DRAFT MINUTES

COUNCIL HEARS PLANNING & ZONING AND
REGULAR/ SESSION
COMBINED
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 16, 2015 at 6:30 P.M.

1. **Call to Order**
The Mayor called the meeting to order at 6:30 pm.

2. **Roll Call**
Mayor German, Vice Mayor George, Councilors Baker, German, Gordon, Jones-Murdock and Whatley present.

Also Present: Town Manager Russ Martin, Marshal Nancy Gardner, Community Development Director Mike Jenkins, Assistant Planner Kendall Welch, Dispatch Supervisor Mary Newton, Library Director Kathy Hellman, Economic Development Director Steve Ayers, Administrative Assistant Julie Scott, Recording Secretary Marie Moore.

3. **Pledge of Allegiance**

Mayor German led the pledge.

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 – December 2, 2015
   b) **Set Next Meeting, Date and Time:**
      1) Wednesday, December 23, 2015 at 6:30 p.m. Council Hears Planning & Zoning – Cancelled
      2) Wednesday, January 6, 2016 at 6:30 p.m. Regular Session
      3) Friday, January 8, 2016 at 8:00 a.m. General Plan Work Session
      4) Wednesday, January 13, 2016 at 5:30 p.m. Work Session
      5) Wednesday, January 20, 2016 at 6:30 p.m. Regular Session
      6) Wednesday, January 27, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
   c) **Possible award and authorization for Mayor to Execute the Agreement with Shephard-Wesnitzer, Inc. in the amount of $70,000 for the Camp Verde Sewer Collection System Expansion Master Plan and SR-260 Highway Construction Sleeve Location.** Staff Resource: Ron Long

   On a motion by Vice Mayor George, seconded by Councilor Gordon, Council unanimously approved the Consent Agenda.

5. **Special Announcements and presentations:**
   - **No special announcements or presentations**

6. **Call to the Public for Items not on the Agenda.**

Pat George voiced her concern from the previous Special Session meeting, regarding the fact that she felt a member of Council did not recuse himself or herself on an item that affected a family member and felt it was unethical.

Councilor Jackie Baker stated that she assumed that the comment was directed to her, and she did not feel

the need to recuse herself.

7. **Public Hearing, Discussion, and possible approval of Resolution 2015-952, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on Use Permit 20150310, an application submitted by Mr. Philip Moreau, managing member of the Verde River RV Resort-Sedona LLC, owner of parcels 403-19-205 which is 11.46 acres, 403-19-013H which is 3.7 acres, 403-19-013J which is 9.29 acres, 403-19-207 which is 1.81 acres, 403-19-013Q which is 2.46 acres, for a total of 28.72 acres located at 1472 W Horseshoe Bend Drive in Camp Verde, Yavapai County, Arizona. The property owner is requesting an amended Use Permit, in Perpetuity, for all parcels, for the Verde River RV Resort, formerly known as the Camp Verde RV Resort, which will consist of one hundred fifty (150) RV sites, three (3) bath houses, one (1) operations/reception center, one (1) recreation building, one (1) maintenance building, one (1) propane fill station, one (1) pump station, one (1) wastewater treatment plant or other approved sanitary system as approved by the Yavapai County Environmental Services Unit, one (1) elevated spa, one (1) miniature golf area, two (2) dog parks, two (2) pickle ball courts, one (1) playground with basketball court, one (1) horseshoe pits, and one (1) additional well. A recreational vehicle park is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit.** Staff Resource: Mike Jenkins

On a motion by Councilor Baker, seconded by Vice Mayor George, Council unanimously approved Resolution 2015-952, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on Use Permit 20150310, an application submitted by Mr. Philip Moreau, managing member of the Verde River RV Resort-Sedona LLC, owner of parcels 403-19-205 which is 11.46 acres, 403-19-013H which is 3.7 acres, 403-19-013J which is 9.29 acres, 403-19-207 which is 1.81 acres, 403-19-013Q which is 2.46 acres, for a total of 28.72 acres located at 1472 W Horseshoe Bend Drive in Camp Verde, Yavapai County, Arizona. The property owner is requesting an amended Use Permit, in Perpetuity, for all parcels, for the Verde River RV Resort, formerly known as the Camp Verde RV Resort, which will consist of one hundred fifty (150) RV sites, three (3) bath houses, one (1) operations/reception center, one (1) recreation building, one (1) maintenance building, one (1) propane fill station, one (1) pump station, one (1) wastewater treatment plant or other approved sanitary system as approved by the Yavapai County Environmental Services Unit, one (1) elevated spa, one (1) miniature golf area, two (2) dog parks, two (2) pickle ball courts, one (1) playground with basketball court, one (1) horseshoe pits, and one (1) additional well. A recreational vehicle park is an allowed use under the R-R (Residential-Rural) District in the current Planning & Zoning Ordinance with a Use Permit. Included amended Exhibit B with referenced note.

Community Development Director Mike Jenkins gave a description of the application process followed by the Department recommendation by staff. Jenkins shared verbal comments that were received by a neighboring property owner, regarding the height of light poles and the sewer hookup. The applicant indicated that all regulations will be followed regarding lighting and the applicant would do everything possible to reduce the costs associated with sewer hookup that could affect the neighbors. Jenkins outlined the site plans and buffer restrictions and the compliance of the applicant as well as informing the Council of a building that was moved on the property after the applicant was notified by APS that the building was encroaching on power lines.

Applicant, Philip Moreau, spoke of his history in running recreational vehicle parks and the market he is catering towards. Moreau spoke of the quality off parks that are necessary and the opportunity to build a state-of-the art recreational center in Camp Verde. Moreau spoke of the design of the site plan and that the quantity of spaces was not the objective but rather the quality of the design. Moreau explained how he accommodated the flood issue while still providing amenities to the park.

Marcus Lara, resident of Camp Verde, explained that his mother owns a neighboring property and

expressed his concerns regarding the building of the Park. Lara requested the applicant be required to post necessary no trespassing signage on neighboring properties due to hazards of the river and loose banks that could give way if people were to be walking on it. Lara expressed concerns regarding WIFI levels. Lara indicated that EMF pollutions are polluting the neighborhood and he will be asking for the existing WIFI tower removed from the area. Lara requested the applicant mask the WIFI at the Park, have a barrier put in place to protect neighboring properties as well as adding shrubbery for a property barrier.

Applicant Philip Moreau stated that he has dealt with issues before with neighbors being concerned of activities affecting their properties and assured the public and Council that He does take the concerns seriously and all areas will be well posted with proper no trespassing signage as well as verbal notification will be made to the park renters. Moreau also indicated that there would be plenty of hedges planted as a property barrier. Moreau indicated that regarding the WIFI, there would be a specific process followed to keep the signals low and stated they will do their best to keep the signal from affecting others in the area.

Councilor German questioned the proposal of park models and if they will be sold or rented. Applicant Moreau indicated they are nightly, weekly or monthly rentals but will not be sold, therefore, standards will be implemented and the park models will be maintained by the park owners.

Vice Mayor George commended the site plan and the applicant by dropping the space accommodation from 300 to 150 spaces and that he liked that the facility would be open to public use. Moreau explained there would be a day use procedure that would allow the public to use the facility without infringing on space renters.

Councilor Jones-Murdock stated she loved the idea and thanked the applicant for investing in the community.

Mayor German questioned the water usage regarding the spaces and if the well will be used to service the property. Moreau explained that the park will be hooking up to city water and using the well for irrigation.

Councilor Gordon noted that Council would admit and accept the amended Exhibit B.

8. **Public Hearing, Discussion consideration and possible approval of Ordinance 2015-A414, an Ordinance of the Mayor and Common Council of the Town of Camp Verde Planning & Zoning Ordinance, amending the requirements of part two – zoning classifications, section 203 – Use District, subsection D. R-R District (Residential-Rural). (Formerly RCU), item 3F. "Agri-Tourism", and part two – Zoning Classifications, Section 203 – Use Districts, Subsection N. AG District, Item 3A. "Agri-Tourism.** Staff Resource: Mike Jenkins.

On a motion by George, seconded by Baker, Council unanimously approved Ordinance 2015-A414, an Ordinance of the Mayor and Common Council of the Town of Camp Verde Planning & Zoning Ordinance, amending the requirements of part two – zoning classifications, section 203 – Use District, subsection D. R-R District (Residential-Rural). (Formerly RCU), item 3F. "Agri-Tourism", and part two – Zoning Classifications, Section 203 – Use Districts, Subsection N. AG District, Item 3A. "Agri-Tourism.

Assistant Planner, Kendall Welch, described the interest of the Planning & Zoning Commission Members regarding amending the Agri-Tourism classification, item F and how a small change in wording would allow the classification to read and be understood easier.

9. **Discussion, consideration, and possible approval of Resolution 2015-944, a Resolution of the Mayor**

and Town Council of the Town of Camp Verde, Yavapai County, Arizona, deeming the granting of a franchise to Camp Verde Water System, Inc. beneficial to the Town, and calling a Special Election set for March 8, 2016 to submit the question to the qualified electors as to whether or not the franchise shall be granted. Staff Resource: Russ Martin

Mayor German indicated this item is being removed from the Agenda and the Town will continue to conduct business under current operating agreement until the matter is addressed again, when the Town receives the new agreement from Camp Verde Water System.

10. **Update regarding the building progress of the new Library facility, followed by questions and answers.** Staff Resource: Kathy Hellman

Library Director Kathy Hellman indicated the Contractors are doing great work and have made suggestions during the building phases that have benefited the library. Hellman explained that due to the cold temperatures, the progress has been delayed for the pouring of the remaining cement necessary.

11. **Discussion, consideration and possible award of Camp Verde Community Library shelving contract to Arizona Furnishings for an amount not to exceed $106,000.00.** Staff Resource: Kathy Hellman.

On a motion by George, seconded by Baker, Council unanimously approved the award of Camp Verde Community Library shelving contract to Arizona Furnishings for an amount not to exceed $106,000.00.

Library Director, Kathy Hellman explained the current shelving is sub-par, mismatched and in poor condition. Hellman expressed that she would be taking what can be used to the new library without compromising the look of the new library. She explained they are working hard at being frugal but with forward thinking. Hellman showed samples of shelving, indicating that they would be working with the graphic design class at the high school, and utilize a local business for the printing. Hellman explained that rather than doing solar or landscaping, the money would be used toward shelving, and instead they would be working with the Tree Advisory Committee to create funding to complete the landscaping.

Councilor Gordon questioned if there were any fundraising activities in process, Hellman explained there are projects in place but she is not involved directly with the projects due to her heavy workload with other things. Councilor Gordon asked for an update on fundraising for the Councils information.

Councilor Whatley indicated that there were notifications sent in mail and that tax donation can be made by public to support the library.

Councilor German commended Kathy for including high school student for the panel design and commended Ms. Hartness for her continued fundraising efforts.

Hellman also expressed to Council that it has been difficult to get someone to work with them on a furnishing quote when there is no budget to work with.

12. **Discussion, consideration and possible approval of a Memorandum of Understanding between the Town of Camp Verde and Arizona State Parks to develop the 80 acre parcel jointly owned by Arizona State Parks and the Prescott National Forest located at the end of Homestead Parkway.** Staff Resource: Steve Ayers

On a motion by German, seconded by Jones-Murdock, Council unanimously approved the Memorandum of Understanding between the Town of Camp Verde and Arizona State Parks to

develop the 80-acre parcel jointly owned by Arizona State Parks and the Prescott National Forest located at the end of Homestead Parkway.

Community Development Director Steve Ayers explained to Council that Heritage Funding would come from Game and Fish and they recommended the road be split into a 2-year project and that the Town request $50,000 on each year.

Councilor Jones-Murdock stated she looks forward to the project progression.

Councilor Baker expressed her appreciation that Ayers has been looking into funding sources for the Town to proceed.

Ayers indicated that if all worked out, $250 to $275,000 could be acquired by grants. Councilor Jones-Murdock asked about funding timelines, Ayers explained the Heritage Grant is granted in February and funded in May with a timeline of 3 years to use.

13. **Presentation followed by discussion, consideration and possible approval to utilize previously collected Impact fees to purchase dispatch consoles, the radio equipment and computerized radio software for dispatching in an amount not to exceed $44,800.00 This will also include two upgraded phone lines in dispatch, which is EOC (Emergency Operation Center) and major incident preparation for overflow incoming calls.** Staff Resource: Nancy Gardner

On a motion by George, seconded by Baker, Council unanimously approved to utilize previously collected Impact fees to purchase dispatch consoles, the radio equipment and computerized radio software for dispatching in an amount not to exceed $44,800.00 This will also include two upgraded phone lines in dispatch, which is EOC (Emergency Operation Center) and major incident preparation for overflow incoming calls.

Marshal, Nancy Gardner explained to Council that an opportunity was presented to her department when they were notified that Guardian Air was expanding their dispatch center. This expansion has provided furniture available for sale that is needed in the department and Gardner was able to negotiate the asking price from $70,000 down to $30,000. Gardner explained that there are Impact Funds available that need to be used by 2019 for $59,000. Gardner also indicated there would be an installation fee of $10,000 for the equipment. Gardner also notified that there is a required statewide upgrade for the 911 system that will cost $4800.00 that was not expected, therefore, not budgeted in the Department budget previously that has been added to the requested amount.

Dispatch Supervisor Mary Newton displayed a slide show presentation of the current accommodations the Department is working with and the benefits of the new consoles.

Mayor German asked how old the used equipment is. Newton stated the equipment from Guardian Air is 7 years old and has a life expectancy of another 10 years. Newton explained the current radio system is outdated and many mechanics are required for usage. The new equipment consolidates the usages and streamlines the effect for the Dispatchers.

Vice Mayor George questioned if the radios will still work if the computer goes down. Rob Weisenburger with Creative Communications explained that only a power outage would temporarily stop the system, and if that case did occur, the battery backup would be engaged.

Councilor Baker indicated she fully supports whatever the Marshals office needs for proper operation.

14. **Call to the Public for items not on the agenda.**
Administrative Assistant Julie Scott stated she previously worked for the Marshal's Office and felt the new work stations were an excellent investment and thanked the Council for approving the purchase for the department.

15. **Council Informational Reports.**

Councilor German attended the Town Christmas party as well as a meeting with the Yavapai College Committee with Representative Thorpe.

Councilor Jones-Murdock stated she also attended the Town Christmas party.

Councilor Baker said she also attended the Town Christmas party.

Councilor Whatley attended the Town Christmas party and was pleased to honor the volunteers with special events and say Thank you for their hard work. Whatley also went to the Sesquicentennial Time Capsule event, the Christmas bazaar and saw many wonderful crafts, and enjoyed the Christmas light parade.

Councilor Gordon attended the String of Pearls meeting and stated they intend to go public in March. Currently there is a list of trailheads on the map but no trails, the String of Pearls map will show trails in more detail, Gordon stated he also attended the Town Christmas party and time capsule event. Gordon indicated that on Saturday the stop sign at Oasis and Saltmine Road was run over and by Sunday the sign had been replaced, Gordon acknowledged and commended the Streets Department for their timely work over a weekend to rectify the issue.

Vice Mayor George attended the Town Christmas Party, the time capsule event and the Verde River Basin Partnership Boarding meeting.

Mayor German stated he attended the Town Christmas party, which was excellent and thanked all the volunteers to the Town. The Mayor also indicated that any donations made to the Salvation Army Bell Ringers benefit the local community.

16. **Manager/Staff Report**

Town Manager Russ Martin thanked the Mayor and Council for their attendance at the Town Christmas party and wished everyone a Merry Christmas.

17. **Adjournment**

The meeting adjourned at 8:15 p.m.

Charles German, Mayor | **Marie Moore, 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 Council Meeting of the Town of Camp Verde, Arizona, held on December 16, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____day of _____, 2015.

_____

Virginia Jones, Town Clerk