

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, JANUARY 3, 2018 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**

Mayor German called the meeting to order at 6:30 p.m.

**2. Roll Call**

Mayor Charles German, Vice Mayor Jessie Murdock, Councilor Dee Jenkins, Councilor Brad Gordon, Councilor Jackie Baker and Councilor Robin Whatley were present. Councilor Buck Buchanan was absent.

**Also Present**

Town Manager Russ Martin, Deputy Clerk Virginia Jones, Commander Brian Armstrong, Community Development Director Carmen Howard, and Recording Secretary Jennifer Reed.

**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 6, 2017
- 2) Work Session – December 13, 2017
- 3) Special/Executive Session – December 15, 2017
- 4) Regular Session – December 20, 2017

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

- 1) Wednesday, January 10, 2018 at 5:30 p.m. – Work Session
- 2) Wednesday, January 17, 2018 at 5:00 p.m. – Special/Executive Session
- 3) Wednesday, January 17, 2018 at 6:30 p.m. – Regular Session
- 4) Wednesday, January 24, 2018 at 6:30 p.m. – Council Hears Planning & Zoning
- 5) Wednesday, January 31, 2018 at 5:30 p.m. – Special/Executive Session
- 6) Wednesday, February 7, 2018 at 6:30 p.m. – Regular Session

**c) Possible approval of Resolution 2018-994, a Resolution of the Mayor and**

**Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2018 Meeting Dates and Times for Regular Meetings of the Council and all Commission/Committees, and Superseding Resolution 2017-972.** Town Code 2-3 Council Procedures. [Staff Resource: Judy Morgan]

- d) **Possible approval of Resolution 2018-995, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding 2012-871.** [Staff Resource: Judy Morgan]
- e) **Possible approval of 2018 Policy Statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose Legislative bills introduced during Legislative Sessions when they adversely affect the Towns interests and require an immediate response. (Per Town Code 2-2-4(F))** [Staff Resource: Judy Morgan]

Mayor German would like to make changes to the minutes of the December 13, 2017 Work Session, page 3, item 2, Town of Camp Verde-Access and Drainage Improvements Verde Lakes Drive, third paragraph to read, "If river habitation restoration funding is provided by the Federal Government, then the Corps of Engineers can become involved. In addition to what Camp Verde's proposal would provide."

**Motion** made by Councilor Baker to approve the consent agenda with the added meeting changes as presented. Second was made by Councilor Jenkins. **Motion** carried unanimously.

## 5. Special Announcements and presentations.

### 5.1. Proclamation designating March 29, 2018 as Vietnam Veterans Remembrance Day. [Resource: Mayor Charles German]

Mayor German read the proclamation and declared it so.

## 6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

Commander Brian Armstrong from the Marshall's Office swore in the two new deputies, Kyle Andes and Dillon Murphy. They will start the twenty-two-week academy on Monday, January 8, 2018. Commander Armstrong also swore in the new Animal Control Officer, Alice Anthony.

## 7. Business. Legal action can be taken.

### 7.1 Possible approval of Ordinance 2018-A429, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Town of Zoning Map to change the zoning classification from

**PAD (Planned Area Development), R1L-5, R1L-8, and R1L-35 (Residential: Single Family Limited, 5,000-8,000, and 35,000 square-foot minimum lot sizes to R1 & C2 PAD (Residential: Single Family and Commercial: General Sales and Services, Planned Area Development) The properties consist of approximately 173 acres located on the North side of Finnie Flat Road, just east of the State Route 260 intersection, Parcels 403-23-102, 403-23-102U, 403-23-104L, 403-23-432F, 403-23-432J, 403-23-104X, 403-23-103P, 403-23-429, 403-23-430B, 403-23-432C, 403-23-432D, 403-23-432E, 403-23-415B, AND 403-23-103X. [Staff Resource: Carmen Howard]**

Community Development Director Carmen Howard reviewed the ordinance and gave a video presentation. She explained this is the same development that was planned years ago but with one difference, changing the home structure. It was originally set for stick-built homes but the developer would like to put in manufactured homes. These homes are desirable for the demographic and the plan includes amenities. The applicant has gone through the process of holding neighborhood meetings and staff has gone through their required steps. Planning and Zoning has heard the changes and they are recommending Council to approve this item. Fiscal analysis also suggests it will be beneficial for the community.

Ms. Howard turned the floor over to Adam Baugh, who represents CFT Ventures. Mr. Baugh gave a video presentation showing the layout of the community. He reviewed the plans for the community as well as the amenities that will be added. Mr. Baugh also stated the developer plans to put a trailhead in the community which would include a public parking lot and restrooms. Mr. Baugh introduced the Developer Patrick Clifton, Engineer Bryan O'Conner, and Jeff Severe from CAVCO Homes who were in the audience and available for questions.

Councilor Baker asked about the age restriction. She hopes there will also be new homes for younger families. Mr. Baugh stated the developer is considering putting in another development for families.

Councilor Gordon had some concerns about the rezoning on Finnie Flat Road but as long as no houses are put in the commercially viable spaces he doesn't have a problem with it. He also stated CAVCO Homes are well built homes.

Councilor Jenkins asked how long the full build out would take. Developer Patrick Clifton stated he is hoping for shovels in the ground by midsummer, but anticipates the full build out will be a 5-year process depending upon the market and reception. Councilor Jenkins added that it would be nice to have housing for other demographics too.

Councilor Whatley asked if encouraging desert landscaping. Mr. Clifton stated the landscape architect is looking into dessert landscapes but he would like to use vegetation that doesn't take too much water. Mr. Baugh stated this is call Desert Sensitive Low Water Use Plants. He also stated there will be turf in recreational spaces. Mr. Clifton stated the homeowner will be given an allowance for landscaping. Councilor Whatley asked if there will be an HOA. Mr. Clifton stated there will be regulations homeowners will need to follow but no HOA. There will be a management team on site. Mr. Baugh also stated the Land Lease will have design guidelines.

**Motion** made by Councilor Whatley to approve Item 7.1 as read by Mayor German. Second was made by Councilor Baker. Councilor Baker withdrew her second to allow for a correction in the ordinance. **Motion** was made by Councilor Whatley to approve Item 7.1 as read by Mayor German but change the ordinance number to 2018-A429 and striking a stipulation, 1. CFT Ventures, LLC, sees opposition to acquisition of title to the property as described in Exhibit "A", on page 2, This will remove the possibility of a conflict with the Development Agreement. Second was made by Councilor Baker. **Motion** carried unanimously.

**7.2. Possible approval of Resolution 2018-996, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting a Development Agreement between the Town of Camp Verde and CFT Ventures, LLC, an Arizona Corporation, in order to provide for Long-Term Development of certain real property or approximately 173 acres generally located north of Finnie Flat Road and East of W State Route 260 within the Corporate limits of the Town of Camp Verde. [Staff Resource: Carmen Howard]**

Community Development Director Carmen Howard stated this Development Agreement goes along with the request for development that is proposed by CFT Ventures. This agreement protects the Town and the developer. Ms. Howard stated that Town Attorney Sims has approved the agreement.

Councilor Gordon asked why the agreement is for 20 years. Ms. Howard stated this is customary to provide the developer time to build out. When you have a large amount of land, and a lot of construction phases, it could take longer than planned.

Councilor Gordon stated his concern is, 10 years down the road, the Town might be stuck with the street widths if they are rezoned and become public roads. Ms. Howard read a statement from Ron Long, Public Works Director relating to the street widths. He feels the streets are sufficient for fire lanes, and if the roads are built to Town Standards, it could be taken on by the Town later on.

Councilor Gordon feels the streets with no parking on either side of the street should never be taken on by the town. The Town could be stuck in an agreement where the roadways have inadequate widths.

Councilor Baker asked if this is something that will be addressed at a later time. To her understanding the owner will own the land. She feels it will be hard to make changes later, after the roads are constructed. The Council will have to consider how this agreement might limit them to make changes. Ms. Howard stated that is why there are stipulations in the Development Agreement that the Town Engineer has to approve everything relating to infrastructure. Ms. Howard stated again that Mr. Long has reviewed the plans and has approved them.

Mayor German wanted to remind Council that at the time of those changes, if it remains private, the Council will still be in the driver's seat and able to say no. Councils that come after the present Council can make changes as it comes up.

Mr. Baugh stated the street cross sections in the Development Agreement have already been approved, they are not proposing anything different. They included these into this agreement because records haven't been well kept in the past. The Town has

no obligations to accept the streets as is or the Council could suggest changes.

**Motion** made by Councilor Murdock to approve Resolution 2018-996, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting a Development Agreement between the Town of Camp Verde and CFT Ventures, LLC, an Arizona Corporation, in order to provide for Long-Term Development of certain real property or approximately 173 acres generally located north of Finnie Flat Road and East of W State Route 260 within the Corporate limits of the Town of Camp Verde. Second was made by Councilor Baker. Councilor Gordon stated he is approving of this development. His problem is the Simonton Agreement was put into an ordinance in the first place. He thanked the developer for their cooperation with the Town. **Motion** carried unanimously.

*Council took a recess: 7:28 p.m.*

*Council resumes: 7:32 p.m.*

**7.3. Discussion, consideration and possible appointment of Council Members as Town Representatives and alternates to various boards, committees, and organizations.** [Staff Resource: Mayor and Council]

Council Members reviewed the Committee Assignments from last year.

Mayor German said there is no "Call to the Public" at the Yavapai-Apache Nation Meetings so he will watch the agenda and if anything comes up, he will plan to attend that meeting.

Council Members decided to keep the same assignments as last year with the exception of the Mental Health Coalition-Verde Valley Committee, because they are unsure of the scheduled meeting dates and time.

**Motion** made by Councilor Gordon to approve 2017-18 Assignment Worksheet as presented with the exception of the Mental Health Coalition, until more information can be provided regarding meeting places and times. Second was made by Vice Mayor Murdock. **Motion** carried unanimously.

**7.4. Quarterly Reports from Planning and Zoning Commission and Board of Adjustment and Appeals.** [Staff Resource: Melinda Lee]

**Motion** made by Mayor German to accept Quarterly Reports as presented. Second was made by Councilor Whatley. **Motion** carried unanimously

**7.5. Appoint members to the Planning & Zoning Commission and the Board of Adjustment and Appeals for 3-year terms.** [Staff Resource: Melinda Lee; Virginia Jones]

**Planning and Zoning Commission**

**Motion** made by Councilor Gordon to appoint Greg Blue and Chip Norton for Planning and Zoning Commission. Second was made by Councilor Baker. **Motion** carried unanimously

**Board of Adjustment and Appeals**

**Motion** made by Councilor Gordon to appoint Greg Blue and Doug Stevens to the

Board of Adjustments. Second was made by Councilor Baker. **Motion** carried unanimously

**7.6. Discussion, consideration, and possible approval of agreement to continue progress made on energy saving solutions by engaging Wendel in final design and scoping of Photovoltaic Solar at the Sewer Plant and lighting throughout the Town's facilities including Main Street lighting.** [Staff Resource: Russ Martin]

Town Manager Russ Martin stated this project was started a year ago and he would like to move forward with it. It has been finalized last week. Over the next few weeks, he will be reviewing the funds. He is hoping around April/May to close on a construction loan.

Mr. Martin would like to piece out the project, one reason being he isn't comfortable doing a lighting remodel on a building that might not be here in the future. Main street might look different in 20 years because of remodels. Although, he does feel the 200/300 building would be buildings to work on.

In summary, staff is recommending to take care of lighting in the waste water treatment area, PV Solar and lighting in the 200/300 buildings. They would like direction to move forward.

Councilor Jenkins asked about the Main Street Lighting. Mr. Martin stated it was included but is drawing a line through that project for now.

Councilor Baker asked if the Town can show the citizens significant savings each month compared to a loan payment. Mr. Martin stated it is real savings each month.

**Motion** made by Councilor Gordon to authorize signature(s) on design agreement with Wendel including the complete solar project and lighting upgrades in the wastewater division and including the 200 and 300 building Town Hall campus upgrades. Second was made by Councilor Baker. **Motion** carried unanimously.

**8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

*There were no comments from the Public.*

**9. Council Informational Reports.**

Mayor German stated that Councilor Buchanan was not present because he was in surgery.

Councilor Gordon attended the Verde Valley Homeless Coalition Meeting. They are trying to coordinate agencies who can help, to make it a one stop shop. He feels it will take money from the Town to get this started.

**10. Manager/Staff Report.**

Town Manager Russ Martin spoke on:

- The Volunteer Fair is set for January 25<sup>th</sup>.
- Town received a Forest Service Permit to do drainage work on Howard's Road.

- Read a synopsis of what is going on with the Marshall's Office. DPS is in charge of the investigation. They will notify the agency who requested the investigation and then will release the report to the public.

**11. Adjournment**

Mayor adjourned the meeting at 8:25 p.m.

\_\_\_\_\_  
Mayor Charles German

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Attest: Town Clerk Judy Morgan

**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 Council of Camp Verde, Arizona, held on January 3, 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Judy Morgan, Town Clerk

