It's in your hands ~ "Build a stronger community – Shop Locally"

AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, NOVEMBER 7, 2012
6:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

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 - October 26, 2012
      2) Council Hears P&Z Matters – October 24, 2012
      3) Joint Work Session – October 24, 2012
      4) Work Session – October 19, 2012
      5) Regular Session – October 17, 2012
   b) **Set Next Meeting, Date and Time:**
      1) November 9, 2012 at 8:00 a.m. – Work Session – CIP
      2) November 16, 2012 at 8:00 a.m. – Work Session - CIP
      3) November 21, 2012 at 6:30 p.m. – Regular Session - **CANCELLED**
      4) November 28, 2012 at 9:00 a.m. – Joint Session with Yavapai-Apache Nation Council
      5) November 28, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
   c) **Possible approval of Resolution 2012-874, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring its intention to designate a defined area around the downtown as an Entertainment District pursuant to ARS §4-207 thereby allowing the Town of Camp Verde to approve on a case-by-case basis the exemptions from the distance restrictions prescribed therein for the issuance of certain liquor licenses for establishments in relation to public, private, or charter schools, or places of worship.** Staff Resource: Melissa Preston

5. **Special Announcements & Presentations** – There are no special announcement or presentations.

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.**

Councilor Baker requested item #8:

8. **Update by Chamber of Commerce Member and Interim Director Freeman and possible discussion concerning the Chamber's recent relocation and their activities.**

9. **Public Hearing and discussion, consideration, and possible approval of an application for bingo license for WHR Properties, Inc. located at 1472 W. Horseshoe Bend, Camp Verde, AZ.** Staff Resource: Debbie Barber

Councilor German requested the following item:

10. **Discussion, consideration, and possible direction to staff to inspect and improve, if necessary, the sharp edges of the monument located at Rezzonico Family Park.**

11. **Discussion, consideration, and possible direction to staff concerning the position of Economic Development Director to include, but not limited to possible changes to the job description, skills desired in the next person and general direction of the Economic Development Office.** Staff Resource: Russ Martin

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: Virginia Jones Date/Time: 11-1-2012 1:45 p.m

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
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. Main Street, Room #106
FRIDAY, OCTOBER 26, 2012
8:00 A.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**
Mayor Burnside called the meeting to order at 8:00 a.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors Jones and Whatley were present. Councilors Baker and George were absent. German arrived at 8:09 a.m.

Also Present:
Town Manager Russ Martin, Magistrate Cipriano, Public Works Director Ron Long, Community Development Director Mike Jenkins, Town Clerk Debbie Barber, and Administrative Assistant Stephanie Sunstrom. Marshal Nancy Gardner arrived at 10:10 a.m.

3. **Pledge of Allegiance**
Jenkins led the pledge. Following the pledge,

4. **Discussion and consideration of the following Capital Improvement Projects: (Note: Council will begin the session by touring Town Facilities)**

a) **Remodel Council Chambers and Court**
Cipriano distributed plans for remodeling the current courtroom. He presented three plans, noting that his preference was to relocate the court to the teen center building. He advised that option would involve additional construction and substantial cost. Council discussed the convenience of the location adjacent to the Marshal's Office and the abundance of parking spaces. The second option was to remodel rooms 206, 207, and 208 with a courtroom, lobby, and offices for staff, the prosecutor, and victims. The third option was to keep the court where it is currently, have the Clerk's office staff move to rooms 206, 207, and 208, and use the current Clerks' office for additional office space for the Courts' needs.

Barber explained that the current Council Chambers is not adequate for many Council meetings and that the public must stand outside in inclement weather during executive sessions. She explained that remodeling Rooms 206-207 for Council Chambers would double the space. In addition, there is a door leading to the Offices in Room 208, where a conference room, Council offices, and a records room could be located. Cipriano presented drawings for the Clerks' office for Rooms 206, 207, and 208. Barber explained that the current storage of the Towns files was not an adequate way to preserve the history of the Town. She also advised that the new plans included a separate room for executive sessions that would provide enough space so the public would not be left standing outside. Council agreed the separate room would be a nice option.

The Council discussed at length plans for getting these projects started. It was suggested rather than pay as you go, to make a commitment to the projects, finance the projects and have them completed in 2-3 years. It was agreed that was a good idea but the town may be more accepting of a combination of both methods.

The Mayor recessed the meeting and Council visited the Court and Community Development offices, Rooms 206-207, 208, the Gymnasium, kitchen, restrooms, and the Archival Room.

b) **Remodel Community Development Office**
Jenkins advised that he would like to remove the windows in their break room so that a double door could be added and one counter constructed to better serve the public, noting that it would make it more convenient.

c) **Gym Remodel/Improvements**
Ron Long explained that the kitchen needed to be remodeled with commercial appliances. He also advised that the Community Center restrooms needed to be remodeled and the gym floor needed to be re-done. The Council agreed with the plan.

d) **Senior Center**
Martin advised that the Senior Center kitchen is not set up for efficiency. He advised that the Center needed new appliances, including walk-in coolers, stoves, refrigerators, and freezers. The Council discussed at length the funding options for this project. Federal funding with mandatory compliance was discussed and it was agreed that federal funding is the likely best option and needs to be seriously considered.

e) **Animal Shelter**
Gardner presented plans for placing a large garage at the Street Yard for housing dogs. Gardner advised that on July 1, 2012, changes were made in how the animal shelter works. She explained that the animal shelter is now operating as an impound, emphasizing that since the change was implemented, there have been no euthanized dogs. Council discussed utilities, buying options and a bathroom facility for employees. Gardner explained that while they are working with the Humane Society and local rescue groups, they are still running into problems with those places being full and unable to accept more animals. The proposal would house an additional six dogs.

5. **Adjournment**
On a motion by German, seconded by Kovacovich, the meeting was adjourned at 10:40 a.m.

_____
Bob Burnside, Mayor

_____
Stephanie Sunstrom, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 26, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Deborah Barber, Town Clerk

4.0.2

DRAFT

MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, October 24, 2012
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
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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 Whatley, Baker, Jones and German were present; Councilor George was absent.

Also Present: Town Manager Russ Martin, Community Development Director Mike Jenkins, Public Works Director Ron Long, and Recording Secretary Margaret Harper

3. **Pledge of Allegiance**
The Pledge was led by Town Manager Martin.

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 - October 10, 2012

b) **Set Next Meeting, Date and Time:**
   1) October 26, 2012 at 8:00 a.m. – Work Session – CIP
   2) November 2, 2012 at 8:00 a.m. – Work Session – CIP& PARA
   3) November 7, 2012 at 6:30 p.m. - Regular Session
   4) November 9, 2012 at 8:00 a.m. – Work Session – CIP
   5) November 16, 2012 at 8:00 a.m. – Work Session - CIP
   6) November 21,2012 at 6:30 p.m. – Regular Session
   7) November 28, 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 special announcements or presentations.

6. **Council Informational Reports.**
Jones reviewed her attendance at the Chamber Board meeting, and their plans.

Baker reported on her attendance at the fund-raising dinner for the Verde Valley Archaeology Center; it was well attended.

Whatley also attended the dinner at the Center, and commented on the opening event coming up on November 7, 2012.

Burnside said he participated at the event at the Jackpot Ranch; reminded everyone of the Kingdom of the Spiders upcoming showing, adding that he was glad to see the repairs being done on The Horn.

7. **Call to the Public for items not on the agenda.**
(Comments from the following individuals are summarized.)
Justin Wertz said he was pleased to give an update on his ongoing responsibilities.

Jim McDonald expressed concern about the 22-inch steel plate at the Rezzonico Park; he feels it poses a problem for small children, for which the Town would be liable.

There was no further public input.

8. **Discussion, consideration, and possible direction to staff to work with Arizona Department of Transportation (ADOT) and Northern Arizona Council of Governments (NACOG) to move forward with the funding, design and construction of either, Option A – a Roundabout, or Option B – a Signal: to provide enhanced traffic circulation, connectivity and pedestrian movement at the intersection at State Route 260 and Goswick Way/Industrial Drive.** (Staff Resource: Ron Long)
On a motion by Baker, seconded by German, the Council unanimously to proceed with the Roundabout option and move forward with ADOT and to prepare an Intergovernmental Agreement (IGA) for the design and construction of the Roundabout option at SR-260 and Goswick Way/Industrial Drive for Council approval.

Public Works Director Ron Long introduced two guests representing ADOT, Megan Kintner and Alvin Stump. Ms. Kintner, Public Affairs, gave a comprehensive presentation, including a video, on ADOT's operating system and funding sources, including the 25-year revenue forecast and the contrasting anticipated transportation needs and revenue shortfall. Mr. Stump reviewed the need for safety measures at the subject intersection, and presented a cost comparison between a traffic signal and a roundabout.

The Council members discussed the proposed project, the cost for the Town's share and how to best finance it, and the option of borrowing as needed against grant funds that will be available from NACOG in 2014. It was generally agreed that it would make more sense to borrow against the future dollars, rather than spend too much of the Town's reserve funds at this time. The roundabout was determined to be the better resolution to the existing traffic problems.

9. **Discussion, consideration, and possible approval of Resolution 2012-873 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a public record that certain document filed with the Town Clerk and entitled as 'Part 3 Section 306 Mobile/Manufactured Home Park Standards', an amendment to the Planning & Zoning Ordinance. Ordinance 2011-A374.**(Staff Resource: Mike Jenkins)
Both Item 9 and Item 10 were tabled at this time, and staff was directed to go back and work on clarifying and correcting some language and conflicts in the Code that should be reviewed and taken care of, and then referred to Planning & Zoning Commission for recommendation to Council.

Community Development Director Jenkins explained that, after three public hearings on proposed amendments to Section 306 of the Town Code held by the Planning & Zoning Commission, to resolve a specific problem regarding regulation of older mobile/manufactured homes, some conflicting language was brought to staff's attention. After review, including staff's continuing concern about Proposition 207, it was decided to request tabling this item at this time in order to allow staff to make the necessary corrections that will be returned to the Planning & Zoning Commission for further review.

10. **Discussion, consideration, and possible approval of Ordinance 2012-A387 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Text amendment changes to the Planning & Zoning Ordinance, Part 3 (General Regulation/Provisions),**

Section 306 (Mobile/Manufactured Home Standards and including Recreational Vehicle Park Standards).(Staff Resource: Mike Jenkins)
(This item was addressed together with the foregoing Item 9.)

11. **Discussion, consideration and possible approval of the placement of a Deputy Public Works Director position into the Town's Classification and Salary Plan, which will include the job description and salary range.** (Staff Resource: Ron Long)
On a motion by Burnside, seconded by Kovacovich, the Council unanimously approved the placement of a Deputy Public Works Director position into the Town's Classification and Salary Plan, which will include the job description and salary range.

Long explained that, prior to the loss of Steve Burroughs, a reorganization plan had been worked on that would have promoted Steve to Public Works Deputy Director, and included the hiring of a Street Superintendent. Council is being asked at this time to approve the Deputy Public Works Director position and to advertise to fill that position. During Council discussion, it was noted that there would be no change in the department's budget this year, that the intent is to get someone to fill that position perhaps in the spring, prior to next July, and that there is an individual who is capable of filling in as the foreman for the Street Department in the interim.

12. **Call to the Public for items not on the agenda.**
(Comments from the following individuals are summarized.)
Justin Wertz commented that it has been wonderful being at these meetings.
Ron Long conveyed a statement from the Public Works crew, and himself, urging the Council to consider naming the Street Yard the "Steve Burroughs Public Works Yard."

There was no further public input.

13. **Manager/Staff Report**
Martin reported on scheduling the meeting with the Yavapai-Apache Nation tentatively on Wednesday, November 28, 2012, sometime mid-morning. He reminded everyone of the "Kingdom of the Spiders" event ahead; the Town will be observing Halloween, starting at 5:00. There will be a memorial service for Steve Burroughs at the Clarkdale Park on Saturday, November 3, at 1:00 p.m.

14. **Adjournment**
On a motion by Baker, seconded by Jones, the meeting was adjourned at 8:19 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 Regular Session of the Town Council of Camp Verde, Arizona, held on the 24th day of October 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Debbie Barber, Town Clerk

4a.3

DRAFT MINUTES
JOINT WORK SESSION
MAYOR AND COMMON COUNCIL and the
CAMP VERDE SANITARY DISTRICT BOARD
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, OCTOBER 24, 2012 at 5:00 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
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Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
Mayor Burnside called the meeting to order at 5:00 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors Baker, German, and Whatley were present. Councilor George was absent.

Camp Verde Sanitary District Board
Board Members Dick Rynerson, Carol Rynerson and Charlotte Chase, and District Manager Jan Grogan were present. Chairman Chip Norton was absent. Vice Chair Greg Freeman arrived at 5:11 p.m.

Also Present
Town Manager Russ Martin, Town Clerk Deborah Barber, and Administrative Assistant Stephanie Sunstrom were also present. Public Works Director Ron Long arrived at 5:12 p.m.

3. **Pledge of Allegiance**
Grogan led the pledge.

4. **Discussion to include, but not limited to issues and questions regarding possible dissolution of the Camp Verde Sanitary District and acceptance of the Trusteeship of the District by the Town.**
Martin advised that the purpose of this meeting was to discuss the possible dissolution of the Sanitary District with the Town accepting trusteeship. He explained that this opportunity allowed both governing boards to ask questions that could lead to a formal conclusion as to whether we go forward or not. He advised that December is the period in which to formalize actions that are necessary for the March election. He advised that staff would formalize the information from tonight's meeting and that it was very important to come to a collective decision that was supported by both boards. He explained that both the voters in the Sanitary District and in the Town would vote for both questions and that the measure had to pass in both elections to become effective. Martin also explained that there would be no conflict of interest by the Council or Board members to vote on the questions in the election.

The Council and Board members discussed at length concerns relative to assuming District employees who were certified in their fields. Some areas of concern included pay ranges, benefits including retirement, insurance, vacation, holidays, and sick leave. Martin advised that Town salaries are at approximately 90% of the market, noting that in some cases, District employees might receive an increase. He stressed that the Arizona State Retirement System is a requirement and that employees could see a 7% decrease in pay right away. However, as he pointed out, the Town matches the employee contribution. He assured both boards that the pay and benefits would be equitable to both Sanitary District and Town employees. Long advised that he held all certifications necessary for the operation of utilities.

The group also discussed some benefits of the Town assuming the District, which included elimination of fees for engineering services, rent, utilities, equipment, equipment operators, and the future possibility of using effluent water from the treatment plant for the park.

Martin emphasized that the District's debt would remain with the District and that there would be no tax increases. However, the maintenance and operation levies would need to be addressed before the election and he suggested adding a fee of approximately $7.00 per month to the users, while eliminating the tax

levy. He noted that this could be an increase to those who might not be able to afford it.

After further discussion about property taxes, assessments, and user fees, the Council wished to see additional information, such as the District's budget, information about the pros and cons of acquisition, information as to how acquisition would promote economic development, an attorney opinion, and any other information that might assist in making a decision to move forward.

Grogan explained that in order to protect the delicate environment of the Verde River, it should be the goal of the governing bodies to expand the sewer throughout the Town to eliminate the need for septic systems. Martin encouraged Council members to talk to Grogan if they had any questions. Burnside explained that the Sanitary District Board would remain as an Advisory Board for a period of time after the Town assumed trusteeship.

5. **Adjournment**
On a motion by Baker, seconded by Jones, the meeting was adjourned at 6:19 p.m.

_____
Bob Burnside, Mayor

_____
Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 24, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Deborah Barber, Town Clerk

4.a4

DRAFT Minutes
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
FRIDAY, OCTOBER 19, 2012
8:00 A.M.

Minutes are a summary of the actions taken. They are not verbatim.
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Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
Vice Mayor Kovacovich called the meeting to order at 8:02 a.m.

2. **Roll Call**
Vice Mayor Kovacovich, and Councilors Baker, Jones, and Whatley were present. Mayor Burnside joined the meeting at 8:28. Councilor German and George were not present.

Also Present:
Town Manager Russ Martin, Finance Director Mike Showers, Town Engineer Ron Long, Marshal Nancy Gardner, Commander Steve Ganis, Community Development Director Mike Jenkins and Deputy Town Clerk Virginia Jones.

3. **Pledge of Allegiance**
There was no pledge.

4. **Discussion and consideration of the following Capital Improvement Projects:**
   a) **Fleet Maintenance (including CVMO)**
   b) **Street & Maintenance Division Equipment**
   c) **Old Hwy 279 Improvements**
   d) **Stormwater Improvements**
   e) **Verde Valley Transit System**
   f) **GIS requirements to include, but not be limited to hardware, software, staffing, and benefits**

Town Manager Russ Martin explained to Council that he would like to start the meeting with Council viewing and inspecting the vehicles currently owned by the Town, noting that each vehicle has a sign stating the year, make and mileage of that vehicle.

Vice Mayor Kovacovich recessed the meeting to the parking lot at 8:03 a.m. for Council to view the vehicles for the Marshall's Office, Administration, Streets, Maintenance, Magistrate Court and Community Development.

The meeting reconvened at 8:23 a.m.

Vice Mayor Kovacovich turned the meeting over to Marshall Nancy Gardner who presented a PowerPoint Presentation, a copy of which is attached and becomes a permanent part of the record. Marshal Gardner reviewed the staffing at the Marshal's office in comparison to the number of vehicles available with options to do a lease purchase for five vehicles per year in the next couple of years.

Mayor Bob Burnside joined the meeting at 8:28 a.m.

Public Works Director Ron Long presented a handout of vehicles, including equipment use by the Street Department and Maintenance Crew. A copy of the handout is attached, and becomes a permanent part of the record. Long noted that the Community Development Department also has two vehicles that should be

replaced in the near future, especially the Malibu. Long stated there is money in the current budget to replace two of the older vehicles.

Long informed Council that the maintenance equipment includes 3 mowers and a tractor that are in fair condition. Long stated that the street equipment ranges in dates starting from 1974. There are several pieces of equipment that is in fair condition, every piece of equipment has many hours. The Town does not have compactors and that is an item that may be requested in future budgets. Again, Council discussed the options of lease purchase agreements for different vehicles and equipment. Long agreed that he would be bringing a replacement schedule to Council, in the near future.

Public Works Director Long discussed improvements along old Highway 279, specifically Cherry Creek Wash that would need culverts and should be built up, at a cost of approximately two million dollars. Council discussed working together with the Nation on the Highway 279 project. Long indicated that this is an area that is zoned as Industrial and that there are several new businesses starting to develop in that area. Long will be working through various agencies for funding.

Long reviewed with Council some of the Stormwater issues that still need to be addressed including the Bashas' Channel, Cliff Parkway Basin and the S. Church Basin at Cliffs Parkway and State Route 260.

Manager Martin noted that the Transit System in the Verde Valley is growing and it will continue to grow, and at some point Camp Verde will need to become involved. Council discussed collaborating with the Nation in regards to the Transit System and agreed they would like to discuss the idea further when Council meets with the Nation in a joint session.

Manager Martin explained that GIS is a great tool that can and should be used for several areas, including drainage, streets, etc. noting that GIS is more than a map; it is a tool that could be used for tracking the Town assets, lists of inventory, and street signs, among other items. Community Development Director Jenkins explained the need for updating the current GIS and incorporating all utilities into the system. GIS could also be used by the Marshal's office for crime statistics, and code enforcement.

5. **Adjournment**

The meeting was adjourned at 10:33 a.m.

_____

Bob Burnside, Mayor Date

_____

Virginia Jones, Deputy Town Clerk Date

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 19, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____

Virginia Jones, Deputy Town Clerk

4.a.5

DRAFT

MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, OCTOBER 17, 2012
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
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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 Whatley, George, Baker, Jones and German were present.

Also Present: Town Manager Russ Martin, Community Development Director Mike Jenkins, Town Marshal Nancy Gardner, Economic Development Director Mel Preston, and Recording Secretary Margaret Harper

3. **Pledge of Allegiance**
The Pledge was led by German.

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 – October 3, 2012
   2) Work Session – September 26, 2012

b) **Set Next Meeting, Date and Time:**
   1) Friday, October 19, 2012 at 8:00 a.m. – Work Session – CIP
   2) October 24, 2012 at 9:00 a.m. – Joint Meeting with Yavapai-Apache Nation Council Members
   3) October 24, 2012 at 5:00 p.m. – Work Session with Camp Verde Sanitary District Board
   4) October 24, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
   5) Friday, October 26, 2012 at 8:00 a.m. – Work Session - CIP

c) **Possible approval of applications for Wine Festival License/Wine Fair License for Fire Mountain Wines. The applicant will participate in the Verde Valley Fall Festival being held on October 19, 20, and 21, 2012, to be held at Jackpot Ranch, located at 2025 Reservation Loop Road.**Staff Resource: Debbie Barber

d) **Possible approval of Resolution 2012-870 declaring October 22-26, 2012as "Arizona Cities & Towns Week."**Staff Resource: Debbie Barber

e) **Possible approval of the Library Support Agreement Membership in the Yavapai Library Network.**Staff Resource: Kathy Hellman

f) **Possible approval of recommendations for FY 2011/2012 year-end adjustments to the budget and fund transfers.** Staff Resource: Mike Showers

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented, with the October 24, 2012, 9:00 a.m. meeting canceled.

Mayor Burnside announced that the meeting scheduled with the Yavapai-Apache Nation Council Members on October 24, 2012 at 9:00 a.m. has been canceled and will be rescheduled.

5. **Council Informational Reports.**
German reported on helping to check in the Fort Verde Days Parade entries; the Parade was wonderful, and she complimented all those who worked on Fort Verde Days, including those who organized the great quilt show.

Jones said she enjoyed working on the Little Guy-Little Guy Contest, and extended her special thanks to those who assisted her as judges.

Baker regretted that she missed Fort Verde Days; she was in San Diego seeing her grandson become a Marine.

Whatley said she also enjoyed Fort Verde Days; the event for her family ranks right up with Christmas and Thanksgiving.

George reported on his attendance at the Innovation Summit last Tuesday in Flagstaff, and followed that up with a report to the other Council members. The Mayor also attended that session and had some good questions about how to help Camp Verde.

Kovacovich said he also enjoyed the Fort Verde Days Parade, and thanked Camp Verde Promotions for all the work they did to put on the event.

Burnside commented on participating in the Parade, as well as attending the Innovation Summit with George regarding promoting entrepreneurs; the follow-up report provided by George was excellent. Burnside reminded everyone of the upcoming Archaeology Center Symposium on Friday, and this weekend the Jackpot Ranch is having its Festival Days on Friday, Saturday and Sunday.

6. **Special Announcements & Presentations –**
   - **Welcome to new businesses:**
     - ❖ **One Way Electric Inc. – Phoenix**
     - ❖ **Body Art 4 Fun-Camp Verde**
     - ❖ **Fairway Homes West, Inc. – Fife, WA**

Burnside announced and welcomed the foregoing new businesses.

7. **Call to the Public for items not on the agenda.**
(Comments from the following individuals are summarized.)
Howard Parrish thanked all the Council members who had attended the Colonel's Daughter contest, and especially the Mayor for his participation.

Mark Manelli, with the Arizona District, Optimists International, explained his organization that is made up of 100% volunteers from local communities, with the primary goal of helping kids and the community, through fund raising and different projects. He announced a club infill and setup meeting scheduled for tomorrow, to be held at Sweet Grace Restaurant at 6:00 p.m., and all those who want to help kids and the community are invited.

Steve Goetting reminded everyone of the upcoming showing of "Kingdom of the Spiders" on October 27, 2012, at 6:30 p.m.; snacks will be available. The Wine Festival is set for February 16, 17 and 18, 2012; he also described an event he attended in Chandler regarding business incubators, and plans to organize another trip and invited those interested to join him.

Justin Wertz gave an update on his project, and commended the Council for their continuing help, and especially for how they correctly show their respect for the Flag during the Pledge of Allegiance.

There was no further public input.

8. **Presentation and possible discussion of Quarterly Reports from the following**
   - **a) Board of Adjustments and Appeals**
   - **b) Planning & Zoning Commission**
   - **c) Fort Verde State Historic Park**

Community Development Director Mike Jenkins presented the Quarterly Reports for both the Board of Adjustments and the Planning Commission, followed by the Quarterly Report on the Fort Verde State Park presented by Sheila Stubler, Park Manager.

9. **Discussion, consideration, and possible approval of a defined area in the downtown identified as an Entertainment District, pursuant to A.R.S. §4-207 allowing the Town of Camp Verde to approve on a case-by-case basis, exemptions from the distance restrictions for the issuance of certain liquor licenses for establishments in relation to public, private or charter schools or places of worship.** Staff Resource: Mel Preston

On a motion by George, seconded by Baker, the Council unanimously approved the defined area in the downtown identified as an Entertainment District, pursuant to A.R.S. Sec.4-207 allowing the Town of Camp Verde to approve on a case-by-case basis, exemptions from the distance restrictions for the issuance of certain liquor licenses for establishments in relation to public and charter schools or places of worship.

On a motion by Whatley, seconded by Burnside, the Council unanimously voted to amend the original motion to include the modified version of the Entertainment District, and the triangular piece at the south end of the District.

Economic Development Director Preston gave a Power Point presentation on the proposed Entertainment District, citing the legislation and Arizona Statute allowing the uses in such a District, subject to approval by the Town. The presentation included the definition, purpose and benefits of a Downtown Entertainment District, as well as the proposed boundaries and how they were identified, an area consisting of 8.85 acres, or .14 square miles, with Main Street as the focus.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Tom Pitts, President of the Verde Valley Wine Consortium, among other regional leadership and tourism positions, spoke at length on the benefits of opening up community areas for wine-tasting rooms that have been a successful addition to the Verde Valley region following recent legislative changes legalizing wine making and selling in this State. Mr. Pitts pointed out the difference between wine-tasting rooms and bars, and reviewed the studies of the impact of the wine industry on the economy of the region. In response to a question from Mayor Burnside, Mr. Pitts said that he is strongly in favor of moving forward with an Entertainment District, and stressed that the Town would still have absolute control over license applications on a case-by-case basis.

Bob Burness said that he liked the idea of the proposed District, a good marketing tool, and the Town definitely needs new businesses. However, he questioned the proposed long stretch of the District, and perhaps a centralized location would be a better choice for the Town; more consideration should be given to the structure of the area.

Wes Girard commented on attending earlier meetings on the issue, and said that he believes it is only a thinly veiled end run excuse by the liquor industry at the State level, and the Town is getting sucked into it. Consumption of liquor is an indulgence, not entertainment. The courts make no distinction between getting loaded in a wine-tasting room or a cowboy bar. There are already businesses that can sell alcohol in Camp Verde. He is looking for a straightforward presentation of what is being proposed

John Strathmere, owner of the Montezuma Inn, one of the properties being considered to be included in the Entertainment District. Food should be available along with consuming alcohol. The idea of alcohol sales needs more thought. He questioned whether any economic studies have been done on how property values have been affected inside an Entertainment District, and cited the regulation that would allow Camp Verde only one chance to designate such a District. His concern, as a commercial property owner, is for an overlay being placed on his property having to do with alcohol. He would like to hear more from other communities in regard to residential properties that abut the entertainment area, and whether the Town of Camp Verde really wants to use alcohol for growth. He suggested that the proposal is in conflict with the vision and values of the Town as stated in the General Plan, and commented on possible safety issues from the traffic generated by the wine tasting rooms. He questioned whether the proposed District conformed to the 1/8 mile width requirement, and cited a requirement for a facility to be at least 5,000 sq. ft. in order to be eligible for sampling privileges. Moving the proposal forward at this time is premature.

Steve Goetting, also a member of the Wine Consortium, outlined the need for the outlets to help promote the agricultural industry, a part of which is producing the grapes and the other being able to sell the product; tasting rooms would be a great economic driver for the Town.

Melanie Hicks said there seems to be too much emphasis on alcohol sales in connection with an Entertainment District. She commented on how Main Street in Cottonwood has been revitalized by the wine-tasting rooms, and she has never seen drunks walking around there. This is a good idea for Camp Verde; but perhaps there needs to be more worked out with the property owners.

There was no further public input.

Council Discussion

Preston addressed the question regarding the 1/8-mile width, noting that the proposed area is within that requirement. The reference to a 5,000 sq. ft. tasting room is completely off base, to her knowledge; she believes it pertains to tasting in a wine store, for example. In response to questions from Burnside, Preston said she was not aware of any studies on the effect on property values, only studies done on direct and indirect revenue. As for a centralized area, the area along Main Street was an arbitrary decision, focusing on identifying areas that might attract potential retail establishments in the future; other areas could be included now, if desired. Preston stated her understanding that any changes can be made, just as anything else can be done at the local level; a new increased, or reduced, area can be brought to Council as long as it is contiguous and is contained within the one square mile parameter. Preston knows of no case where any property owner has requested to be excluded. Martin pointed out that a property owner has the right to decline to participate in any of the benefits of the District, or to lease property for any type of operation. Preston said there are two different liquor licenses for sampling or tasting; the sampling requires the 5,000 sq. ft. building.

The Council members discussed the questions raised. Whatley pointed out that designating an Entertainment District would be a great selling point for property within that boundary. Preston said that the district, by law, would need to be identified as an "Entertainment District"; it can be called whatever the Town wants, as long as the name includes "Entertainment District." In response to a question from German, Preston said that the District could be modified, by modifying the Resolution, a decision made at the local level. Also, the Entertainment District does include residential area, which Martin explained are homes located in a district zoned Commercial. There was some discussion regarding the issuance of a liquor license; the Town can only recommend or object to an application; the State has the final say. Jones referred to the definition of an "Entertainment District," which is an area with a significant number of entertainment, artistic and cultural venues, adding that the District would increase opportunities for marketing the downtown area. Preston confirmed that it would not preclude marketing other areas in Camp Verde for businesses.

German said she is in favor of an Entertainment District, but the Town can have all those other businesses anyway; the only reason for the District is to be able to have wine tasting rooms, and she would like to perhaps compromise with some of the residents by adjusting the boundaries. Preston said she is not aware at this time of what those areas might be. Martin referred to the map that had been provided to illustrate the proposed District, indicating the residential areas, most of which are zoned C-2; any amendments should be made now before approving the Resolution. George said he sees this District as another tool to help make it easier for businesses to come to Camp Verde, and is in favor of the proposal. Whatley said it is a win-win situation that will help get the downtown buzzing. Burnside pointed out, for clarification, that one C-1 parcel is included in the proposed map, and asked if a retail store could apply to go into wine tasting; Jenkins said that would be right. There was further discussion on the issue of the State having the final authority for issuing liquor licenses. Preston confirmed that the responses from the businesses regarding the Entertainment District have been positive and they have shown support. Baker acknowledged the concern of some citizens for the alcohol issue, but said that the community has to consider everyone and search out opportunities for the businesses and the Town. Whatley said she has not seen any concern on the part of the churches or schools. Burnside stressed that the Town is trying to get some economic value out of the proposed District; the seated Council at the time of each liquor license application will need to carefully scrutinize what type of establishment is being presented. Burnside added that he would like staff to consider any other advantages that

might be available, to be more flexible for some other types of businesses to come in, keeping in mind the issues of signage, parking, noise, or lighting. Martin said he believes that would pertain more to the subject of economic development, depending on what other hurdles potential businesses may be facing, and will be addressed as particular zoning or use issues are questioned. The motion was made to approve the proposed Entertainment District; following discussion, a motion was made for an amendment, and action was taken accordingly.

10. **Call to the Public for items not on the agenda.**
There was no public input.

11. **Manager/Staff Report**
Martin reminded everyone of the PARA Study of the Y-intersection that will be presented briefly on November 2, 2012 about 9:00 a.m., at the normal CIP session; on November 6, there will be a general public meeting on that issue preceding the Council meeting. At 5:30 p.m. on November 7, there will be an informal appreciation event to fete those who built the staircase over in our facility. Martin also issued a reminder of Friday morning at 8:00 a.m., which will also be the schedule for Fridays for the next month or so. Martin expressed appreciation for the work done on the roads, despite the weather not cooperating; the striping should be completed soon. Halloween will be observed on October 31st downtown, and interviews are scheduled for the Parks & Recreation Supervisor. Sympathy was expressed to the Burroughs family for the difficult time ahead.

12. **Adjournment**
On a motion by Baker, seconded by Jones, the meeting was adjourned at 8:04 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 Regular Session of the Town Council of Camp Verde, Arizona, held on the 17th day of October 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Debbie Barber, Town Clerk

4.C

Town of Camp Verde

Meeting Date: November 7, 2012

☒ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation

Requesting Department: Economic Development

Staff Resource/Contact Person: Mel Preston, Director

Agenda Title (be exact): Approval of resolution number 2012-874, defining an area in the downtown identified as an Entertainment District, pursuant to A.R.S. SS4-207 allowing the Town of Camp Verde to approve on a case-by-case basis, exemptions from the distance restrictions for the issuance of certain liquor licenses for establishments in relation public and charter schools or places of worship.

List Attached Documents:

1. Minutes from council meeting on 10/17/12
2. Resolution number 2012-874

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

☒ **Department Head: Russ Martin**

Comments:

☐ **Town Attorney Comments:**

☐ **Finance Department**

Fiscal Impact: N/A

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

Comments:

Background Information:

Recommended Action (Motion): Approval of resolution number 2012-874, defining an area in the downtown identified as an Entertainment District, pursuant to A.R.S. SS4-207 allowing the Town of Camp Verde to approve on a case-by-case basis, exemptions from the distance restrictions for the issuance of certain liquor licenses for establishments in relation public and charter schools or places of worship.
Instructions to the Clerk: None at this time.

RESOLUTION 2012-874

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING ITS INTENTION TO DESIGNATE A DEFINED AREA AROUND THE DOWNTOWN AS AN ENTERTAINMENT DISTRICT PURSUANT TO A.R.S. §4-207 THEREBY ALLOWING THE TOWN OF CAMP VERDE TO APPROVE ON A CASE-BY-CASE BASIS EXEMPTIONS FROM THE DISTANCE RESTRICTIONS PRESCRIBED THEREIN FOR THE ISSUANCE OF CERTAIN LIQUOR LICENSES FOR ESTABLISHMENTS IN RELATION TO PUBLIC, PRIVATE, OR CHARTER SCHOOLS OR PLACES OF WORSHIP.

WHEREAS, on April 2010, the State Legislature passed House Bill 2596, amending sections 4-207 and 41-1493, Arizona Revised Statues; amending Title 41, Chapter 9, Article 9, Arizona Revised Statutes; and

WHEREAS, A.R.S. §4-207 restricts the granting of certain types of liquor license to establishments within 300 feet of existing schools and places of worship; and

WHEREAS, A.R.S. §4-207 allows the governing body of a city or town to grant an exemption from these distance restrictions, on a case-by-case basis for an establishment located in an area that is designated as an Entertainment District; and

WHEREAS, A.R.S. §4-207 declares that for the purposes of that section, "Entertainment District" means a specific contiguous area that is designated an entertainment district by a resolution adopted by the governing body of a city or town, that consists of no more than one square mile, that is no less than one-eighth of a mile in width and that contains a significant number of entertainment, artistic and cultural venues, including music halls, concert facilities, theaters, arenas, stadiums, museums, studios, galleries, restaurants, bars and other related facilities; and

WHEREAS, the area proposed as the Entertainment District/Arts and Entertainment District/Heritage District or other description, meets the above description of an Entertainment District for the purposes of A.R.S. §4-207; and

WHEREAS, the authority for the Town Council to grant such exemptions from distance requirements for establishments requiring certain liquor licenses in the Entertainment District would support the location of desirable and activating uses in this area.

WHEREAS, the Town has identified criteria to aid in the consideration and deliberation of exemptions hereto and to promote the general health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the Town of Camp Verde, Arizona as follows:

SECTION 1: Entertainment District

1. The Town Council of the Town of Camp Verde does herby accept and adopt the Entertainment District as shown in Exhibit A.

2. Requests for exemptions shall be considered against the criteria listed in Exhibit B.

SECTION 2: Separability

In the event any part, portion or paragraph of this Resolution is found to be invalid by any court of competent jurisdiction, the invalidity of such part, portion, or paragraph shall not affect any other valid part, portion, or paragraph of this Resolution and effectiveness thereof;

SECTION 3: This Resolution shall become effective in the manner provided by law.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 7th day of November, 2012.

_____ Date: _____

Bob Burnside, Mayor

Attest:

Approved as to form:

_____ _____

Deborah Barber, Town Clerk

Town Attorney

Exhibit A – per council direction on October 17, 2012

RESOLUTION 2012-874

EXHIBIT B

Criteria in Consideration of Exemptions

1. Compliant Use: The use is compliant with the underlying zoning and if required, a Conditional Use Permit has been granted.

2. Compatibility: Operational and performance characteristics of the business, including but not limited to: hours of operation, noise, odor, traffic, parking, safety will not be detrimental to the health, safety or welfare of affected churches/schools.

3. Balance: The use does not impair the appropriate balance of land uses ensuring that a single class of uses does not unduly harm or disrupt the character in the area. The use should be additive and function to complement and enhance the surrounding area.

DRAFT
MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, OCTOBER 17, 2012
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 Whatley, George, Baker, Jones and German were present.

Also Present: Town Manager Russ Martin, Community Development Director Mike Jenkins, Town Marshal Nancy Gardner, Economic Development Director Mel Preston, and Recording Secretary Margaret Harper

3. **Pledge of Allegiance**
The Pledge was led by German.

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 – October 3, 2012
      2) Work Session – September 26, 2012
   b) **Set Next Meeting, Date and Time:**
      1) Friday, October 19, 2012 at 8:00 a.m. – Work Session – CIP
      2) October 24, 2012 at 9:00 a.m. – Joint Meeting with Yavapai-Apache Nation Council Members
      3) October 24, 2012 at 5:00 p.m. – Work Session with Camp Verde Sanitary District Board
      4) October 24, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
      5) Friday, October 26, 2012 at 8:00 a.m. – Work Session - CIP
   c) **Possible approval of applications for Wine Festival License/Wine Fair License for Fire Mountain Wines. The applicant will participate in the Verde Valley Fall Festival being held on October 19, 20, and 21, 2012, to be held at Jackpot Ranch, located at 2025 Reservation Loop Road.** Staff Resource: Debbie Barber
   d) **Possible approval of Resolution 2012-870 declaring October 22-26, 2012as "Arizona Cities & Towns Week."** Staff Resource: Debbie Barber
   e) **Possible approval of the Library Support Agreement Membership in the Yavapai Library Network.** Staff Resource: Kathy Hellman
   f) **Possible approval of recommendations for FY 2011/2012 year-end adjustments to the budget and fund transfers**. Staff Resource: Mike Showers

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented, with the October 24, 2012, 9:00 a.m. meeting canceled.

Mayor Burnside announced that the meeting scheduled with the Yavapai-Apache Nation Council Members on October 24, 2012 at 9:00 a.m. has been canceled and will be rescheduled.

5. **Council Informational Reports.**
German reported on helping to check in the Fort Verde Days Parade entries; the Parade was wonderful, and she complimented all those who worked on Fort Verde Days, including those who organized the great quilt show.

Jones said she enjoyed working on the Little Guy-Little Guy Contest, and extended her special thanks to those who assisted her as judges.

Baker regretted that she missed Fort Verde Days; she was in San Diego seeing her grandson become a Marine.

Whatley said she also enjoyed Fort Verde Days; the event for her family ranks right up with Christmas and Thanksgiving.

George reported on his attendance at the Innovation Summit last Tuesday in Flagstaff, and followed that up with a report to the other Council members. The Mayor also attended that session and had some good questions about how to help Camp Verde.

Kovacovich said he also enjoyed the Fort Verde Days Parade, and thanked Camp Verde Promotions for all the work they did to put on the event.

Burnside commented on participating in the Parade, as well as attending the Innovation Summit with George regarding promoting entrepreneurs; the follow-up report provided by George was excellent. Burnside reminded everyone of the upcoming Archaeology Center Symposium on Friday, and this weekend the Jackpot Ranch is having its Festival Days on Friday, Saturday and Sunday.

6. **Special Announcements & Presentations –**
   - **Welcome to new businesses:**
     - ❖ **One Way Electric Inc. – Phoenix**
     - ❖ **Body Art 4 Fun-Camp Verde**
     - ❖ **Fairway Homes West, Inc. – Fife, WA**

Burnside announced and welcomed the foregoing new businesses.

7. **Call to the Public for items not on the agenda.**
(Comments from the following individuals are summarized.)
Howard Parrish thanked all the Council members who had attended the Colonel's Daughter contest, and especially the Mayor for his participation.

Mark Manelli, with the Arizona District, Optimists International, explained his organization that is made up of 100% volunteers from local communities, with the primary goal of helping kids and the community, through fund raising and different projects. He announced a club infill and setup meeting scheduled for tomorrow, to be held at Sweet Grace Restaurant at 6:00 p.m., and all those who want to help kids and the community are invited.

Steve Goetting reminded everyone of the upcoming showing of "Kingdom of the Spiders" on October 27, 2012, at 6:30 p.m.; snacks will be available. The Wine Festival is set for February 16, 17 and 18, 2012; he also described an event he attended in Chandler regarding business incubators, and plans to organize another trip and invited those interested to join him.

Justin Wertz gave an update on his project, and commended the Council for their continuing help, and especially for how they correctly show their respect for the Flag during the Pledge of Allegiance.

There was no further public input.

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   a) **Board of Adjustments and Appeals**
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   c) **Fort Verde State Historic Park**

Community Development Director Mike Jenkins presented the Quarterly Reports for both the Board of Adjustments and the Planning Commission, followed by the Quarterly Report on the Fort Verde State Park presented by Sheila Stubler, Park Manager.

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On a motion by Whatley, seconded by Burnside, the Council unanimously voted to amend the original motion to include the modified version of the Entertainment District, and the triangular piece at the south end of the District.

Economic Development Director Preston gave a Power Point presentation on the proposed Entertainment District, citing the legislation and Arizona Statute allowing the uses in such a District, subject to approval by the Town. The presentation included the definition, purpose and benefits of a Downtown Entertainment District, as well as the proposed boundaries and how they were identified, an area consisting of 8.85 acres, or .14 square miles, with Main Street as the focus.

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10. **Call to the Public for items not on the agenda.**
There was no public input.

11. **Manager/Staff Report**
Martin reminded everyone of the PARA Study of the Y-intersection that will be presented briefly on November 2, 2012 about 9:00 a.m., at the normal CIP session; on November 6, there will be a general public meeting on that issue preceding the Council meeting. At 5:30 p.m. on November 7, there will be an informal appreciation event to fete those who built the staircase over in our facility. Martin also issued a reminder of Friday morning at 8:00 a.m., which will also be the schedule for Fridays for the next month or so. Martin expressed appreciation for the work done on the roads, despite the weather not cooperating; the striping should be completed soon. Halloween will be observed on October 31st downtown, and interviews are scheduled for the Parks & Recreation Supervisor. Sympathy was expressed to the Burroughs family for the difficult time ahead.

12. **Adjournment**
On a motion by Baker, seconded by Jones, the meeting was adjourned at 8:04 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 Regular Session of the Town Council of Camp Verde, Arizona, held on the 17th day of October 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

_____
Debbie Barber, Town Clerk

8

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: **November 7, 2012**

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Council

Staff Resource/Contact Person: Councilor Jackie Baker

Agenda Title (be exact): Update by Chamber of Commerce President Dave Freeman relative to the Chamber's recent activities.

List Attached Documents: N/A

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

☒ ***Department Head:*** _____ ☐ ***Town Attorney Comments:***

☐ ***Finance Department***

Fiscal Impact:

Budget Code: Amount Remaining: _____

Comments:

Background Information: N/A

Recommended Action (Motion): N/A

Instructions to the Clerk: N/A

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: November 7, 2012

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Deborah Barber

Agenda Title (be exact): Discussion, consideration and possible approval of application for Bingo License for WHR Properties, Inc. located at 1472 W. Horseshoe Bend, Camp Verde, AZ.

List Attached Documents: Application for Bingo License

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

☒ ***Department Head:*** Deborah Barber ☐ ***Town Attorney Comments:*** N/A

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

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ ***Amount Remaining:*** _____

Comments:

Background Information: *On October 2, 2012 the Clerk's Office received an application for a Bingo License from WHR Properties, Inc. located at 1473 W. Horseshoe Bend Drive, in Camp Verde, AZ. State Law ARS 5-404 requires each applicant applying for an initial license to submit the application to the local governing body. Following receipt of the application the governing body shall set a hearing on the application to be held within forty-five days, to recommend approval or disapproval. If the application is disapproved by the local governing body, the endorsement shall contain specific reasons for disapproval.*

Recommended Action (Motion): Approve application for Bingo License for WHR Properties, Inc. located at 1472 W. Horseshoe Bend, Camp Verde, AZ.

Instructions to the Clerk: Section II not required.

100412

Arizona Department of Revenue • Bingo Section

Phoenix: (602) 716-7801

APPLICATION FOR BINGO LICENSE

Complete all information on this form. If you do not complete all information, your application will be returned. All information is subject to verification. If you need more space, attach additional sheets.

Falsification of information contained in this application constitutes a Class 6 felony.

All bingo licenses expire one year from the date of issue. To continue conducting bingo games, you must renew your license prior to the expiration date.

For Department of Revenue Use Only

☐ Approved ☐ Disapproved

REVIEWER'S NAME *(please print)*	DATE

License Classification: ☒ Class A ☐ Class B ☐ Class C

LICENSE NUMBER	TERM OF LICENSE
13- -	From To

Yavapai County – 13

Type or print in black ink.

1 APPLICANT'S NAME	2 TELEPHONE NUMBER WITH AREA CODE
WHR PROPERTIES, INC.	928-202-3409
3a ADMINISTRATIVE OFFICE LOCATION	**4a** MAILING ADDRESS
1472 W. HORSESHOE BEND DR.	SAME
3b CITY STATE ZIP CODE	**4b** CITY STATE ZIP CODE
CAMP VERDE AZ 86322	

5 Class B and Class C license applicants only: If applying as a qualified organization, *indicate the type of organization:*
Check one box:

☐ Charitable ☐ Social ☐ Religious ☐ Veterans

☐ Fraternal ☐ Volunteer Fire Department ☐ Homeowners Association ☐ Nonprofit Ambulance Service

6 Class B and Class C license applicants only: If applying as a qualified organization, give the name and address of your one

20121004
00227329 0107 PSTR 001
NCRAIG
0095 Bingo Payments
16 001 A
12C022014600B
Regular Payment $100.00
CK $100.00
CHANGE $0.00
Total: $100.00
20121004

	AUXILIARY **6b**
. NO.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CODE	CITY STATE ZIP CODE

7 applying as a qualified organization, indicate the date your organization was

AD

Continued on page 2 →

8 Class B and Class C license applicants only: If applying as a qualified organization, list current officers:

NAME **8a**	NAME **8b**
TITLE	TITLE
ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CITY STATE ZIP CODE	CITY STATE ZIP CODE
NAME **8c**	NAME **8d**
TITLE	TITLE
ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CITY STATE ZIP CODE	CITY STATE ZIP CODE

9 Class B and Class C license applicants only: Bingo checking account information:

Checking Account Number: _____

Bank Name and Branch: _____

10 Class B and Class C license applicants only: Bingo interest-bearing account information:

Account Number: _____

Bank Name and Branch: _____

11 Class B and Class C license applicants only: List all **officers and/or supervisors** authorized to sign checks from the accounts listed above. If applying as a qualified organization, all **supervisors must be members** of the applicant:

NAME **11a**	NAME **11b**
TITLE	TITLE
ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CITY STATE ZIP CODE	CITY STATE ZIP CODE

12 List the name(s) of the **one or two** persons who will serve as managers. If applying as a qualified organization, these persons **must be members** of the applicant. *Each person must submit an affidavit.*

NAME **12a** MARCIA PREVOST ✓	NAME **12b**
TITLE GENERAL MANAGER	TITLE
ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO. 1472 W. HORSESHOE BEND RR.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CITY CAMP VERDE STATE AZ ZIP CODE 86322	CITY STATE ZIP CODE

13 List the name of the **one** person designated as proceeds coordinator. If applying as a qualified organization, this person **must be an officer or director and a member** of the applicant. *Each person must submit an affidavit.*

NAME MARCIA PREVOST ✓	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO. Same as 12a
TITLE GENERAL MANAGER	CITY STATE ZIP CODE

14 List the name(s) of the person(s) who will serve as supervisor. If applying as a qualified organization, each person **must be a member** of the applicant. *Each person must submit an affidavit.*

NAME **14a** MARCIA PREVOST	NAME **14b**
TITLE Same as 13	TITLE
ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CITY STATE ZIP CODE	CITY STATE ZIP CODE
NAME **14c** Karen Price	NAME **14d**
TITLE Supervisor	TITLE
ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CITY STATE ZIP CODE	CITY STATE ZIP CODE

15 List the name(s) of the person(s) who will serve as assistants. If applying as a qualified organization, each person **must be a member or new member** of the applicant. Except for "Class A" licensees, *each person must submit an affidavit.*

NAME **15a** KAREN PRICE – move to Sup.	NAME **15b**
NAME **15c**	NAME **15d**
NAME **15e**	NAME **15f**
NAME **15g**	NAME **15h**

16 Street address of the physical location where bingo will be played: 1472 W. HORSESHOE BEND DR. ✓

17 Indicate the time on each respective day that bingo will be played:

Monday:	☐ AM ☐ PM		Friday:	☐ AM ☐ PM	
Tuesday:	☐ AM ☐ PM		Saturday:	☐ AM ☐ PM	
Wednesday: 7:00	☐ AM ☒ PM	✓	Sunday:	☐ AM ☐ PM	
Thursday:	☐ AM ☐ PM				

18 List dates of proposed game cancellation if any:

19 Indicate the type of premises where bingo will be played. *Check one box (line 19 continues on page 4):*

a ☒ Neither rent nor mortgage will be paid from bingo funds. ✓

b ☐ Rented or leased. *Attach rental affidavit and copy of rental agreement.*

LANDLORD'S NAME	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

c ☐ Owned solely by the organization. *Attach copy of mortgage, deed of trust, purchase agreement, escrow agreement, etc..*

HOLDER OF MORTGAGE	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

19d ☐ Owned jointly with other organization. *Attach copy of mortgage, deed of trust, purchase agreement, escrow agreement, etc..*

HOLDER OF MORTGAGE **1)**	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE
CO-OWNER HOLDER: **2)**	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE
CO-OWNER HOLDER: **3)**	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

20 List bingo licensees who are or will be conducting bingo in the same premises as you and those licensees located within 1,000 feet of your premises.

NAME **20a** N/A	NAME **20b**
ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CITY STATE ZIP CODE	CITY STATE ZIP CODE

21 Expected bingo expenses *(line 21 continues on page 5)*:

a Mortgage: $_____ per month

PAYABLE TO N/A	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

b Rent: $_____ per ☐ month ☐ hour ☐ occasion

PAYABLE TO N/A	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

c Janitorial Services: $_____ per ☐ month ☐ hour ☐ occasion

PAYABLE TO N/A	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

d Accounting Services: $_____ per ☐ month ☐ hour ☐ occasion

PAYABLE TO N/A	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

e Security Services: $_____ per ☐ month ☐ hour ☐ occasion

PAYABLE TO N/A	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

21 Expected Bingo Expenses, continued...

f Bingo Supplies: $100.00 per Annual

PAYABLE TO	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
CACTUS BINGO SUPPLY	3210 E. ROESER RD
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE
602-268-2848	PHOENIX AZ 85040

g Maximum prize payout per occasion: $ 100.00 . *Attach game schedule that lists individual prize amounts.*

PAID TO	ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
Unknown - winner	
TELEPHONE NUMBER WITH AREA CODE	CITY STATE ZIP CODE

h Utilities Expenses:

ELECTRIC (payable to) N/A		ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
ACCOUNT NUMBER	MONTHLY AMOUNT $	CITY STATE ZIP CODE

GAS (payable to) N/A		ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
ACCOUNT NUMBER	MONTHLY AMOUNT $	CITY STATE ZIP CODE

WATER (payable to) N/A		ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
ACCOUNT NUMBER	MONTHLY AMOUNT $	CITY STATE ZIP CODE

TRASH REMOVAL (payable to) N/A		ADDRESS - NUMBER AND STREET, RURAL RT., APT. NO.
ACCOUNT NUMBER	MONTHLY AMOUNT $	CITY STATE ZIP CODE

22 Briefly state the specific projected use of net proceeds from games of bingo:

Supplies and winnings to winner

Under penalty of perjury, upon oath, I, James Loken, declare that I am duly authorized to sign and file this application. I hereby swear or confirm that I have read the foregoing application and know the contents thereof, and that all information provided has been fully, accurately, and truthfully completed to the best of my knowledge.

AFFIANT'S SIGNATURE 9-28-12 DATE PRESIDENT OF WHR PROPERTIES, INC TITLE

Arizona Department of Revenue • Bingo Section
1600 West Monroe, Phoenix, AZ 85007 • (602) 716-7801

AFFIDAVIT

This affidavit must be completed by each person who wishes to assist in the conduct of any game of bingo. If any information is blank or incorrect, the affidavit will be returned to you. All information is subject to verification. Disclosure of your Social Security Number is voluntary. This information may be used to establish positive identification for purposes of criminal background checks pursuant to Arizona Revised Statutes, §5-404.

Please type or print in black ink.

LICENSEE'S NAME	LICENSE NUMBER
WHR PROPERTIES INC.	

POSITION

Check the appropriate boxes: ☑ Manager ☒ Supervisor ☒ Proceed Coordinator ☐ Assistant

AFFIANT'S NAME	SOCIAL SECURITY NO.
MARCIA PREVOST	[redacted]
ADDRESS	DATE OF BIRTH
1472 W. HORSESHOE BEND DR.	[redacted]
CITY / STATE / ZIP CODE	
CAMP VERDE AZ. 86322	
HOME PHONE NO. (*with area code*)	WORK PHONE NO. (*with area code*)
	928-202-3409

If licensee is a qualified organization, complete the following section:

MEMBER?	DATE JOINED ORGANIZATION
☐ Yes ☐ No	
OFFICERS?	OFFICER TITLE
☐ Yes ☐ No	
DO YOU HAVE AN AFFIDAVIT ON FILE FOR ANY OTHER LICENSEE?	
☐ Yes ☐ No If "Yes", list license number(s):	

I, MARCIA PREVOST (AFFIANT'S NAME), the above named affiant, under penalty of perjury, upon oath, depose and say that I will conduct or assist in conducting all bingo games in compliance with the terms of the license, Arizona Revised Statutes, Title 5, Chapter 4, and the rules of the licensing authority. I am of good moral character and have never been convicted of any misdemeanor involving moral turpitude or felony. I have not and shall not receive any reward, compensation or recompense for my participation in the conduct of bingo games except as provided for by law. I hereby swear or confirm that I have read and understand the foregoing and verify that the information and statements made herein are true and correct to the best of my knowledge.

Marcia Prevost
SIGNATURE OF AFFIANT

9-20-13
DATE

sign & date

Arizona Department of Revenue • Bingo Section
1600 West Monroe, Phoenix, AZ 85007 • (602) 716-7801

AFFIDAVIT

This affidavit must be completed by each person who wishes to assist in the conduct of any game of bingo. If any information is blank or incorrect, the affidavit will be returned to you. All information is subject to verification. Disclosure of your Social Security Number is voluntary. This information may be used to establish positive identification for purposes of criminal background checks pursuant to Arizona Revised Statutes, §5-404.

Please type or print in black ink.

LICENSEE'S NAME	LICENSE NUMBER
WHR Properties, Inc	

POSITION
Check the appropriate boxes: ☐ Manager ☒ Supervisor ☐ Proceed Coordinator ☐ Assistant

AFFIANT'S NAME	SOCIAL SECURITY NO.
Karen Price	[redacted]
ADDRESS: 487 Horseshoe Bend Dr #95	DATE OF BIRTH: [redacted]
CITY: Lake Havasu	STATE: AZ ZIP CODE: 86322
HOME PHONE NO. (*with area code*): 928 302 2886	WORK PHONE NO. (*with area code*): 928 302-3409

If licensee is a qualified organization, complete the following section:

MEMBER?	DATE JOINED ORGANIZATION
☐ Yes ☐ No	
OFFICERS?	OFFICER TITLE
☐ Yes ☐ No	
DO YOU HAVE AN AFFIDAVIT ON FILE FOR ANY OTHER LICENSEE?	
☐ Yes ☐ No If "Yes", list license number(s):	

I, KAREN PRICE (AFFIANT'S NAME), the above named affiant, under penalty of perjury, upon oath, depose and say that I will conduct or assist in conducting all bingo games in compliance with the terms of the license, Arizona Revised Statutes, Title 5, Chapter 4, and the rules of the licensing authority. I am of good moral character and have never been convicted of any misdemeanor involving moral turpitude or felony. I have not and shall not receive any reward, compensation or recompense for my participation in the conduct of bingo games except as provided for by law. I hereby swear or confirm that I have read and understand the foregoing and verify that the information and statements made herein are true and correct to the best of my knowledge.

Karen Price
SIGNATURE OF AFFIANT

10-19-12
DATE

Arizona Department of Revenue • Bingo Section

Phoenix: (602) 716-7801

ENDORSEMENT BY LOCAL GOVERNING BODY

For Official Use Only

To be completed by the local governing body and returned to the Bingo Section pursuant to ARS §5-404.A.

☒ New Application ☐ Change of Location	LICENSE #	DATE
FROM (NAME OF LOCAL GOVERNING BODY)	ADDRESS - NUMBER AND STREET, PO BOX	
TELEPHONE NUMBER WITH AREA CODE	CITY	STATE ZIP CODE

1. This is to certify that on _____, a hearing was conducted pursuant to Arizona Revised Statute, Title 5, Chapter 4, on the:
   - ☐ Application for a bingo license by the following applicant
   - ☐ Application for a bingo license location transfer
2. Name of applicant: WHR PROPERTIES
3. Location/address where games will be conducted: 1472 HORSESHOE BEND DR. CAMP VERDE, AZ 86322
4. Days and times of games:

Monday:	_____ ☐ AM ☐ PM	Friday:	_____ ☐ AM ☐ PM		
Tuesday:	_____ ☐ AM ☐ PM	Saturday:	_____ ☐ AM ☐ PM		
Wednesday:	7:00 ☐ AM ☑ PM	Sunday:	_____ ☐ AM ☐ PM		
Thursday:	_____ ☐ AM ☐ PM				

5. Background investigations:
   ☐ have ☐ have not been conducted on all individuals listed in the Bingo License Application.
6. Recommendation: The application be ☐ Approved ☐ Disapproved
7. Specific reasons for disapproval are hereby listed pursuant to ARS §5-404.1:

NOTE: This endorsement must be signed by a delegated authority of the local governing body.

PRINTED NAME

SIGNATURE DATE TITLE

Mail completed, signed form to

Arizona Department of Revenue
Bingo Section
1600 West Monroe, Room 520
Phoenix, AZ 85007

ADOR 71-1002f (4/06)

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: **November 7, 2012**

☐ *Consent Agenda* ☒ *Decision Agenda* ☐ *Executive Session Requested*

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Council

Staff Resource/Contact Person: Councilor Carol German

Agenda Title (be exact): Discussion, consideration, and possible direction to staff to inspect and repair, if necessary, the sharp edges of the monument at Rezzonico Family Park.

List Attached Documents: N/A

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

☒ ***Department Head:*** _____ ☐ ***Town Attorney Comments:***

☐ ***Finance Department***

Fiscal Impact:

Budget Code: Amount Remaining: _____

Comments:

Background Information: Council received a comment from a concerned citizen during the 10-24 Council meeting about the safety of the sharp metal edges on the monument at Rezzonico Family Park.

Recommended Action (Motion): Direct staff to investigate the complaint and make any necessary repairs to the monument to avoid injury.

Instructions to the Clerk: N/A

Town of Camp Verde

Meeting Date: November 7, 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 staff concerning the position of Economic Development Director to include but not limited to possible changes to the job description, skills desired in the next person and general direction of the Economic Development Office.*

List Attached Documents:

Current Job Description

Estimated Presentation Time: *5 minutes*

Estimated Discussion Time: *15 minutes*

Reviews Completed by:

☒ ***Department Head: Russ Martin*** (*comments included in report*)

☐ ***Town Attorney Comments:***

☐ ***Finance Department***

Fiscal Impact:

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

Comments:

Background Information:

At the end of November we will be without a staff member at a critical time for a few items including the Incubator Study and its implementation. Staff is requesting guidance so that Council can identify where Council would like the direction of this office and ultimately the person will go to continue to make progress in this area.

Recommended Action (Motion):

No motion is recommended this is intended for discussion only and the Manager will take ideas from this and move forward with hiring a replacement.

Town of Camp Verde

Job Description

Position: Economic Development Director

Exempt: Exempt

Salary Range: $63,385 to 96,448 (Range 73)

Department: Administration

Reports To: Town Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY:

Plans, organizes, manages, and implements the activities of Business Development, Marketing and Community Relations, Business Retention and Expansion, and project management programs for the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is a professional level position which requires an extremely high degree of independent judgment and decision making. This individual must be capable of receiving general policy direction and organizing efficient and effective implementation programs. This position plans, organizes and manages economic development projects related to generating business and development opportunities for the Town from inception to completion. This position fosters a positive, flexible 'can-do' environment, projecting a cooperative and innovative team-playing image to current business owners, potential businesses, and residents of the community.

This position directs Town response to requests for information from potential clients and consultant groups. This position is responsible for critical financial and economic analysis on projects through research and utilization of available Town resources. This position develops strong, trusting relationships with clients and businesses, and researches, prepares and communicates information to attract new clients. This key position projects and maintains the Town's image of an effective, positive, welcoming environment to both new and expanding businesses.

This position facilitates community outreach, bringing Town Council and Staff closer to residents. Coordination of networking events and management of written communication to the community via email, Web, Social Media and direct mail will be an integral part of the position. In addition,

public education relating to business development, budget and other Town issues will be provided by this position.

This position will promote and be the primary Town liaison and assist in the operations for Fort Verde. They will also integrate other community facilities and interests such as the Visitors Center, Historical Society and Historic Jail with other private destination and tourism components of Camp Verde.

Additionally, this position:

1. Is responsible for delivering verbal and written presentations to Town Management, Town Council, boards, commissions other citizens groups in a professional and effective manner.
2. Provides recommendations to existing Town businesses, needing assistance with Town processes, codes or regulations, and tracks community development progress. Liaises with business owners and Town departments to facilitate and expedite permitting and licensing processes. Develops and maintains various project management databases as needed. Analyzes and researches parameters for Town incentives for discussion with developers and other businesses working with the Town.
3. Researches and assists in development of alternative economic development policies, strategies and implementation techniques. Plans, develops and implements informational strategies to attract growth industries and companies.
4. Develops and monitors development agreements with businesses. Provides staff support to various Town boards, commission, and citizens groups.
5. Liaises with local and regional Chambers of Commerce, Verde Valley Regional Economic Organization, Wine Consortium, Archaeological Society, Historical Society and other local business and special interest groups as well as various federal, state and local government agencies. Provides quality customer service and ensures that Town programs provide quality customer service.

MANAGERIAL RESPONSIBILITIES (If Applicable): May exercise direct supervision over clerical staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, State, County and Municipal economic planning and development laws, rules, regulations and ordinances;
- Building and zoning codes and ordinances;
- Administrative and management policies, practices and procedures;
- Supervisory methods and practices;
- Long term operational plan and major policy development practices and principles;
- Contract development, mediation and administration;
- Financial management and budget development practices and procedures; and
- Public relations and customer service practices, methods and techniques.

Skill in:

- Effective oral and written communications
- Mediating and negotiating differences between developers, contractors, builders, planners and community organizations to best meet the needs of the Town;
- Handling and prioritizing multiple funding sources, projects and programs;
- Creating and maintaining a positive image among community groups, individuals, media, and governmental entities;
- Identifying organizational systems and staffing functions;
- Identifying and projecting fiscal impacts of trends or projects on community tax base; and
- Establishing and maintaining effective working relationships with others.

Ability to:

- Effectively plan and organize the activities of the economic development programs.
- Analyze, interpret and report economic, demographic and sociological research findings.
- Manage multiple top priority projects at one time.
- Exercise initiative and independent judgment.
- Establish and maintain effective working relationships with business, industrial and community leaders.
- Communicate effectively verbally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Vision is required to perform essential functions; occasional standing, bending, and stooping. Work is performed in an office environment. Requires the use of a Town vehicle on Town business. Individuals must be physically capable of operating the vehicles safely.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public or business administration or a related field and two years experience in an economic development, real estate or marketing environment. Municipal experience is preferred.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.