors in interest:

1. The agency director may convey the real property to an agency of the federal government, to another agency of this state or to any county, municipality, school district or other political subdivision of this state or charter school in this state without the necessity of a public sale if the agency director considers the conveyance to be in the public interest and if the real property will be used for a specific purpose in the public interest. The transferee agency shall pay the transferor agency for such a conveyance based on an appraisal prepared within the last one hundred eighty days by a certified real estate appraiser establishing the fair market value of the property to be conveyed.

2. The agency director may convey other marketable property to the highest and most responsible bidder at a public auction or by direct sale or exchange after at least thirty days' notice in a newspaper of general circulation in the county in which the property is located. At least two independent appraisals are required for property that is offered and the property shall not be offered or conveyed for less than or the amount of the low appraisal. All purchase offers are public and any person may submit a subsequent offer that matches or exceeds a previous purchase offer.

C. The sale shall be for cash or on terms of not less than twenty per cent down payment with the balance payable in annual amortized installments for ten years, the unpaid balance to bear interest at a rate determined by the agency director.

D. The agency director may execute all deeds or conveyances necessary to convey any real property or interest in the real property to be conveyed under this section and may assess a fee for the costs of preparing and executing any conveyance under this section. The agency director may insert in any deed or conveyance such conditions, covenants, exceptions and reservations as the agency director considers to be in the public interest or may convey in fee simple absolute.

E. A conclusive presumption exists in favor of any purchaser for value and without notice of any real property or interest in the real property conveyed pursuant to this section that the agency acted within its lawful authority in acquiring the property and that the agency director acted under lawful authority in executing any deed, conveyance or lease authorized by this section.

F. The agency may adopt rules for using licensed real estate brokers to assist in any disposition of property under this section. The agency director may pay a commission, from proceeds received under this section, to a broker who provides the purchaser unless the broker is the purchaser or lessee or the purchaser is another governmental agency.

creating the position, or he could move ahead pursuant to direction or Council's motion.

In response to the Council's questions regarding the current financial situation of the Town, Martin detailed the savings realized by the shifting of funding that essentially accrues from the recent resignation of an employee, the redistribution of staff time among some departments, and the now adequate staffing of the Finance Department that will make it possible to greatly reduce the expense of an outside consultant. Councilor German expressed her deep concern about the position appearing to be filled without recruiting from outside, and the severe budget constraints that have prevented many positions from being filled, with remaining employees stepping up to additional demands on them, without additional pay. German reminded the Council that a position at the level of this one previously had been eliminated for a cost savings, and noted, among other concerns, the lack of funding for maintaining critical programs for the community, maintaining the pool, the elimination of much-needed services, and the need for guidelines on just what the Town and the community expect from that new position, all of which makes it difficult for her to consider approving a new position at an administrative level at the sacrifice of the other levels.

Councilor Whatley countered with her opinion that all of the concerns that German stated are the reasons why the Town needs this position. The Town survives on sales tax; there is a lack of businesses to bring money in, and Whatley believes the Economic Development Director position will bring in more money than any other position currently being funded. The person in that position will bring in sales tax revenue to spend on those needed services, programs and employee compensation. Whatley feels that Ms. Preston is a good fit for the position and will actively try to bring businesses to Camp Verde.

Councilor George asked for confirmation from Martin that the position will be advertised in compliance with the current Town manual, and added that he feels the position is needed for more growth and more business. Whatley commented further that she believes the necessary guidelines are already stated in the packet of information. German said she could possibly support this type of position if the Town, for instance, would consider taking over the Visitors Center and housing the new Director's office at that location, using a different approach, which would help provide the necessary funding needed. George spoke further in support of what he feels the Town Manager is trying to do to help the Town.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

Irene Peoble stated that the Town needs to find the money to help the employees who have consistently stepped up to the plate to cover for employees who have left before they get pushed to the point of burnout.

There was no further public input.

**NOTE:** A recess was called at 8:00 p.m.; the meeting was called back to order at 8:10 p.m.

**\* 12. Discussion, consideration, and possible direction to staff to prepare for the sale and/or trade of Town-owned properties located on the west side of Cliffs Parkway, west side of McCracken Lane and the intersection of Highway 260 and Oasis Road. Staff Resource: Russ Martin**

On a motion by Baker, seconded by George, the Council unanimously (1) directed staff to prepare for the sale of the property on Cliffs Parkway, with the proceeds from that sale to be directed to the library building fund; (2) directed staff to prepare for the possible sale or trade of the properties on McCracken Lane and Hwy 260/Oasis, with any proceeds that might derive from the McCracken lane property to be directed to the Park Fund.

Martin said this item is a follow-up to his recent idea of bringing to the attention of the Council some properties that are under utilized, or should possibly be sold. During the review of that idea, three particular properties appeared to be the most likely and available for that reconsideration and/or sale, specifically, the 260/Oasis property, the McCracken Lane parcel, and the Cliffs Parkway property that had been dedicated to the Town for the library. Martin said he believes those three would be the most productive for staff's time to get prepared for the second opportunity to present to the Council, which would be how to market such opportunity, and to clarify possible benefits prior to the disclosure process. This is a checking point tonight from which staff will move forward with an understanding from Council regarding those properties

and then concentrate on the marketing and disclosure process. Martin reviewed the background of the acquisitions of each of the three subject properties, as well as the Town's obligation, in the event of any sale, to be true to the monies that were originally expended so that they would be appropriately reinvested, including returning money to the Park Fund and to the library building fund. Martin acknowledged that the current real estate market is at a low point; however, the funds could be used to advantage because of the related lower cost of construction. Waiting for a rise in property values will only result in a commensurate higher cost for construction or development.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Linda Harkness**, President of CCCVL, reviewed the contributions on hand for the building of the new library, and said they were in favor of selling the property to put the money to work for building the library.

**Lynn Sweitzer** said the property was set aside for the library, and she wants the money to go to the library.

**Karen Heuman**, as a concerned citizen and Secretary of the CCCVL, said she is definitely in favor of putting the Cliffs Parkway parcel up for sale.

**Irene People** commented on the limited access to the McCracken property; it is very overgrown with weeds and should be put up for sale.

**Tony Gioia** said he would suggest the Town sell the Cliffs Parkway property; it would be undervalued at this time but that would be in line with the current depreciated building costs. (He briefly discussed with the Town Manager the possibility of any intent to rezone the Oasis property.)

**Gerry Laurito** said he believes that selling the Cliffs Parkway property for the library building fund would also inspire the public to donate more for that project.

There was no further public input.

The members discussed with Martin possible restrictions on the use of the properties, the requirement that any proceeds from the sale of the Cliffs Parkway property must be added to the funds now on hand for building the library, and the access problem with the McCracken Lane parcel. There was general agreement on using the Cliffs Parkway sale funds for the library. There was also a suggestion that money not be spent on any appraisals at this time; a market analysis could be obtained from a realtor at no cost. Whatley questioned considering all three parcels at one time, commenting on the problems presented in some of them. In response to a question from Baker, Martin explained what he believed was the obligation to return sale funds to the particular budget item that financed each purchase; i.e., bed tax money and creation of a deficit in the Park Fund, as well as the dedication of the Cliffs Parkway property for a library. Martin added that that can all be confirmed or clarified in the disclosure process. Burnside suggested that before making her motion, Baker carefully consider the options and alternatives prepared by Martin on each particular piece of property. In response to a request for clarification from Burnside, Baker confirmed that her motion was to direct staff, concerning Cliffs Parkway, to prepare for sale, with the proceeds going directly to the Library Building Fund; as to McCracken Lane, prepare for sale or trade, with the proceeds to be directed to the Park Fund; concerning Hwy 260 and Oasis, directing staff for sale or trade. Martin also confirmed that for the Oasis parcel, the General Plan will be followed and that property will be sold as a single family R1L zoning. There was further discussion regarding the need for the Park Fund to be reimbursed since it is currently at a negative balance.

13. **Discussion and possible direction to the Mayor to vote in favor of or against the attached resolutions as submitted to the League of Arizona Cities and Towns Resolutions Committee for consideration. Staff Resource: Debbie Barber**

The Mayor was directed to vote in favor of or against the attached resolutions, in summary, as follows: **Page 1**, Items 1, 3, 6, 11, 17, 19, 20, 22, and **Staff 2**, the majority in favor of Subcommittee Recommendations; **Pages 2 and 3**, Items 2, 4, 10, 12 and 13, 21, and **Staff 1**, the majority in favor of the Recommendations with Amendments; **Page 4**, Items 5, 15, 16

# 11



**Agenda Item Submission Form – Section I**

**Meeting Date:** January 4, 2011

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department:** Clerk's Office

**Staff Resource/Contact Person:** Deborah Barker

**Agenda Title (be exact):** Discussion, and possible clarification regarding the intended effective date of the "Established Promoter Status."

**List Attached Documents:**

- The Step by Step Permitting Process portion of the Special Event Handbook with the new verbiage for the "Established Promoter Status."
- Minutes from the December 7, 2011 Regular Session

**Estimated Presentation Time:** 5 Minutes

**Estimated Discussion Time:** 5 Minutes

**Reviews Completed by:**

- Department Head:       Town Attorney Comments: N/A

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

*Fiscal Impact:* N/A

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** The Council approved an amendment to the Special Events Policies and Procedures Guide, adding an "Established Promoter Status" and allowing the waiver of deposits for community-wide events. This was an administrative change to Resolution 2011-844. Staff would like clarification as to whether this policy is to be retroactive for current sponsors of events, or if Council prefers to have a two-year period to begin as of the December 7, 2011 meeting.

**Recommended Action (Motion):** Clarify motion made on December 7, 2011.

**Instructions to the Clerk:** Update Policy and Procedures Handbook

### **The Step-by-Step Permitting Process**

1. It is recommended that you call the Clerk's Office at 567-6631 ext. 100 to schedule a Planning Meeting approximately 90 days prior to your event. Let the Clerk know what type of event you wish to hold and where you would like to hold it. This will provide staff with the opportunity to determine who should attend the Planning Meeting.
  - a. This is an informal meeting where you will be given the opportunity to present your idea and/or plan and where staff can determine the initial steps you will need to take.
  - b. Gather all your information and put your questions down on paper to discuss during the Planning Meeting. Various staff members may attend the meeting to get a clear understanding of your proposal and to explain what needs to be done.
  - c. If your event is to be held on Town property, you should reserve the facility at this time with the Public Works Department at 567-6631 ext. 136. Exhibit I.
  
2. Complete your application packet and submit the documentation to the Clerk's Office at 473 S. Main, Ste. 102 as soon as possible. Don't forget to submit your applications to the Fire District. Fees and deposits will be collected prior to the issuance of a Special Event Permit. Note: incomplete packets will be returned. The following items are offered as an explanation as to what might be required for various events. (You will be informed of your specific requirements during the initial Planning Meeting.)
  - a. If you need to close a public thoroughfare, such as you would do in a neighborhood block party, request a Street Closure Permit from Public Works at 385 S. Main, telephone number 567-6631 ext. 136.
  
  - b. If you plan to sell alcohol, submit a separate Liquor License application to the Clerk's Office, including the appropriate site map where alcohol will be confined, at least 60 days before your event. This requires Council approval, so plan to attend a Council meeting to answer questions. Council meetings are held on the first and third Wednesdays of each month at 6:30 p.m. at 473 S. Main, Ste. 106. Liquor License application fees are due at the time of submission of your application.

After receiving Council approval, submit your Liquor License application to the State Department of Liquor Licenses and Control. Sample forms are included as an exhibit in this Handbook. Note: you must include a completed copy of your liquor license with state approval PRIOR to receiving your special event permit. Thus, it is imperative that you DO NOT wait too long to begin the liquor permitting process.

3. The Clerk's Office will review your application packet with you to determine if it is complete. After review, the application will be forwarded to the appropriate departments and the Camp Verde Fire District for review and comment.
4. The reviewing departments will make comments, note requirements, and calculate fees. Upon completion, each department will forward their information to the Clerk's Office. This process may take up to eight (8) working days, excluding holidays.
5. Upon receipt of Department Review, the Clerk's Office will tabulate the fees (which are set by Council Resolution each year), note additional requirements, and contact you that your permit has been approved contingent upon payment of fees and deposits, and the completing of the agreement. In some cases, fees may be waived. Be sure to bring proper documentation to the Planning Meeting if you plan to request a fee waiver. This document will then become part of your contract with the Town. Note: Deposit Fees and Insurance REQUIREMENTS are never waived.
  - ESTABLISHED PROMOTER STATUS – IF YOU HAVE SUCCESSFULLY COMPLETED AT LEAST TWO (2) EVENTS IN A TWO-YEAR PERIOD THAT WERE OPEN TO THE GENERAL PUBLIC AND THESE EVENTS HAVE BEEN WITHOUT DEPOSIT-RELATED ISSUES, YOU MAY BECOME ELIGIBLE FOR THE ESTABLISHED PROMOTER STATUS FOR YOUR THIRD EVENT. THE TOWN CLERK SHALL DETERMINE ELIGIBILITY BASED UPON RECOMMENDATIONS FROM THE VARIOUS DEPARTMENTS THAT WERE EITHER AFFECTED BY OR THAT ASSISTED YOU WITH YOUR PREVIOUS EVENTS. ESTABLISHED PROMOTER STATUS ALLOWS FOR THE WAIVER OF DEPOSITS. HOWEVER, AS PREVIOUSLY NOTED, INSURANCE REQUIREMENTS ARE NEVER WAIVED. THE CLERK'S DECISION MAY BE APPEALED TO THE TOWN MANAGER.
6. You will receive your permit after you submit your signed contract, all required documents, and pay your fees and deposits. You should then follow the remaining steps of the Event Planning Checklist to ensure that you have a successful event.

enforcement of the Town Code.

Martin had nothing further to report on this item.

#### **PUBLIC INPUT**

There was no public input.

In response to a question from Council, Martin pointed out some of the differences noted in the draft document, such as Sedona Pines, LLC wanted to insist on a difference between a public or private sidewalk; they can use "Visitor" or "Tourist" as long as Camp Verde is not stated in front of any type of sign; they want a distance of 12 feet to be allowed between the Tourist Information sign and a sign that clarifies that it is a sales solicitation. They basically rewrote the ordinance to make sure that what they are currently doing is allowed.

Discussing the motion, Burnside questioned why the verbiage specifically spelled out Sedona Pines, LLC; the Town wants to have the Town Code enforced so that it would apply to any and all, so he is not in favor of adding that entity who is affected. He wanted to make sure, **for the record**, that the Ordinance will apply to any and all and will be enforced as such. Martin said that the purpose of including that reference to Sedona Pines, LLC was that they do not believe that the existing Ordinance applies at all; they believe they are currently following the Code.

 13. **Discussion, consideration, and possible approval of an amendment to the Special Events Policies and Procedures Guide, adding an "Established Promoter Status" and allowing the waiver of deposits for community-wide events.** Staff Resource: Debbie Barber

On a motion by Baker, seconded by Whatley, the Council **voted 4-1** to approve an amendment to the Special Events Policies and Procedures Guide, adding an "Established Promoter Status" and allowing the waiver of deposits for community-wide events; **with Burnside opposed**.

Barber said that in March of last year the Council approved the Special Events Policies and Procedures Handbook; the first year of handling the special events has worked out very well. During the past year, several of the promoters have commented on the deposits being so expensive, which takes funding away from the event itself since it can sometimes take up to 3 weeks before the deposit check is returned to the promoter. The proposed change to the Policies and Procedures for Council consideration would add an "Established Promoter Status" provision and allow the waiver of deposits.

#### **PUBLIC INPUT**

There was no public input.

The members discussed with Barber the various promoters; Barber outlined the criteria to be met in order to earn the "Established Promoter Status." Martin commented that only minor issues have come up, and they have not been deposit-related. If there is a real issue with actual cost to the Town, the agreement with the promoter covers that; the deposit in no way is enough to cover that. Martin also confirmed that the Status could also be taken away if there are deposit-related issues; staff members would make that determination, and Martin suggested that such language could be included, if desired. Barber also noted that the number of events would be the basis for the criteria to receive the Established Promoter Status, not necessarily a 12-month period, and language will be added to clarify that distinction.

Burnside said he understands the intent of the proposed addition, but questions the timing cited in the staff report; he referred to a print-out of the events done in 2011, including the Pecan & Wine Festival held in February pursuant to a gentleman's agreement with Carly in advance of adopting the Policies & Procedures in April 2011. Barber confirmed that staff is requesting that the subject amendment be made retroactive based on past experience with the promoters, and anyone could apply for the special Status. Burnside said he believed that, rather than dropping the deposit, the issue of how the charge for deposits is determined should be addressed, and the deposit for a key should never be dropped. Burnside also questioned the process and length of time for returning the deposit checks.