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AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 6, 2016 at 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) Special/Work Session – December 9, 2015
      2) Executive Session – December 9, 2015 –Confidential & Sealed
      3) Special Session – December 16, 2015
      4) Council Hears Planning & Zoning combined with Regular Session – December 16, 2015
   b) **Set Next Meeting, Date and Time:**
      1) Friday, January 8, 2016 at 8:00 a.m. General Plan Work Session
      2) Wednesday, January 13, 2016 at 5:30 p.m. Work Session
      3) Wednesday, January 20, 2016 at 6:30 p.m. Regular Session
      4) Friday, January 22, 2016 at 8:00 a.m. Work Session
      5) Wednesday, January 27, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
      6) Friday, January 29, 2016 at 8:00 a.m. Work Session
   c) **Possible approval and authorization granted to the Mayor for the execution of a Utility Easement at 130 N Black Bridge Road to be recorded for the benefit of Arizona Public Service.** Staff Resource: Ron Long
   d) **Possible approval of the 2016 Policy Statement that authorized the Mayor, as the Town's Chief Elected Official, to support or oppose legislative bills relative to the protection of groundwater, State Shared Revenue sources, and land use authority if the bill(s) adversely affect the Town's interest and needs an immediate response.** Staff Resource: Mayor and Council
   e) **Possible approval of Resolution 2016-954, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2016 Meeting Dates and Times for regular meetings of the Council and all Commission/Committees.** Staff Resource Virginia Jones
   f) **Possible approval of update to Library's Internet/Computer and Wireless Use Policy to add 'Users are prohibited from the use of the library's Internet or wireless network to demean, embarrass, harass, threaten, intimidate, impersonate or bully another person'.** Staff Resource: Kathy Hellman

5. **Special Announcements and presentations:**
   - **Certificate of Appreciation to Howard Parrish**

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

7. **Public hearing, followed by discussion, consideration and possible approval of a Series 10 (Beer/Wine) Liquor License for Kim Kenneth Kwiathowski- Circle K Stores Inc. located at 752 W Finnie Flat Road, Camp Verde, AZ 86322.** Staff Resource: Virginia Jones

   - **Staff Comment**
   - **Public Hearing Open**
   - **Public Hearing Closed**
   - **Council Discussion**

8. **Discussion, consideration and possible appointment of members to the Board of Adjustment and Appeals and to the Planning & Zoning Commission. The terms of for three (3) years effective January 2016 and will expire December 31, 2019. Letters of interest for Planning & Zoning Commission have been received from Jim Hisrich, B. J. Davis, Stephen Goetting, Teresa Helm and Buck Buchanan. Letters of Interest for Board of Adjustments have been received from Buck Buchanan, Ben Bassous, and B. J. Davis.**

   - **Comments from applicant**
   - **Questions for Applicant from Council**
   - **Council Discussion**

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

10. **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.

11. **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.

12. **Adjournment**

Posted by: _____ Date/Time: 12-31-15 9:36 AM

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

MINUTES
SPECIAL SESSION FOLLOWED BY WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, DECEMBER 9, 2015 at 5:00 P.m.

1. **Call to Order**
Mayor German called meeting to order 5:00 pm

2. **Roll Call**
Mayor German, Vice Mayor George, Councilor Baker, German, Gordon and Whatley are present. Councilor Jones-Murdock absent.
Also Present: Town Manager Russ Martin, Town Clerk Virginia Jones, Town Attorney (appeared telephonically), Streets Foreman Stacy Perry and Recording Secretary Marie Moore.

3. **Pledge of Allegiance**
Mayor German led the pledge.

Mayor German called the meeting to **recess** at 5:05 pm. The meeting resumed at 5:08 pm.

4. **Discussion, consideration and possible approval of Camp Verde Water System, Inc. Franchise Agreement.** Note: Council may vote to go into Executive Session pursuant to ARS 38-431.03 (A)(3) for legal advice.

On a motion by Vice Mayor George, seconded by Councilor Gordon, Council voted to enter into Executive Session at 5:14 pm. The record notes, Council Whatley opposed. The meeting resumed at 5:25 pm.

Town Manager Russ Martin indicated that there are two different versions of the agreement and recommended Council enter into Executive Session to discuss the matter with the Town Attorney and once information has been received, consider the matter again on January 16, 2016. Town Manager explained that the Camp Verde Water System's attorney was not present or available at the current time for further discussion on their part.

5. **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

This matter will be scheduled for January 16th, 2015.

6. **Discussion with Street Supervisor Stacy Perry, and possible direction to staff regarding, but not limited to, inventory of roads, future plans moving forward, the current road conditions, maintenance of private roads, what is allowed and what is not allowed.**
Stacy Perry

Mayor German indicated there have been complaints received regarding lack of maintenance to private roads which is the genesis of this matter being brought to Councils agenda.

Council Baker stated that she understood that private roads must be brought up to town standards before the Town would accept them.

Council discussed why the Town does not maintain private roads, and the liability the Town would have to assume.

Mayor German questioned why the town would not be responsible for damage done on a non-private roadway and Perry explained that on a private road, accidents are a civil matter and the liability is different for a public roadway, which is why it is the law for motorists to keep insurance on their vehicles. Perry also explained that it has to be an open and declared road for it to be a public roadway and there are certain specifications and federal standards met before a road to become public.

David White, member of the public, questioned the matter of Black Bridge and indicated that "overnight" the road went from private to public without the relinquishing of a right-of-way.

Vice Mayor George stated that minutes from March of 2001 stated the road had been maintained by the town, therefore, it was incorporated.

Council Baker stated that when the Town incorporated, they took on the roads that the County had previously maintained and the right- of -way was owned by the Library and Marshal's office.

Councilor Gordon explained that all they would need to do is look at the title report on the library to determine the answer to the question.

Stacy Perry handed out a packet of a program and road list for road maintenance. Perry explained that ideally a road should see some maintenance within 7 years and unfortunately most roads in Camp Verde have not been maintained for several years. Perry went through the packet explaining how many miles/feet of road exist and the maintenance required for each road. Because the roads have gone unmaintained for so long, two areas would need to be addressed at a time in order to bring roads up to good condition. Perry advised it is cheaper to maintain roads than to rehabilitate roads.

Mayor German stated he had questioned why some roads were not striped and discovered there is only one company in Northern Arizona that stripes roads and therefore it is difficult book services. Perry explained that the County and other Municipalities seem to wait for the end of a budget year before striping; he recommended not waiting to a certain point but booking whenever the company is available.

Councilor Gordon questioned Perry as to what he felt it would cost per area to maintain, Perry explained that due to the wavering price of oil it varies but estimated each area at $300,000 for chip sealing. If roads were to be slurried, then the cost would be decreased but each area will require different applications.

Stacy Perry explained that having a GIS document to determine roadway right a ways is very helpful but the fact that County charges for the document, he doesn't have one and ADOT isn't responsible for providing the information either.

Councilor George questioned the current budget of road maintenance and if Town employees are able to accomplish the maintenance recommended. Perry explained that if a project is over $50,000, then the project would be contracted out due to federal law.

Town Manager Russ Martin explained that the rough estimate of the road way department funding is $150,000 and indicated the money would be budgeted from HURF funds and then the Town would need to supplement the project from there.

Councilor Jones-Murdock pointed out the maintenance is not just the road driven on but also includes ditches, culverts, trees, etc., that are in the right-of-way. Perry stated that 40-50% of the Departments time is spent on other matters than roadways and then explained it is difficult to balance out and address issues that require attention immediately.

Council members relayed compliments from the public to Perry regarding the work they have accomplished around Town of Camp Verde.

Perry informed Council that is costs approximately one million dollars per mile to rehabilitate a road due to federal specifications and requirements. Perry warned Council that in the next 2 years approximately 5-10% of the roads with in the Town would be beyond rehabilitation and within 15 years the roads would be going back to dirt and the cost of repaving is extreme.

7. **Adjournment**

The meeting adjourned at 6:27 pm.

_____ _____

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 9, 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

Support your local merchants.

Draft Minutes
SPECIAL SESSION
EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 16, 2015 at 5:30 P.M.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research

1. **Call to Order**
   Mayor German called the meeting to order at 5:30 p.m.
2. **Roll Call**
   Mayor Charles German, Vice Mayor Bruce George, Councilors Robin Whatley, Brad Gordon, Jackie Baker, Jessie Jones-Murdock and at 5:34 p.m. Councilor Carol German arrived.
3. **Pledge of Allegiance**
   Mayor German led the Pledge.

4. **Discussion, consideration and possible direction to staff and/or discussion or consultation with the Town Attorney and litigation counsel (Town's Attorney) for legal advice concerning litigations in Superior Court Case Number: P1300CV201580323 Camp Verde for Good Government, a political committee; Cheryl Wischmeyer, a natural person vs Town of Camp Verde.** *Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3)(4) for discussion or consultation with the Town's attorneys for legal advice and/or to give direction to the Town's attorneys and staff regarding the Town's position with respect to settlement discussions in order to resolve litigation.*

Mayor German explained to Council there were two options 1) Council could fight the litigation, in which case he would advise they go into executive session or 2) Council could agree to the terms and talk in open session. Mayor German stated he would prefer to keep it in open session so any Council member may talk freely to our citizens about it. Council unanimously agreed to remain in open session.

Manager Russ Martin called attorney's Jeff Murray and Bill Sims to join the discussion for advice if needed. Attorney Jeff Murray gave a brief timeline of how it stands right now: After a brief 1 day hearing the Judge ordered the Town of Camp Verde to hold a special election on March 8, 2016. The Town Clerk called the election for March 2016, *Camp Verde for Good Government* then filed for a fee application asking the Town to pay their attorney fees for $42,500. Mr. Murray received a follow-up letter stating that *Camp Verde for Good Government* would settle for $29,500.

Mayor German ask if the Judge had already approved the fee application. Attorney Murray advised that until the Council had made a decision the Judge would not be briefed on it. Gordon asked if the fees were reasonable and Attorney Murray stated that was up to the council. Attorney Sims stated that is a question that should be discussed in an Executive Session. Councilor Whatley and Gordon were concerned if the fees were genuine offers or was it inflated then a discount given to make it look like a good offer.

On a motion by Gordon and seconded by Baker the Council voted unanimously to pay Camp *Verde for Good Government* the amount of $29,500. Manager Martin ask Council to modify the motion to include that it comes from the contingency fund as that is amount is over his spending limit. Gordon amended the motion to include that it be taken from the contingency fund.

Jones-Murdock asked the attorneys if the Town pays this bill will this portion of the lawsuit be finished, Murray stated yes.

George wanted to make it clear that even though the Town is paying $29,500 fees to *Camp Verde for Good Government,* the Town will still have to pay approximately $30,000 for the recall election plus the Town's Attorney fees.

5. **Discussion, consideration and possible approval of Camp Verde Water System, Inc. Franchise Agreement.** Note: Council may vote to go into Executive Session pursuant to ARS 38-431.03 (A)(3) for legal advice.

Mayor German let council know there had been no agreement with the Camp Verde Water System so there was little reason to go into Executive Session. They will continue to operate as they have and pay their fees until this can be resolved. Attorney Sims stated we had gotten an extension to assist the Water Company so they could share in the cost on our March election. The Water Company could get on a May ballot but would have to bare the entire cost which in turn would possibly mean higher water rates to the citizens to pay for it.

Councilor Whatley reminded everyone that the reason for having the election together was to help with the cost. Vice Mayor George agreed with Whatley. Jones-Murdock stated it is always the same thing, we try to save our citizens money and it ends up costing more. All the money is coming out of the same pockets and the citizens are the ones paying it.

6. **Adjournment Mayor German** adjourned the meeting at 5:57 p.m.

_____
Charles German, Mayor

_____
Barbie Bridge, Recording Secretary

Certification
I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Mayor and common Council of the Town of Camp Verde during the Special Session of the Town of Camp Verde, Arizona, held December 16, 2015. I further certify that the meeting was duly called, held, and a quorum was present.

Dated this _____day of _____, 2015

_____
Virginia Jones – Town Clerk

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 50 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

4.c. Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 7, 2016

☒ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation ☐ Pre-Session Agenda

Requesting Department: Public Works

Staff Resource/Contact Person: Ron Long

Agenda Title (be exact): Possible approval and authorization granted to the Mayor for the execution of a Utility Easement at 130 N Black Bridge Road to be recorded for the benefit of Arizona Public Service (APS).

List Attached Documents: Utility Easement -5 pages

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

☐ **Department Head:**_____ ☒ **Town Attorney Comments:** Reviewed /Approved

☐ **Finance Department** N/A
Fiscal Impact: None
Budget Code: N/A **Amount Remaining:** _____
Comments:

Background Information: Included in the construction for the new library building, APS is installing new electrical services to meet the needs of the new facility. The Utility Easement allows APS to perform routine maintenance, repairs, and operations on Town property that are required for the transmission and distribution of electricity.

Recommended Action (Motion): Move to approve and grant authorization to the Mayor for the execution of a Utility Easement at 130 N Black Bridge Road to be recorded for the benefit of Arizona Public Service (APS).

Instructions to the Clerk: Obtain Mayor's signature, notarize, send original document to: Greg Feltmann, Arizona Public Service Co., 1250 E State Route 89A, Cottonwood, AZ 86326 (envelope is attached)

SE-30-14N-5E
LAT. 34.571497 LONG. -111.854603
APN 404-19-018D
NWC-15-59
WA219096
JGF/PJF

TOWN OF CAMP VERDE-APS
UTILITY EASEMENT

TOWN OF CAMP VERDE, a municipal corporation, (hereinafter called "Grantor"), is the owner of the following described real property located in Yavapai County, Arizona (hereinafter called "Grantor's Property"):

Grantor's Property as recorded in Book 197, Page 40-1 an amended ALTA/ACSM of Official Records of the County Recorder, Yavapai County, Arizona.

Grantor, for and in consideration of One Dollar ($1.00) and other valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey to **ARIZONA PUBLIC SERVICE COMPANY,** an Arizona corporation, (hereinafter called "Grantee"), and to its successors and assigns, a non-exclusive right, privilege, and easement, 8 feet in width or as further described in attached exhibits at locations and elevations, in, upon, over, under, through and across, a portion of Grantor's Property described as follows (herein called the "Easement Premises"):

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Grantee is hereby granted the right to: construct, reconstruct, replace, repair, operate and maintain electrical lines, together with appurtenant facilities and fixtures for use in connection therewith, for the transmission and distribution of electricity to, through, across, and beyond Grantor's Property; and install, operate and maintain telecommunication wires, cables, conduits, fixtures and facilities solely for Grantee's own use incidental to supplying electricity (said electrical and telecommunication lines, facilities and fixtures collectively herein called "Grantee Facilities"). Grantee shall at all times have the right of full and free ingress and egress to and along the Easement Premises for the purposes herein specified.

Grantor shall not locate, erect or construct, or permit to be located, erected or constructed, any building or other structure or drill any well within the limits of the Easement Premises. However, Grantor reserves all other rights, interests and uses of the Easement Premises that are not inconsistent with Grantee's easement rights herein conveyed and which do not interfere with or endanger any of the Grantee Facilities, including, without limitation, granting others the right to use all or portions of the Easement Premises for utility or roadway purposes and constructing improvements within the Easement Premises such as paving, sidewalks, landscaping, driveways, and curbing. Notwithstanding the foregoing, Grantor shall not have the right to lower by more than one foot or raise by more than two feet the surface grade of the Easement Premises without the prior written consent of Grantee, and in no event shall a change in the grade compromise Grantee's minimum cover requirements or interfere with Grantee's operation, maintenance or repair.

Grantee shall not have the right to use the Easement Premises to store gasoline or petroleum products, hazardous or toxic substances, or flammable materials; provided however, that this prohibition shall not apply to any material, equipment or substance contained in, or a part of, the Grantee Facilities, provided that Grantee must comply with all applicable federal, state and local laws and regulations in connection therewith. Additionally, the Easement Premises may not be used for the storage of construction-related materials or to park or store construction-related vehicles or equipment except on a temporary basis to construct, reconstruct, replace, repair, operate, or maintain the Grantee Facilities.

Grantor shall maintain clear areas that extend: 1) 2 feet from and around all edges of transformer pad, and 2) a clear operational area that extends 10 feet immediately in front of transformer, and 3) a 6 feet by 6 feet hot-stick operating area off the front left corner of transformer. No obstructions, trees, shrubs, large landscape rocks, fences, fixtures, or permanent structures shall be placed by Grantor within said clear areas; nor shall Grantor install landscape irrigation or sprinkler systems within said clear areas. Landscape irrigation or sprinkler systems installed adjacent to the clear areas shall be installed and maintained so that the transformer or any other equipment do not get wet by spray or irrigation.

Grantee shall exercise reasonable care to avoid damage to the Easement Premises and all improvements thereon and agrees that following any installation, excavation, maintenance, repair, or other work by Grantee within the Easement Premises, the affected area, including without limitation, all pavement, landscaping, cement, and other improvements permitted within the Easement Premises pursuant to this easement will be restored by Grantee to as close to original condition as is reasonably possible, at the expense of Grantee.

Grantor reserves the right to require the relocation of Grantee Facilities to a new location within Grantor's Property; provided however, that: (1) Grantor pays the entire cost of redesigning and relocating Grantee Facilities; and (2) Grantor provides Grantee with a new easement in a form and location acceptable to Grantee and at no cost to Grantee. Upon the acceptance by Grantee of a new easement and after the relocation of Grantee Facilities to the new easement area, Grantee shall abandon its rights to use the Easement Premises granted in this easement. The easement granted herein shall not be deemed abandoned except upon Grantee's execution and recording of a formal instrument abandoning the easement.

If any of Grantee's electric facilities in this easement are not being used or are determined not to be useful, Grantor may request that the facilities that are no longer needed be removed and that portion of the

easement be abandoned. Grantee will execute and record a formal instrument abandoning the easement, or a portion thereof. Any facilities that are determined to still be needed for Grantee's electrical system can be relocated pursuant to the above relocation requirements.

Grantee shall not have the right to transfer, convey or assign its interests in this easement to any individual, corporation, or other entity (other than to an affiliated entity of Grantee or an entity that acquires from Grantee substantially all of Grantee's electric distribution facilities within the area of Grantor's Property) without the prior written consent of Grantor, which consent shall not be unreasonably withheld. Grantee shall notify Grantor of the transfer, conveyance or assignment of any rights granted herein.

The covenants and agreements herein set forth shall extend and inure in favor and to the benefit of, and shall be binding on the heirs, administrators, executors, successors in ownership and estate, assigns and lessees of Grantor and Grantee.

[THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

IN WITNESS WHEREOF, City of **TOWN OF CAMP VERDE**, a municipal corporation of the State of Arizona, has caused this Utility Easement to be executed by its duly authorized representative, this __ day of_____, 20__.

APPROVED AS TO FORM:
TOWN OF CAMP VERDE

City Attorney

TOWN OF CAMP VERDE, a municipal corporation

By: _____
Signer's name and title

ATTEST:

_____
City Clerk

STATE OF ____ }
} ss.
County of _____ }

This instrument was acknowledged before me this ___ day of _____, 20__ by _____ of _____, on behalf of _____.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

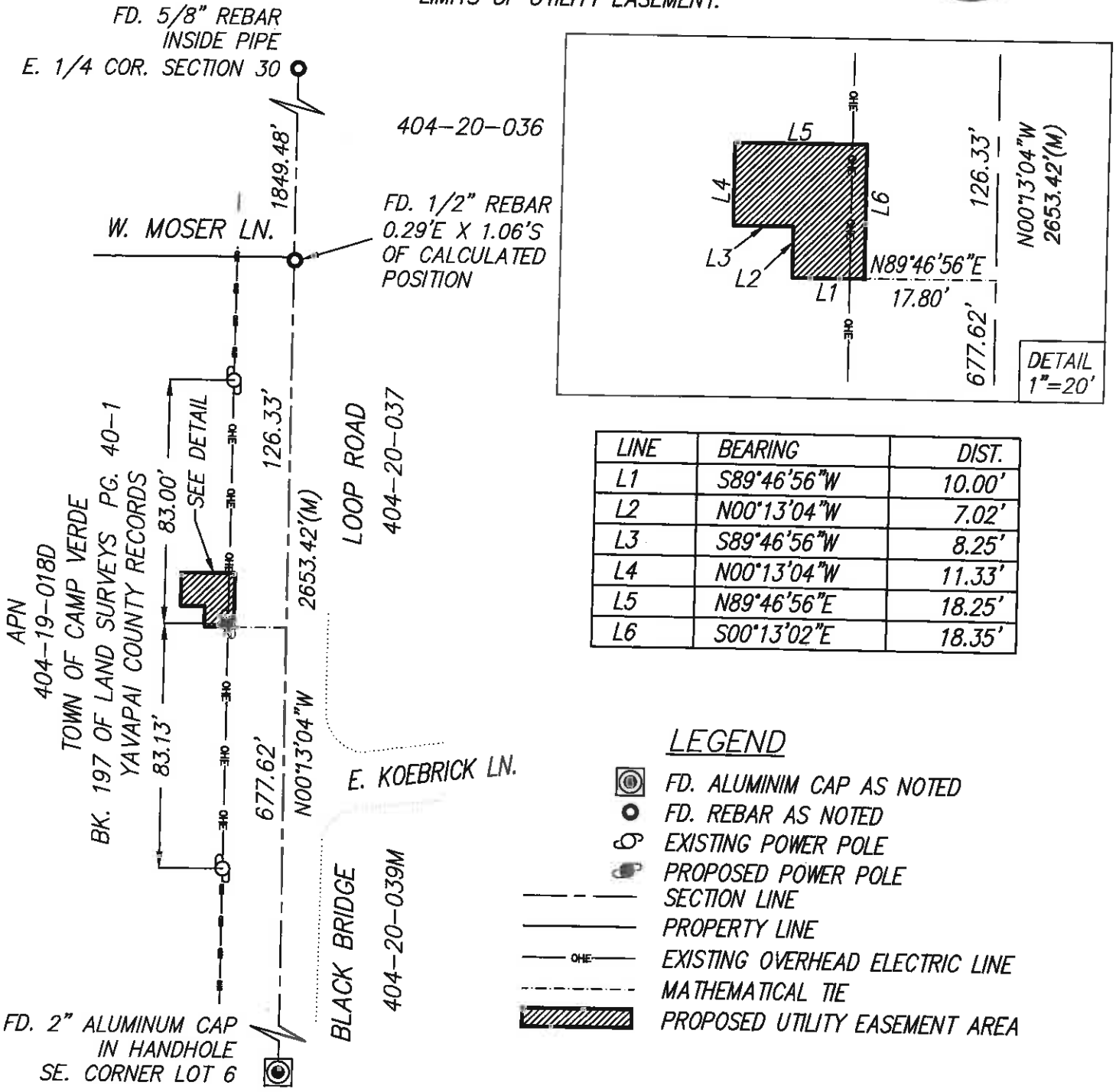
Notary Seal

_____
Notary Public

EXHIBIT "A"

ARIZONA PUBLIC SERVICE COMPANY

SKETCH SHOWING THE LOCATION AND LIMITS OF UTILITY EASEMENT.



LINE	BEARING	DIST.
L1	S89°46'56"W	10.00'
L2	N00°13'04"W	7.02'
L3	S89°46'56"W	8.25'
L4	N00°13'04"W	11.33'
L5	N89°46'56"E	18.25'
L6	S00°13'02"E	18.35'

LEGEND

- FD. ALUMINIM CAP AS NOTED
- FD. REBAR AS NOTED
- EXISTING POWER POLE
- PROPOSED POWER POLE
- SECTION LINE
- PROPERTY LINE
- OHE — EXISTING OVERHEAD ELECTRIC LINE
- MATHEMATICAL TIE
- PROPOSED UTILITY EASEMENT AREA

BASIS OF BEARINGS
NAD-83
ARIZONA STATE PLANE
CENTRAL ZONE
INTERNATIONAL FEET.
BEARINGS SHOWN ARE
BASED ON S.P.C. GRID

aps

SE 1/4 SEC. 30 T 14N R 5E
SURVEY FERGUSON LAND SERVICES
DRAWN JWS AGENT FELTMANN
DATE 12/09/15 JOB NO. WA219096
SCALE 1"=50' SHEET 1 OF 1

4.d

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 6, 2016

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Council-Manager
Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact:) Discussion, consideration and possible adoption of 2016 policy statement that authorized the Mayor, as the Town Chiefs Elected Official to support of oppose Legislative Bills relative to the protection of groundwater, State shared Revenue sources and land use authority if the Bill(s) adversely affect the Towns interests and needs and immediate response.

List Attached Documents: –
Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

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

☐ ***Finance Department N/A***
Fiscal Impact: None
Budget Code: *N/A* *Amount Remaining:* _____
Comments:

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

The following are examples of issues that the Town has included in the past: 1) supporting legislation that protects the Gown Water Aquifer Verde River Basin; 2) opposing legislation that compromised the integrity of the Ground Water Aquifer Verde River Basin; 3) supporting legislation that maintains the State Shared Revenues; 4) opposing legislation that erodes State Shared Revenues; 5) supporting legislation that maintains land use authority for municipalities in Arizona; and/or 6) opposing legislation that erodes the land use authority for municipalities in Arizona.

Recommended Action (Motion): **Move to authorize the Chief Elected Official, the Mayor to: 1) supporting legislation that protects the Ground Water Aquifer Verde River Basin; 2) opposing legislation that compromised the integrity of the Ground Water Aquifer Verde River Basin; 3) supporting legislation that maintains the State Shared Revenues; 4) opposing legislation that erodes State Shared Revenues; 5) supporting legislation that maintains land use authority for municipalities in Arizona; and/or 6) opposing legislation that erodes the land use authority for municipalities in Arizona. Council may bring back other issues of concerns in the future.**

Instructions to the Clerk: N/A

4.e

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 06, 2016

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

☐ *Presentation Only* ☐ *Action/Presentation* ☐ *Pre-Session Agenda*

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Virginia Jones

Agenda Title (be exact: *Possible approval of Resolution 2016-954, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting 2016 Meeting Dates and Times for regular meetings of the Council and all Commission/Committees. Superseding Resolution 2015-934*

List Attached Documents: Resolution 2016-954

Estimated Presentation Time: 1

Estimated Discussion Time: 1

Reviews Completed by:

☒ ***Department Head:*** Virginia Jones ☐ ***Town Attorney Comments: N/A***

☐ ***Finance Department*** N/A
Fiscal Impact: None
Budget Code: N/A ***Amount Remaining:*** _____
Comments:

Background Information: Town Code, 4-2-1.3 stipulates that Council will establish by Resolution, the meeting dates and times for Council and all Boards and Commissions in January of each year. This resolution meets the Town Code requirements and establishes the 2016 meeting dates and times for Council and all Commissions/Committees for 2016.

Recommended Action (Motion): Approve Resolution 2016-954, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting 2016 meeting dates and times for Council and all commissions/committees. Superseding Resolution 2015-924

Instructions to the Clerk: **Process Resolution**

RESOLUTION 2016-954

Superseding Resolution 2015-934

A resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2016 Meeting Dates and Times for regular meetings of the Council and all Commission/Committees.

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

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

Mayor and Council, Board, and Commission Meeting Schedule

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

Mayor and Common Council of the Town of Camp Verde 2016 Meeting Schedule		
Regular Session	January 6, 2016	6:30 p.m.
Regular Session	January 20, 2016	6:30 p.m.
Council Hears P&Z Matters	January 27, 2016	6:30 p.m.
Regular Session	February 3, 2016	6:30 p.m.
Regular Session	February 17, 2016	6:30 p.m.
Council Hears P&Z Matters	February 24 2016	6:30 p.m.
Regular Session	March 2, 2016	6:30 p.m.
Regular Session	March 16, 2016	6:30 p.m.
Council Hears P&Z Matters	March 23, 2016	6:30 p.m.
Regular Session	April 6, 2016	6:30 p.m.
Regular Session	April 20, 2016	6:30 p.m.
Council Hears P&Z Matters	April 27, 2016	6:30 p.m.
Regular Session	May 4, 2016	6:30 p.m.
Regular Session	May 18, 2016	6:30 p.m.
Council Hears P&Z Matters	May 25, 2016	6:30 p.m.
Regular Session	June 1, 2016	6:30 p.m.
Regular Session	June 15, 2016	6:30 p.m.
Council Hears P&Z Matters	June 22, 2016	6:30 p.m.
Regular Session	July 6, 2016	6:30 p.m.
Regular Session	July 20, 2016	6:30 p.m.
Council Hears P&Z Matters	July 27, 2016	6:30 p.m.
Regular Session	August 3, 2016	6:30 p.m.
Regular Session	August 17, 2016	6:30 p.m.
Council Hears P&Z Matters-CANCELLED	August 24, 2016-CANCELLED	6:30 p.m.
Regular Session	September 7, 2016	6:30 p.m.
Regular Session	September 21, 2016	6:30 p.m.
Council Hears P&Z Matters	September 28, 2016	6:30 p.m.
Regular Session	October 5, 2016	6:30 p.m.
Regular Session	October 19, 2016	6:30 p.m.
Council Hears P&Z Matters	October 26, 2016	6:30 p.m.
Regular Session	November 2, 2016	6:30 p.m.
Regular Session & PZ Matters Combined	November 16, 2016	6:30 p.m.
Council Hears P&Z Matters - CANCELLED	November 23, 2016 - CANCELLED	6:30 p.m.
Regular Session	December 7, 2016	6:30 p.m.
Regular Session P&Z Combined	December 21, 2016	6:30 p.m.

Council Hears P&Z Matters-CANCELLED	December 28, 2016-CANCELLED	6:30 p.m.

Regular Meetings of the Planning & Zoning Commission

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the first Thursday of every other month beginning in January 2016 unless there is a paid application, which in this case, the meeting will be held on the second Thursday of the month as a Special Session. Additionally, Special Session meetings may be held on the second Thursday of each month at 6:30 p.m. as needed.**

Planning & Zoning Commission of the Town of Camp Verde 2016 Meeting Schedule		
Regular Session	**January 7, 2016**	**6:30 p.m.**
Special Session (as needed)	January 14, 2016	6:30 p.m.
Special Session (as needed)	February 04, 2016	6:30 p.m.
Special Session (as needed)	February 11,2016	6:30 p.m.
Regular Session	**March 3, 2016**	**6:30 p.m.**
Special Session (as needed)	March 10, 2016	6:30 p.m.
First Quarterly Report for Period January 2016 through March 2016 will be heard at the April 06, 2016 Council Meeting.		
Special Session (as needed)	April 07, 2016	6:30 p.m.
Special Session (as needed)	April14, 2016	6:30 p.m.
Regular Session	**May 5, 2016**	**6:30 p.m.**
Special Session (as needed)	May 12, 2016	6:30 p.m.
Special Session (as needed)	June 2, 2016	6:30 p.m.
Special Session (as needed)	June 09, 2016	6:30 p.m.
Second Quarterly Report for Period April 2016 through June 2016 will be heard at the July 06, 2016 Council Meeting.		
Regular Session	**July 7, 2016**	**6:30 p.m.**
Special Session (as needed)	July 14, 2016	6:30 p.m.
Special Session (as needed)	August 4, 2016	6:30 p.m.
Special Session (as needed)	August 11, 2016	6:30 p.m.
Regular Session	**September 1, 2016**	**6:30 p.m.**
Special Session (as needed)	September 08, 2016	6:30 p.m.
Third Quarterly Report for Period July 2016 through September 2016 will be heard at the October 05, 2016 Council Meeting.		
Special Session (as needed)	October 06, 2016	6:30 p.m.
Special Session (as needed)	October13, 2016	6:30 p.m.
Regular Session	**November 03, 2016**	**6:30 p.m.**
Special Session (as needed	November 10, 2016	6:30 p.m.
Special Session (as needed)	December 01, 2016	6:30 p.m.
Special Session (as needed)	December 08, 2016	6:30 p.m.
Fourth Quarterly Report for Period October 2016 through December 2016 will be heard at the January 04, 2017 Council Meeting.		

Regular Meetings of the Board of Adjustments

Notice is hereby given to the members of the Board of Adjustments and to the general public that the Board of Adjustments of the Town of Camp Verde will hold **Regular Meetings on the second Tuesday of every month at 3:00 p.m. as needed.**

Board of Adjustments of the Town of Camp Verde 2016 Meeting Schedule		
1. Regular Session (as needed)	January 12, 2016	3:00 p.m.
2. Regular Session (as needed)	February 09, 2016	3:00 p.m.
3. Regular Session (as needed)	March 08, 2016	3:00 p.m.
First Quarterly Report for Period January 2016 through March 2016 Will be heard at the April 06, 2016 Council Meeting.		
4. Regular Session (as needed)	April 12, 2016	3:00 p.m.
5. Regular Session (as needed)	May 10, 2016	3:00 p.m.
6. Regular Session (as needed)	June 14, 2016	3:00 p.m.
Second Quarterly Report for Period April 2016 through June 2015 will be heard at the July 06, 2016 Council Meeting.		
7. Regular Session (as needed)	July 12, 2016	3:00 p.m.
8. Regular Session (as needed)	August 09, 2016	3:00 p.m.
9. Regular Session (as needed)	September 13, 2016	3:00 p.m.
Third Quarterly Report for Period July 2016 through September 2016 will be heard at the October 05, 2016 Council Meeting.		
10. Regular Session (as needed)	October 11, 2016	3:00 p.m.
11. Regular Session (as needed)	November 08, 2016	3:00 p.m.
12. Regular Session (as needed)	December 13, 2016	3:00 p.m.
Fourth Quarterly Report for Period October 2016 through December 2016 will be heard at the January 04, 2017 Council Meeting.		

Passed and approved by a majority vote of the Common Council at the Regular Session meeting of January 7, 2016.

_____
Charles German, Mayor

Attest:

_____
Virginia Jones, Town Clerk

Approved as to form:

_____
William Sims

4.f

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 6, 2016

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

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

Requesting Department: *Library*

Staff Resource/Contact Person: *Kathy Hellman, Library Director*

Agenda Title (exact): *Update to Library's Internet/Computer and Wireless Use Policy*

List Attached Documents: *Internet/Computer and Wireless Use Policy*

Estimated Presentation Time: *N/A*

Estimated Discussion Time: *N/A*

Reviews Completed by:

☒ ***Department Head: Kathy Hellman*** ☐ ***Town Attorney Comments:*** *N/A*

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

Finance Director Comments/Fund:

Fiscal Impact:

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

Comments: No budget impact

Background Information:

The prevalence of cyberbullying requires a clear statement of unacceptability in our policy. We would like to add the following statement:

11. *Users are prohibited from the use of the library's Internet or wireless network to demean, embarrass, harass, threaten, intimidate, impersonate or bully another person.*

Recommended Action (Motion): *Approve the updated version of the Library's Internet/Computer and Wireless Use Policy.*

Instructions to the Clerk:

GENERAL GUIDELINES

STATEMENT

The purpose of the Camp Verde Community Library (LIBRARY) is to provide library services that satisfy the diverse needs of the citizens of Camp Verde and surrounding communities. It is vitally important that citizen have convenient and free access to the expanding world of ideas, information and creative experiences.

The long-term goal of the LIBRARY is the maximum use of its resources by the greatest number of people.

The LIBRARY'S objectives are to select, acquire, organize and preserve materials and resources that will aid individuals in the pursuit of information, education, and cultural/recreational interests. The LIBRARY serves as a community resource and referral center by providing free access to comprehensive and quality print, media and online informational materials and resources.

In addition to meeting the needs of regular patrons, the LIBRARY employs methods of service that may attract members of the community who have not traditionally been library users.

The policies stated herein will serve as guidelines for the day-to-day operation and function of the LIBRARY. All Library staff and volunteers shall be informed of these policies. Library staff will render services relevant to these expressed objectives.

REVISIONS OF POLICIES

The LIBRARY policies herein may be revised, as circumstances require, by the Library Director and enforced when adopted by the Town Council.

CERTIFICATE OF APPRECIATION

This certificate is awarded to

HOWARD PARRISH

In recognition of his valuable service to the Town for his time serving on the Planning & Zoning Commission

TOWN OF CAMP VERDE

Bruce M George
Vice Mayor Bruce George

1-5-2016
Date

7.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 06, 2015

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Virginia Jones

Agenda Title: Public hearing, followed by discussion, Consideration and possible approval of Series 10 (Beer Wine) Liquor License for Kim Kenneth Kwiathowski/Circle K Stores Inc. located at 752 W. Finnie Flat Rd. Camp Verde AZ 86322.

List Attached Documents: –Series 10 (Beer Wine) Liquor License

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews Completed by:

☒ ***Department Head: Virginia Jones*** ☐ ***Town Attorney Comments: N/A***

☐ ***Finance Department N/A***

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information:

Recommended Action: Approve Series 10 (Beer Wine) Liquor License for Kim Kenneth Kwiatkowski/Circle K stores Inc. located at 752 W Finnie Flat Rd., Camp Verde AZ 86322

Instructions to the Clerk: Section II not required. Process application.

Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007
www.azliquor.gov
(602) 542-5141

'15 NOV 24 Liq. Lic. #19 87

Application for Liquor License
Type or Print with Black Ink

SECTION 1 This application is for a:
- ☐ Interim Permit (Complete Section 5)
- ☑ New License (Complete Sections 2, 3, 4, 13, 14, 15, 16)
- ☐ Person Transfer (Complete Section 2, 3, 4, 12, 13, 14,16)
- ☐ Location Transfer (Bars and Liquor Stores Only) (Complete Section 2, 3, 4, 11, 13, 14, 16)
- ☐ Probate/ Will Assignment/ Divorce Decree (Complete Sections 2, 3, 4, 9, 13, 14, 16) (Fee not required)
- ☐ Government (Complete Sections 2, 3, 4, 10, 13, 16)
- ☐ Seasonal

SECTION 2 Type of Ownership:
- ☐ J.T.W.R.O.S. (Complete Section 6)
- ☐ Individual (Complete Section 6)
- ☐ Partnership (Complete Section 6)
- ☒ Corporation (Complete Section 7)
- ☐ Limited Liability Co (Complete Section 7)
- ☐ Club (Complete Section 8)
- ☐ Government (Complete Section 10)
- ☐ Trust (Complete Section 6)
- ☐ Tribe (Complete Section 6)
- ☐ Other (Explain) _____

SECTION 3 Type of license **LICENSE #** 10133299

1. Type of License: Beer Wine - Series 10

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE
A service fee of $25 will be charged for all dishonored checks (A.R.S. § 44-6852)

SECTION 4 Applicants

1. Individual Owner/Agent's Name: Kwiatkowski (Last) Kim (First) Kenneth (Middle)
2. Owner Name: Circle K Stores Inc B1005673
   (Ownership name for type of ownership checked on section 2)
3. Business Name: Circle K Store #2[redacted]3489
   (Exactly as it appears on the exterior of premises)
4. Business Location Address: 752 W Finnie Flat Rd (Street) Camp Verde (City) AZ (State) 86322 (Zip Code) Yavapai (County)
   (Do not use PO Box)
5. Mailing Address: LICENSING DC36, PO BOX 52085, PHOENIX, AZ 850[redacted]72-2085
   (All correspondence will be mailed to this address) Street City State Zip Code
6. Business Phone: PENDING Daytime Contact Phone: 602-728-4783
7. Email Address: kkwiatkowski@circlek.com
8. Is the Business located within the incorporated limits of the above city or town? ☒ Yes ☐ No
9. Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation? ☐ Yes ☒ No
   If Yes, what City, Town or Tribal Reservation is this Business located in: NA
10. Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only) $ NA

Department Use Only

Fees: 100 (Application) _____ (Interim Permit) _____ (Site Inspection) _____ (Finger Prints) $ 100 (Total of All Fees)

Is Arizona Statement of Citizenship & Alien Status for State Benefits complete? ☑ Yes ☐ No

Accepted by: M.S. Date: 11/24/2015 License # 10133299

SECTION 5 Interim Permit

- If you intend to operate business when your application is pending you will need an interim permit pursuant to ARS § 4-203.01
- There **MUST** be a valid license of the same type you are applying for currently issued to the location or for the replacement of a Hotel/Motel license with a Restaurant license pursuant to A.R.S. § 4-203.01.

1. Enter license number currently at the location: _____
2. Is the license currently in use? ☐ Yes ☐ No If no, how long has it been out of use? _____

Attach a copy of the license currently issued at this location to this application.

I, _____ declare that I am the CURRENT OWNER, AGENT, OR CONTROLLING
(Print Full Name) PERSON on the stated license and location.

X _____
(Signature)

State _____ County of _____
The foregoing instrument was acknowledged before me this

_____ day of _____, _____
Day Month Year

My Commission Expires on: _____ _____
Date (Signature of Notary Public)

SECTION 6 Individual, Partnership, J.T.W.R.O.S, Trust, Tribe Ownerships

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND $22 PROCESSING FEE FOR EACH CARD.

Individual

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code

Is any person other than above, going to share in profit/losses of the business? ☐ Yes ☐ No
If Yes, give name, current address, and telephone number of person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City	State	Zip Code	Phone #

Partnership

Name of Partnership: _____

General-Limited	Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
☐ ☐								
☐ ☐								
☐ ☐								
☐ ☐								

J.T.W.R.O.S (Joint Tenant with Rights of Survivorship)

Name of J.T.W.R.O.S: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 6 - continued

TRUST

Name of Trust: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

TRIBE

Name of Tribal Ownership: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 7 Corporations/ Limited Liability Co

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE AN "APPLICANT" TYPE FINGERPRINT CARD AND $22 PROCESSING FEE FOR EACH CARD.

☑ **Corporation** **Complete Questions 1, 2, 3, 4, 5, 6, and 7**

☐ **L.L.C.** **Complete Questions 1, 2, 3, 4, 5, 6, and 7**

1. Name of Corporation/ L.L.C: Circle K Stores Inc

2. Date Incorporated/Organized: 06/08/1951 State where Incorporated/Organized: Texas

3. AZ Corporation or AZ L.L.C File No: F-0006598-0 Date authorized to do Business in AZ: 04/08/1957

4. Is Corp/L.L.C. Non Profit? ☐ Yes ☑ No

5. List Directors, Officers, Members in Corporation/L.L.C:

Last	First	Middle	Title	Mailing Address	City	State	Zip Code
Haxel	Geoffrey	Charles	Pres/Sec/Dir	1130 W Warner Rd	Tempe	AZ	85284
Cunnington	Kathleen	K	Treas/VP/Dir	1130 W Warner Rd	Tempe	AZ	85284
Rodriquez	Paul	(none)	VP	1130 W Warner Rd	Tempe	AZ	85284
Kwiatkowski	Kim	Kenneth	Asst Sec	1130 W Warner Rd	Tempe	AZ	85284

(Attach additional sheet if necessary)

6. List all Stockholders / percentage owners who own 10% or more:

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
Circle K Delaware Inc.			100%	1130 W Warner Rd	Tempe	AZ	85284

(Attach additional sheet if necessary)

7. If the corporation/ L.L.C are owned by another entity, attach an Organizational **FLOWCHART** showing the structure of the ownership. Attach additional sheets as needed in order to disclose the Officers, Directors, Members, Managers, Partners, Stockholders and percentage owners of those entities.

Circle K Stores Inc.
Texas 6/8/51
Charter No. 0010897700
FIN# 74-1149640

OFFICE	Name	BUSINESS ADDRESS	PHONE
* President and Secretary	Geoffrey C. Haxel	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
* Treasurer and Assistant Secretary	Kathleen K Cunnington	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
* Sr Vice President	Darrell Davis	12911 Telecom Parkway, Tempa, FL 33637	(813) 910-6882
Sr Vice President	Dennis Tewell	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
Vice President	Pia Back Henriksen	495 E Rincon, Suite 150, Corona, CA 92879	(951) 270-5129
Vice President	Kelly McGuire	1199 S Beltline Rd, #160, Coppell, TX 75019	(602) 728-8000
Vice President	Paul Rodriquez	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
Vice President	David Morgan	12911 Telecom Parkway, Tampa, FL 33637	(951) 270-5136
Vice President	Brian Bednarz	25 W Cedar St, Suite 100, Pensacola, FL 35202	(951) 270-5136
Vice President	Timothy Alexander Miller	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
Vice President	Larry Brueggemier	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
Vice President	Dag Roger Rinde	2440 Whitehall Park Dr., #800, Charlotte, NC 28273	(704) 583-5716
Vice President	Matt McCure	2440 Whitehall Park Dr., #800, Charlotte, NC 28273	(704) 583-5716
Assistant Secretary	Scott J. Stevenson	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
Assistant Secretary	Kim Kwiatkowski	1130 W Warner Rd, Tempe, AZ 85284	(602) 728-8000
Assistant Secretary	Sylvain Aubry	4204 Bout. Industriel, Laval (Quebec) Canada H7L 0E3	(450) 662-6632
Assistant Secretary	Marc Lee Flenary	255 E Rincon, Suite 100, Corona, CA 92879	(951) 270-5136
Assistant Secretary	Sarah Lynn Longwell	255 E Rincon, Suite 100, Corona, CA 92879	(951) 270-5136
Assistant Secretary	Michael L Foster	2440 Whitehall Park Dr., #800, Charlotte, NC 28273	(704) 583-5716
Assistant Secretary	Kyle Poyer	2440 Whitehall Park Dr., #800, Charlotte, NC 28273	(704) 583-5716
Assistant Secretary	Randy Horne	12911 Telecom Parkway, Tampa, FL 33637	(813) 910-6882
Assistant Secretary	Tim Peters	1199 S Beltline Rd, #160, Coppell, TX 75019	(602) 728-8000
Assistant Secretary	Peter Uhlich	12911 Telecom Parkway, Tampa, FL 33637	(813) 910-6879
Assistant Secretary	Edward Giunta	12911 Telecom Parkway, Tampa, FL 33637	(813) 910-6879

* Director

Business Address: 1130 W. Warner Road, Bldg B, Tempe, AZ 85284 (602) 728-8000
Domicile Address: % CSC-Lawyers Incorporating Service Company, 701 Brazos Street, Suite 1050, Austin, TX 78701

12,000,000 Shares Authorized, 1,000 Issued at $1.00 Par. 100% owned by Circle K Delaware Inc. (FIN: 46-0520672)

Circle K Stores Inc. is qualified in:
AL, AZ, AR, CA, CO, FL, GA, , ID, KS, LA, MS,
MO, NV, NM, NC, OK, OR, SC, TN, TX, UT, WA

Corporate Structure:
Circle K Delaware Inc. is 100% owned by The Circle K Corporation (Geoffrey Haxel - President/Director)
The Circle K Corporation is 100% owned by Couche-Tard US Inc. (Geoffrey Haxel - President/Director)
Couche-Tard US Inc. is 100% owned by Mac's Convenience Stores Inc. (Geoffrey Haxel - President/Director)
Mac's Convenience Stores Inc. is 100% owned by Couche-Tard Inc. (Geoffrey Haxel - Sr. Vice President)
Couche-Tard Inc. is 100% owned by Depan-Escompte Couche-Tard Inc. (Geoffrey Haxel - Sr. Vice President)
Depan-Escompte Couche-Tard Inc. is 100% owned by Alimentation Couche-Tard Inc. (Geoffrey Haxel - Sr. Vice President)
Alimentation Couche-Tard Inc. is a publicly traded company (Geoffrey Haxel - Sr. Vice President)

OFFICERS.XLS

'15 NOV 24 Liqr. Lic. AM 9:37

'15 OCT 20 Liqr. Dept PM1205

SECTION 8 Club Applicants

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD, AND $22 PROCESSING FEE FOR EACH CARD.

1. Name of Club: _____
2. Is Club non-profit? ☐ Yes ☐ No
3. List all controlling members (minimum of four (4) requested)

Last	First	Middle	Mailing Address	City	State	Zip Code

(Attach additional sheet if necessary)

SECTION 9 Probate, Will Assignment or Divorce Decree of an existing Liquor License

1. Current Licensee's Name: _____
(Exactly as it appear on the license) Last First Middle

2. Assignee's Name: _____
Last First Middle

3. License Type: _____ License Number: _____

ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE.

SECTION 10 Government (for cities, towns, or counties only)

1. Government Entity: _____
2. Person/Designee: _____ _____
First Last Middle Day time Contact Phone #

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISE FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 11 Location to Location Transfer: Series 6 Bar, Series 7 Beer & Wine Series 9 Liquor Stores only)

1. Current Business: Name: _____
Address: _____
(Exactly as it appears on license)

2. New Business: Name: _____
Address: _____

3. License Type: _____ License Number: _____

SECTION 12 Person to Person Transfer

Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)

1. Individual Owner / Agent Name: _____ Entity: _____
Last First Middle (Individual, Agent, Etc)

2. Ownership Name: _____
(Exactly as it appears on license)

3. Business Name: _____
(Exactly as it appears on license)

4. Business Location Address: _____
Street City State Zip

5. License Type: _____ License Number: _____

6. Current Mailing Address: _____
Street City State Zip

7. Have all creditors, lien holders, interest holders, etc. been notified? ☐ Yes ☐ No

8. Does the applicant intend to operate the business while this application is pending? ☐ Yes ☐ No
If yes, complete Section 5 (**Interim Permit**) of this application; attach fee, and current license to this application.

9. I, (Print Full Name) _____ hereby authorize the department to process this Application to transfer the privilege of the license to the applicant provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, (Print Full Name) _____, declare that I am the **CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER or LICENSEE** of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.

X _____
(Signature of CURRENT Individual Owner/Agent)

NOTARY

State of _____ County of _____
State County

The foregoing instrument was acknowledged before me this ____ day of _____, _____.
Day Month Year

My commission expires on _____ _____
Day/ Month/Year Signature of NOTARY PUBLIC

SECTION 13 Proximity to Church or School

Questions to be completed by all in-state applicants EXCLUDING those applying for a Series 5 Government, Series 11 Hotel/Motel, and Series 12 Restaurant licenses.

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

a) Restaurant license (§ 4-205.02)
b) Hotel/motel license (§ 4-205.01)
c) Government license (§ 4-205.03)
d) Fenced playing area of a golf course (§ 4-207 (B)(5))

1. Distance to nearest School: 1009' (If less than one (1) mile note footage)
Name of School: Camp Verde United Christian School
Address: 903 Finnie Flat, Camp Verde, AZ 86322

2. Distance to nearest Church: 2124' (If less than one (1) mile note footage)
Name of Church: The Church Jesus Christ of Latter Day Saints
Address: 360 S 5th St, Camp Verde, AZ 86322

SECTION 14 Business Financials

1. I am the: ☐ Lessee ☐ Sub-lessee ☐ Owner ☑ Purchaser ☐ Management Company
2. If the premise is leased give lessors: Name: NA
Address: (Street / City / State / Zip)
3. Monthly Rent/ Lease Rate: $ NA
4. What is the remaining length of the lease? NA yrs _____ months
5. What is the penalty if the lease is not fulfilled? $ NA or other: _____ (Give details-attach additional sheet if necessary)
6. Total money borrowed for the Business not including lease? $ 3,500,000.00
Please List Lenders/People you owe money to for business.

Last First Middle	Amount Owed	Mailing Address City State Zip
Wells Fargo Bank Acct 4123020786	3,500,000.00	333 S Grand Ave., 12th Floor, Los Angeles, CA 90071

(Attach additional sheet if necessary)

7. What type of business will this license be used for (be specific)?
Retail Convenience Store

8. Has a license or a transfer license for the premises on this application been denied by the state with in the past (1) year? ☐ Yes ☑ No If yes, attach explanation.
9. Does any spirituous liquor manufacture, wholesaler, or employee have an interest in your business? ☐ Yes ☑ No
10. Is the premises currently license with a liquor license? ☐ Yes ☑ No

If yes, give license number and licensee's name:
License #: NA Individual Owner /Agent Name: NA (Exactly as it appears on license)

SECTION 15 Restaurant or hotel/motel license applicants

1. Is there an existing Restaurant or Hotel/Motel Liquor License at the proposed location? ☐ Yes ☐ No

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All Restaurant and Hotel/Motel applicants must complete a Restaurant Operation Plan form provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02. (H)(2), a Restaurant is an establishment which derives at least forty (40) percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from sales of food and spirituous liquor on the licensed premises. By applying for this ☐ Restaurant ☐ Hotel/Motel, I certify that I understand that I must maintain a minimum of forty (40) percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit form with this application.

_____
(Applicant's Signature)

5. I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing; specify why the extension is necessary; and the new inspection date you are requesting.

_____
(Applicant's Initials)

SECTION 16 Diagram of Premises
Check ALL boxes that apply to your business:

☑ Entrances/Exits ☑ Liquor storage areas **Patio:** ☐ Contiguous

☐ Walk-up windows ☐ Drive-through windows ☐ Non Contiguous

1. Is your licensed premises currently closed due to construction, renovation or redesign? ☑ Yes ☐ No
   If yes, what is your estimated completion date? November 20, 2017
   Month/Day/Year
2. **Restaurants and Hotel/Motel** applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Place for diagram is on section 16 number 6.
3. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored on the premises unless it is a restaurant (see # 3 above).
4. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the boundaries, entrances, exits, added or deleted doors, windows, service windows or increase or decrease to the square footage after submitting this initial diagram.

_____
(Applicant's Initials)

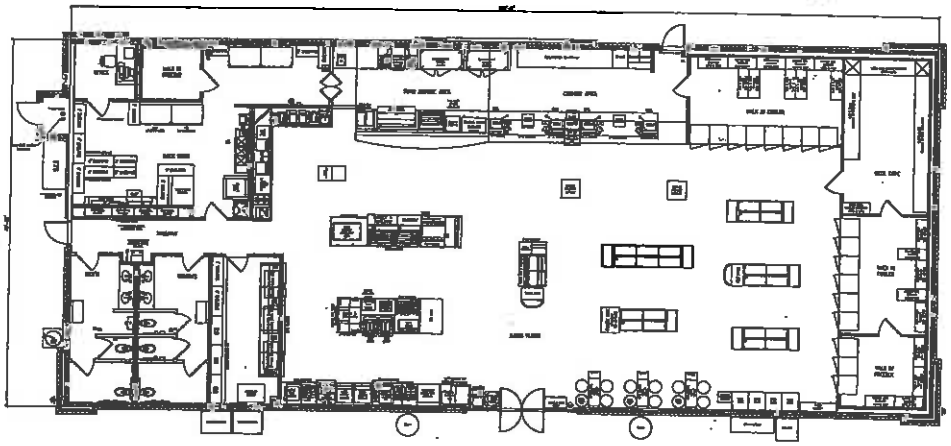
SECTION 16 Diagram of Premises – continued

6. On the diagram please show only the areas where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, hi-top tables, dining tables, dining chairs, dance floor, stage, game room, and the kitchen. DO NOT include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of the premises is attached to this application, please write the words "DIAGRAM ATTACHED" in the box provided for the diagram on the application.

DIAGRAM OF PREMISES

5,881 sq ft. N↑



SECTION 17 SIGNATURE BLOCK

I, (Print Full Name) Kim Kenneth Kwiatkowski, hereby declare that I am the Owner/Agent filing this application as stated in Section 4 # 1. I have read this application and verify all statements to be true, correct and complete.

X (Signature) _____

ERIKA BEARDSLEE
Notary Public - State of Arizona
MARICOPA COUNTY
My Commission Expires
June 24, 2019

My commission expires on: 6/24/19

State of Arizona County of Maricopa

The foregoing instrument was acknowledged before me this

20th of November, 2015

Day Month Year

_____
Signature of NOTARY PUBLIC

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

8.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: January 6, 2016

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

☐ *Presentation Only* ☐ *Action/Presentation*

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Virginia Jones

Agenda Title (be exact): Discussion, consideration and possible appointment of members to the Board of Adjustment and Appeals and to the Planning & Zoning Commission. The terms are for three years effective January 2016 and will expire December 31, 2019.

List Attached Documents: Letters of Interests for:
Planning & Zoning:
Jim Hisrich – term currently expiring
B.J. Davis – term currently expiring
Stephen Goetting – New Letter of Interest
Buck Buchanan – Previous application June 2014
Teresa Helm – Previous application June 2014

Board of Adjustments:
Buck Buchanan – term currently expiring
Ben Bassous – New Letter of Interest
B. J. Davis -New Letter of Interest

Copy of Chapter 4 of Town Code
Copy of Minutes 7-16-2008-Procedures for new appointment

Estimated Presentation Time: N/A

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

☒ ***Department Head:*** Virginia Jones ☐ ***Town Attorney Comments:*** N/A

☐ ***Finance Department*** N/A

Fiscal Impact:
Budget Code: _____ ***Amount Remaining:*** _____
Comments:

Background Information: Staff has advertised the positions since November 4, 2015 on the Town web site and the Town Hall bulletin board. We have also sent a Public Service Announcement to the radio station and both local papers.

Recommended Action (Motion): Move to appoint (insert the names you would like appointed) to the Planning & Zoning Commission for a term of three (3) years and appoint (insert the names you would like appointed) to the Board of Adjustments & Appeals for a term of three (3) years.

Volunteer Sought

Letters of interest are now being accepted for volunteers to serve on the following Committee/Commissions:

Board of Adjustments & Appeals – 3 seats available for a term that expires January 2019. (Note: you must be qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.)

Planning & Zoning Commission – 3 seats available for a term that expires January 2019

Letters of interest will be accepted in the Clerk's Office at 473 S. Main Street, Room 102 until noon December 22, 2015. Council will make the appointments at the January 6, 2016 Regular Session.

Interested parties may obtain the letter of interest form at www.campverde.az.gov or pick up a letter of interest form at Town Hall, located at 473 S. Main Street, Room 102.

All members are appointed to boards and commissions to three (3) year terms that begin January, 2016.

Posted Virginia Jones Date/Time 11-5-2015 11:40 a.m

Camp Verde, Arizona

LETTER OF INTEREST

Name: Jim Hisrich	Date: 11/12/15
Home Address: 1753 Doug's Park Rd Camp Verde AZ 86322	
Mailing Address, if different: PO Box 2248	
Email Address: jimhisrich@gmail.com	
Home Telephone: 928 593 0218	Work Telephone: 928 567 1532
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 15 yrs	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Dentist	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☑ Yes ☐ No If yes, please list names of board/commission and dates served: P&Z for a number of years	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. P&Z	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
Case Western Reserve Univ	BA	1971	
CWRU School of Dentistry	DDS	1975	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: I have worked long on revision of ~~[illegible]~~ general plan and would like to see it to fruition.

Have you ever been charged and convicted of a crime? ☐ Yes ☒ No
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) To make informed recommendations

(b) To be very aware of opinions and interface those with town codes.

(c) To provide information & opinions as requested

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I believe I provide a unique perspective to the commission. I am able to process differing points of view and make independent decisions

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: 11/12/15

	Date:
Date Contacted & Invited to Appear before Council	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Camp Verde, Arizona

LETTER OF INTEREST

Name: B.J. Davis	Date: 12/3/15
Home Address: 393 West Gripen Lane, Camp Verde AZ 86322	
Mailing Address, if different: P.O. Box 4170	
Email Address: beejdavis@centurylink.net	
Home Telephone: (928) 567-7408	Work Telephone: (928) 301-5373
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 1 1/2 years	Do you operate a business in Camp Verde? ☒ Yes ☐ No
Name and address of business (if applicable): The Fish's Garden (same address as above)	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: formerly an Architect	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: Board of Adjustments + Appeals + P+Z Com.	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. Planning + Zoning Commission	3.
2. Board of Appeals + Adjustments	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
Littleton High School Littleton CO	Graduated	1971	
Kansas University, Lawrence KS	B. Arch	1979	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
Christ Lutheran Church Council	Board Member	1996	1998

Please state why you would like to be appointed to a Town Board, Commission, or Committee: To serve the community more actively than the Board of Appeals allows

Have you ever been charged and convicted of a crime? ☐ Yes ☒ No
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) Make recommendations to Council that fairly and reasonably apply the Town Planning + Zoning ordinance;
(b) Make rulings/recommendations that are consistent with the P+Z ordinance and the intent of those codes, in a timely manner;
(c) be open-minded, consider others points of view and be able to respectfully explain my point of view in agreements + disagreements

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

My 32 years as an Architect have given me direct experience with designing within Planning & Zoning ordinances, an understanding of working with codes and their intent and the ability to make fair and reasonable interpretations.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: 12/3/15

	Date:
Date Contacted & Invited to Appear before Council	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

12-2215 A11:34 IN

Camp Verde, Arizona

LETTER OF INTEREST

Name: Stephen Goetting	Date: 12/22/15
Home Address: 2570 S. Anapaya Camp Verde AZ	
Mailing Address, if different:	
Email Address: Steve D SpurHQ.com	
Home Telephone: 703-298-3579	Work Telephone: 703-298-3579
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 15 yrs.	Do you operate a business in Camp Verde? ☒ Yes ☒ No ~~[illegible]~~ NO
Name and address of business (if applicable): [redacted]	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Work as Manager V.B.C.	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: Parks and Rec 20??	

Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:

1. Planning + Zoning	3. —
2. —	4. —

Education and Community Service

Schools Attended:	Degree:	Year:	
Beloit College	BA	81	
Georgetown University		83	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
VVREO	Board Member	2012	Current
Camp Verde Chamber	Board Chair	2014	Current

Please state why you would like to be appointed to a Town Board, Commission, or Committee: I am very interested in the Planning Zoning General Plan

Have you ever been charged and convicted of a crime? ☐ Yes ☒ No
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) To Provide Council with an informed & reasoned recommendation

(b) To provide the citizens the service and assistance to reach positive conclusion

(c) respect + courtesy

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I have been a resident for 15 yrs. involved in community activities. I have been involved in commercial real estate and business for over 30 yrs

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: 12/20/19

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Print Form

Camp Verde, Arizona

Name: Teresa Helm	Date: June 28, 2014
Home Address: 158 W. General Crook Trail, #3, Camp Verde, AZ 86322	
Mailing Address, if different: PO Box 3806, Camp Verde, AZ 86322	
Email Address: gingerknits@yahoo.com	
Home Telephone: 928.821.5575	Work Telephone: 928.204.6051
Are you a resident of the Town of Camp Verde? ◉ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ◉ No
Length of residency in the Town of Camp Verde: 15 months	Do you operate a business in Camp Verde? ☐ Yes ☑ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Accounting clerk	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☑ No If yes, please list names of board/commission and dates served:	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. Planning & Zoning Commission	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee:
Play a role in the success of Camp Verde.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) *To give the Council options to make an informed decision.*

(b) To help achieve short-term and long-term goals.

(c) To be informed about issues. Be flexible and a team player. To ask tough questions when necessary.

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: I am qualified because Camp Verde is my home and I want to see it become self-sufficient and successful. I believe in a strong and varied economic base without compromising the core values of the community.

My accounting background, including experience in large and small business and remediation construction projects, provides a foundation that would benefit the commission.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: 6-28-14

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Contacted via phone yes interested

Camp Verde, Arizona

LETTER OF INTEREST

Name: ADAM BUCHANAN	Date: 6-3-14
Home Address: 3470-S. HACIENDA LN. CAMP VERDE	
Mailing Address, if different:	
Email Address: SALMONSPIRIT1933@GMAIL.COM	
Home Telephone: 567-6551	Work Telephone: 821-0834
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 13	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: HOME INSPECTOR	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: P&Z BOAA TOWN COUNCIL	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. P&Z	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
SO. ILL UNIVERSITY	YES	1965-1969	
YAVAPAI	NO	CURRENT	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: TO SERVE CAMP VERDE

Have you ever been charged and convicted of a crime? ☐ **Yes** ☒ **No**
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) ADVISE THEM WITH THE BEST INFO

(b) PROTECT & SERVE

(c) BE RESPECTFUL OF ALL OPINIONS

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

HAVE SERVED CAMP VERDE FOR MANY YEARS ON DIFFERENT BOARDS & COMM.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: [signature] Date: 6-3-14

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

DEC 18 '15 AM 9:20

Camp Verde, Arizona

LETTER OF INTEREST

Name: BOCK BUCHANAN	Date: 12-18-15
Home Address: 3470-S. HACIENDA LN. CAMP VERDE, AZ	
Mailing Address, if different:	
Email Address: SALMONSPIRIT1933@GMAIL.COM	
Home Telephone: 821-0834	Work Telephone:
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 15 YRS	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: CONTRACTOR/HOME INSPECTOR	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: TOWN COUNCIL – P&Z – BOA	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. BOA	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
SO. EAST. UNIV.			
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee:

Have you ever been charged and convicted of a crime? ☐ Yes ☒ No
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) SUPPORT TOWN NEEDS

(b) HEAR THEIR VOICES + MAKE DECISIONS ON TOWN NEEDS

(c) " " " " "

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

HAVE SEAVED ON SEVERAL TOWNS BOARDS & HAVE A GOOD GRASP OF TOWN NEEDS & GOALS

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Alan Buchanan Date: 12-18-15

	Date:
Date Contacted & invited to Appear before Council	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Print Form

Camp Verde, Arizona

Name: Ben Bassous	Date: 12/21/15
Home Address: 360 Finnie Flat Rd #3	
Mailing Address, if different:	
Email Address: benbassous@gmail.com	
Home Telephone: 928 300 9443	Work Telephone:
Are you a resident of the Town of Camp Verde? ☑ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☑ No
Length of residency in the Town of Camp Verde: 23 Years	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable):	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served:	

Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:

1. Adjustments & appeals	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
Grace college	Business Admin	2014	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: I was asked by Robert Foreman

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) Support them

(b) 〃

(c) 〃

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: Worked Construction for a long time

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: 12-21-15

	Date
Date Contacted & Invited to Appear before Council	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to	

Camp Verde, Arizona

LETTER OF INTEREST

Name: B.J. Davis	Date: 12/3/15
Home Address: 393 West Gripen Lane, Camp Verde AZ 86322	
Mailing Address, if different: P.O. Box 4170	
Email Address: beejdavis@centurylink.net	
Home Telephone: (928) 567-7408	Work Telephone: (928) 301-5373
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: 1 1/2 years	Do you operate a business in Camp Verde? ☒ Yes ☐ No
Name and address of business (if applicable): The Fish's Guardian (Same address as above)	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: formerly an Architect	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: Board of Adjustments + Appeals + P+Z Com.	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. Planning + Zoning Commission	3.
2. Board of Appeals + Adjustments	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
Littleton High School Littleton CO	Graduated	1971	
Kansas University, Lawrence KS	B. Arch	1979	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
Christ Lutheran Church Council	Board Member	1996	1998

Please state why you would like to be appointed to a Town Board, Commission, or Committee: To serve the community more actively than the Board of Appeals allows

Have you ever been charged and convicted of a crime? ☐ Yes ☒ No
If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) Make recommendation to Council that fairly and reasonably apply the Town Planning + Zoning ordinance;
(b) Make rulings/recommendations that are consistent with the P+Z ordinance and the intent of those codes, in a timely manner;
(c) Be open-minded consider others points of view and be able to respectfully explain my point of view in agreements + disagreements

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

My 32 years as an Architect have given me direct experience with designing within Planning + Zoning ordinances, an understanding of working with codes and their intent and the ability to make fair and reasonable interpretations.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 105 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: 12/3/15

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

CHAPTER 4
BOARDS, COMMISSIONS AND COMMITTEES

ARTICLE 4-1

MEMBERSHIP (2000-A164) (2003-A260) (2003-A261)

A. Membership and Organization. Each board and commission shall be made up of seven members appointed by the Council in accordance with the procedures contained in subsection B of this Article. The organization of boards and commissions shall include a chairperson, and vice-chairperson who are elected from the membership in accordance with Article 4-2.

B. Selection of New Members. (2000-A164) (2002-A231) (2003-A261)
Prior to the expiration of terms for board and commission members, the Town Clerk shall call for letters of interest from the general public. Such letters shall be filed with the Town Clerk in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate resolution or ordinance that created the board or commission. The Council may establish any other requirements at the time such appointments are sought for the purpose of aiding the Council in completing the selection process. Any member of a board or commission appointed by the Council shall reside within the corporate limits of the Town. However, Council may waive the residency requirement with good cause, except for appointments to the Planning and Zoning Commission, Board of Appeals and Board of Adjustments. If a member holding a position relocates outside of the Town limits, other than within 90 days from the end of the appointed term, he or she shall resign from the board or commission. (Rev. 2004 by Ord 2003-A261)

C. Terms of Members. (2000-A164) (2003-A260)
All members are appointed to boards and commissions to three (3) year terms that begin on January 1 of the year such appointment is made. Members may be re-appointed to additional terms. Such terms are to be staggered so that the terms of no more than three members shall expire in any given year.

D. Removal. Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

ARTICLE 4-2

ORGANIZATION (2008-A355) (2008-A360)

A. First Meeting. Each board and commission, during its first meeting of the month of January of each calendar year, shall:

1. Elect a Chairperson. The board or commission shall accept nominations from its membership for a chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.
2. Elect a Vice-Chairperson. The board or commission shall accept nominations from its membership for a vice-chairperson. Such nominations shall be made, and seconded, and selection of one vice-chairperson shall result upon a majority vote of the full membership of the board or commission.

3. Set the Regular Meeting Schedule. The Council shall establish regular meeting dates and times and regular meeting place by resolution in January of each year. Commissions may schedule special meetings and work sessions subject to approval of the Town Manager.

B. Duties of Officers/Members. (2008-A355)

The duties and powers of the various officers and members of the boards and commissions are as follows:

1. Chairperson. The chairperson shall preside at all meetings and hearings of the board or commission, decide all points of order or procedure, and perform any duties required by law, ordinance or the requirements established in this chapter. The term of the chairperson shall be one year, unless reelected to succeeding terms by a majority vote of the membership. The chairperson shall be responsible for becoming familiar with and adhering to the provisions of the open meeting law. The chairperson shall also become familiar with the provisions of Roberts Rules of Order, and although general informality in such rules of order may prevail, shall adhere to such rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The chairperson may, to the extent necessary, work with the department head assigned to the board or commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports and preparation of agendas. The chairperson will determine whether he/she, staff liaison, or designee', will provide a written report to the Mayor and Council summarizing the board or commission activities during the prior quarter, identifying upcoming activities and reviewing any problems, concerns or proposals. Such reports are to be submitted to the Town Clerk for distribution to the Council. Meetings may be scheduled with Council as needed and/or on a regular quarterly basis. In addition, the chairperson shall sign all minutes and resolutions of the board or commission.
2. Vice-Chairperson. The vice-chairperson shall have the responsibility of assuming all of the duties and responsibilities of the chairperson in the event that the chairperson should be absent or the position vacant. Additional duties or activities may be assigned by the chairperson upon majority approval of the board or commission as determined necessary.

ARTICLE 4-3

MEETINGS (2008-A355) (2009-A360)

A. Agendas and Minutes. Each board and commission's supporting department shall provide for the posting of agendas and the preparation and approval of minutes for all meetings. The following minimums shall apply to agendas and minutes:

1. Agendas. Agendas shall be posted on the Town Hall bulletin board a minimum of twenty-four hours in advance of all regular, special, and work session meetings of the board or commission and in other locations as deemed necessary.
    a. Format. The order of the agenda items may be arranged according to the format approved by the board or commission and additional items may be added. The agenda format shall include at least the following:
        1) Name of board or commission
        2) Date, time, and place of meeting with a statement that the meeting place is handicapped accessible
        3) Call to order
        4) Roll call
        5) Discussion and possible action on the following items
        6) Consent agenda
        7) Approval of the minutes

8) Call to the public
9) New business
10) Set next meeting, time and date
11) Adjournment

b. Call to the Public. The "Call to the Public" item shall allow for public input on items either on the agenda or other items that may reasonably affect the board or commission. The board or commission may call for non-agenda item input at this time if appropriate input is allowed during all discussion items. The open meeting law prohibits the board or commission from discussing or making decisions on non-agenda items, however, the board or commission may choose to delegate Town staff to handle the issue or place the item for discussion on a future agenda.

c. Special or Work Sessions. The board or commission may, upon majority vote and approval of the Town Manager, set a special meeting or work session. In addition, if determined necessary by the affected department head, a special meeting or work session may be called upon discussion with the chairperson.

d. Agenda Packets. Upon completion of agenda posting and preparation of attachments to the agenda, copies of the agenda and any attachments shall be made available to the members of the board or commission in the manner deemed appropriate by the department head. Copies of the complete agenda packets shall be placed in the front reception area of Town Hall for disbursal to interested members of the public a minimum of twenty-four hours in advance of the meeting.

e. Agenda Items. The department head, depending upon the format of the board or commission, shall determine the content of the agenda discussion items. If determined prudent for the board or commission, the chairperson may set the agenda with concurrence from the department head. Such procedures are determined necessary to ensure that the business of the board or commission is conducted in a timely manner. Should a member wish to place an item on the agenda, the member may request such at the next regular meeting of the board or Commission. In the case of conflicts, items may be brought to the board or commission for a vote to consider whether or not the item should be agendized. In the case of the planning and zoning commission and the board of adjustments and appeals, all current applications which require review of the board or commission must be agendized in accordance with state law and may not be removed from the agenda until a vote on the matter has occurred.

2. Minutes. The Town Manager will provide for secretarial/ recording services for the commissions. Digital recording of work sessions is preferred, but if not possible, detailed minutes shall be taken by hand by the secretary or recording secretary assigned by the department head. The following procedures shall be followed:

   a. Approval. Minutes of the previous meeting(s) shall be presented at the most reasonable date following the meeting, usually the next meeting of the board or commission. Such minutes shall be reviewed and approved by a majority vote of the board or commission.

   b. Filing. Upon approval of minutes, the signed original shall be provided to the Town Clerk within two (2) working days for Council and ten (10) working days for commissions of approval. In addition, the affected department shall maintain copies for public review.

   c. Disbursal. Within three (3) working days of a meeting, the draft minutes shall be posted to the Town's webpage. Within two (2) working days following the approval, the final copy of the minutes shall be posted to the Town's webpage. Copies of minutes may be released and appropriate copy fees charged to the requesting party in accordance with Town Council policy.

d. Content. Minutes shall contain, at minimum, the date, time, and place of the meeting, the members of the public body recorded as either present or absent, a general description of the matters considered, an accurate description of all legal actions proposed, discussed, or taken, and the names of members that propose each motion. The minutes shall also include the names of persons as given, making statements or presenting materials to the public body and a reference to the legal action about which they made statements or presented material.. If a roll call vote is conducted, the name and vote of all members shall be listed. The minutes shall be as complete as possible with emphasis on discussion to determine the reason(s) for the board or commission's action on an item.

B. Voting Procedures, Quorums and Abstentions. The action of any board or commission shall be taken by a vote of the membership. Voting procedures shall be in accordance with Robert's Rules of Order to the extent practicable and in accordance with the Town Of Camp Verde Policies And Operations Guide and shall include the minimum:

1. Motion. A member of the board or commission may make a motion, and such motion shall only take place after the introduction of an agenda item. If an agenda item is listed as a public hearing, such motion shall not take place until the public hearing has been called and closed.
2. Second. A motion must receive a second from a member of the board or commission. Once a second is received, additional discussion may take place on the item before the vote is taken. If a motion is not seconded, the motion dies.
3. Voting. The chairperson shall call for a vote upon completion of a motion, second, and any discussion. Such vote shall consist of votes in favor, votes in opposition, or abstentions. For a motion to pass, a minimum of four votes shall be in favor of the motion. If less than four votes are received in favor, the motion is then considered to be a vote of denial of the motion. Items may be tabled or referred to a later agenda if it is determined, by majority vote, that such decision would best be rendered upon receiving more information or if requested by the applicant. Tabling or delaying of agenda items should be based upon a definitive time frame and reason. Such should only be considered when necessary or if the applicant is absent or requests a delay.
4. Quorum. A majority of the membership of the board or commission (four) is considered a quorum. If a quorum is present, the meeting shall commence and voting may occur. An affirmative vote shall be unanimous if only four members are present.
5. Abstentions/Conflict of Interest.(2008-A355). If a member of a board or commission determines that they have a conflict of interest, they shall remove themselves from the meeting room and not take part in either the discussion or the vote. Such conflict should be stated prior to the item being introduced or just after introduction but prior to discussion. A *Conflict of Interest Disclosure Memorandum* form must be completed, signed, and submitted to the Clerk's Office for each conflict that is declared. A member may abstain from voting on an item even if a conflict of interest is not present; however, this is not a preferred action.

ARTICLE 4-4

GENERAL DUTIES AND REQUIREMENTS

All boards and commissions are established by a separate document that conveys the specific duties and powers of the group. The following general duties and requirements apply to all members of boards and commissions.

A. The board or commission must operate under the statutory requirements of the Arizona Revised Statutes. Upon appointment to a board or commission, such member shall obtain information regarding open meeting law and shall become familiar and abide by all statutory requirements. All members of a board or commission are to be provided with copies of this chapter upon appointment and shall become familiar with the duties and requirements of this chapter and other ordinances, resolutions, or information affecting the board or commission and the general subject matter/department which they discuss.

B. Actions of a board or commission are recommendations only, and final action shall be taken by the Council upon items involving financial matters or other items affecting the duties of the staff or creation of new rules and regulations in accordance with state law. The decisions of the board of adjustments and appeals are final unless appealed to superior court.

C. A subcommittee of members of the board or commission may meet to discuss special projects as long as such subcommittee is less than a majority of members, such special subcommittee may be assigned only from the membership and shall not be construed to allow for appointment of non-members to any special committee or group unless approved by the Council in advance of such action.

D. Boards and commissions should review the proposed budget of the affected department where appropriate. Such review should provide general guidance to the department. No formal changes to the proposed budget can be made without the department head's approval. Should conflicts arise, such may be referred to the Town Manager in writing, if deemed appropriate.

E. Boards and commissions shall annually review, as necessary, the operating policies and procedures for that activity within their purview. Changes deemed appropriate by the board or commission shall be forwarded, in writing, to the department head and Town Manager and may be provided for consideration by the Mayor and Council if necessary.

F. Boards and commissions shall annually, if necessary, conduct a review of the facilities to include buildings, grounds or any other real property or facilities operated by the Town that are within their purview. A report of the review shall be issued for consideration by the department head and Town Manager and referred to the Council if necessary for formal consideration.

G. A development plan may be developed by the board or commission regarding the department activities that they are empowered to act upon. Such plan should be forward-thinking (five years) and include considerations for the facilities, staffing, equipment, materials, and other items. The board or commission shall submit such report to the department head and Town Manager for review for final consideration.

H. Members of boards and commissions are hereby encouraged to interact with persons serving in similar capacities in other communities as well as those regional and state officials whose duties include an advisory capacity to them. The purpose of this chapter is not to encumber each of the boards and commissions with specific duties and responsibilities as to interfere with the opportunity for expression of imagination and creativity. Rather, it is the intent of this chapter to assure the orderly and timely conduct of the business of boards and commissions. Structured activity, procedures, and policies are needed to ensure that the work of the board or commission is worthwhile, productive, and successful.

I. A board or commission may vote to consider a request for scheduling a joint work session with the Council. Such request may be made in writing after approval of the board or commission and shall include a description of the reason(s) for the meeting. Such request shall then be presented to the Town Manager for consideration of the Council. The Council may also request joint work sessions with any board or commission and may set any items for discussion at such meeting.

J. All powers and authorities of the Town are reserved to the Mayor and Council, except to the extent that they are specifically delegated to various members of the staff or board or commission by the Mayor and Council or by statute. Boards and commissions serve in an advisory capacity. Notwithstanding such reservation, the following powers and authorities are delegated to the boards or commissions:

1. Each board or commission shall have the power and the express authority to review those matters specifically assigned to it by ordinance or statute.They shall have the power and authority to issue reports and to discuss such reports with the manager and the Council and to hold any necessary public forums required to assist them in the development of any such reports. Said public forums may include discussion with the press, discussions with the public in general, special meetings and public hearings. In no case, however, shall a board or commission have the power or authority to enter into a contract or to obligate the Town to expend funds. Any such contract or obligation of funds shall be undertaken by request submitted to the Town Manager. Such request shall be responded to, in writing, either positively or negatively within thirty days of receipt of such request by the Town Manager.
2. Executive sessions, as may be allowed pursuant to ARS 38-431.03, as may be amended, to discuss legal matters or property acquisition, shall be requested by the chairman and scheduled jointly with the Council.

ARTICLE 4-5

COMMITTEES (2004-A289)

The Council may appoint temporary *ad hoc* committees for limited purposes. All committees are required to follow the procedures for meetings as set forth in Article 4-3. A quorum for all *ad hoc* committees will consist of four (4) members present at any meeting.

30th meeting; and consultant interviews rescheduled to a date either prior to or after the July 30th Special Session.

The change in time to 6:00 p.m. from what had been previously discussed was acknowledged; requests were made to include on the agenda the Code of Ethics and Business Licenses. Manager Scannell confirmed that Marshal Smith had indicated he was comfortable with the current practice regarding the issuance of violations for parking in Handicapped spaces. Scannell added that he had suggested that Marshal Smith share that official stated position with his staff and the VIP's. It was also requested that a discussion be added for Per Diem and Travel, and review of State and local Code regarding the procurement process and the amounts restricted to Council and Mayor, elected officials specifically.

Scannell requested confirmation that an Executive Session can be scheduled prior to the July 30th Special Session pursuant to meeting statutory requirements, which Gioia confirmed. It was also agreed that Scannell could reschedule the date for the interviews for the consultant for the Park Master Plan; that date will be determined after setting the Executive Session, either ahead or behind.

There was no public input.

Councilor Garrison requested items 9, 10, and 11:

9. **Discussion, consideration, and possible direction to staff to prepare a form to include with all Commission packets that must be signed and dated acknowledging that the Commission applicant or candidate has received and read the material that has been given to them. Commission members are currently provided with General Information, Meeting Schedule, Code of Ethics, Open Meeting Law, Chapter 4 of the Town Code, Agenda Handbook, and Duties & Requirements of all Commissions upon receiving the Oath of Office.**
Staff was directed to implement the following procedure: After Council appointment to a Commission, the appointee will be given the complete related information with a maximum of two weeks to study it, ask questions, and then after agreeing to follow the rules, the appointee will be sworn in.

Garrison outlined the problem of Commission appointees taking their oaths of office prior to being able to become familiar with the "rules of the game," citing her own past experiences, and input from some individual Commissioners. Garrison suggested that a complete packet of information pertaining to the role of any Commissioner be made available prior to appointment, with the individual signing a document acknowledging receipt of the information. During discussion, it was further suggested that such a complete packet of information be given to a new appointee prior to being sworn in; that would also give the applicant the opportunity to withdraw after studying the requirements. There was also a suggestion for setting up possible four-hour training sessions with the League of Cities & Towns.

PUBLIC INPUT
Robin Whatley, Parks & Rec Commissioner, agrees that prospective Commissioners should be aware of the expectations of that position, be given the packet after appointment but prior to being sworn in.

Tom Nielson, Library Commissioner, commented that the book sets out the protocol.

Chip Norton, Design Review Board member, felt it was a great idea to provide the information after selection, but prior to being sworn in.

There was no further public input.