



Support your local merchants

**AMENDED AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 20, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/89039668323?pwd=NlRpaS9UTDIPS21oM2t0d0xGcVFrZz09>

One Tap Mobile: 1-669-444-9171 or 1-669-900-9128

Meeting ID: 890 3966 8323

Passcode: 285131

CORRECTED THE FOLLOWING ON THE AGENDA

**Agenda Item 4. b5 - Corrected date
Agenda Item 10 - Corrected Job #253062**

In Agenda Packet

**Agenda Item 10 Corrected Staff report to reflect correct Job Number
Agenda Item 14 - Removed draft Code of West and replaced with Clean Copy
Agenda Item 16 – Added Public Hearing Bullet Points**



Support your local merchants

**AMMENDED AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 20, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/89039668323?pwd=NIRpaS9UTDIPS21oM2t0d0xGcVFrZz09>

One Tap Mobile: 1-669-444-9171 or 1-669-900-9128

Meeting ID: 890 3966 8323

Passcode: 285131

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

1. **Call to Order**
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
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 Session – August 9, 2023 Page 5
 - 2) Regular Session – August 16, 2023 Page 9
 - 3) Special Session – August 23, 2023 Page 19
 - b) **Set Next Meeting, Date and Time:**
 - 1) Executive Session – Wednesday October 4, 2023 at 5:30 p.m.
 - 2) Regular Session – Wednesday October 4, 2023 at 6:30 p.m.
 - 3) Special Session – Wednesday October 11, 2023 at 6:30 p.m.
 - 4) Regular Session – Wednesday October 18, 2023 at 6:30 p.m.
 - 5) Regular Session – Wednesday ~~September 20~~ **November 1, 2023 at 6:30 p.m.**
 - c) **Approval of Resolution 2022-1119 A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2023 Meeting Dates and Times for Parks & Recreation Commission Meetings and superseding Resolution 2022-1102** Staff Resource: Michael Marshall Page 25
5. **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))

6. Special Announcements and Presentations:

- **Proclamation Declaring the Month of October as Fort Verde State Historic Park Month.** Page 27
- **Update on Water Master Plan and Overall Water System.** Resource: Jeff Low Page 29

- 7. Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation.
- 8. Approval and Award of FY24 Pavement Preservation Project to Cactus Asphalt in an amount not to exceed \$600,000.** Staff Resource: Martin Smith Page 87
- 9. Approval of staff to submit a FEMA FY2023 Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) Notice of Intent (NOI) grant application to the Arizona Department of Emergency Management Agency in an amount of \$1,084,340.00 for West Clear Creek Flood Mitigation Study.** Staff Resource Jeff Low Page 111
- 10. Public Hearing followed by Discussion, Consideration and Possible Approval for Job # ~~25306~~ #253062, a Liquor License Application for Acquisition of Control for Alcantara LLC-Alcantara Vineyards and Winery located at 3445 Grapevine Way, Camp Verde, AZ 86322** Staff Resource: Cindy Pemberton Page 117
- **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**

- **Council Discussion**

11. **Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 10 (Beer and Wine)) Liquor License Application #249322 for Family Dollar #25150 located at 633 Finnie Flat Road, Camp Verde, AZ 86322. Staff Resource: Cindy Pemberton Page 125**
 - **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**
 - **Council Discussion**
12. **Public Hearing followed by Discussion, Consideration, and Possible Approval of a Class B Bingo License for American Legion Post 93 located at 286 S 3rd Street, Camp Verde, AZ 86322. Staff Resource: Cindy Pemberton Page 139**
 - **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**
 - **Council Discussion**
13. **Public Hearing followed by Discussion, Consideration, and Possible Approval of a Class B Bingo License for Veterans of Foreign Wars Post 6739 located at 277 W State Highway 260, Camp Verde, AZ 86322. Staff Resource: Cindy Pemberton Page 155**
 - **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**
 - **Council Discussion**
14. **Discussion, Consideration, and Possible Approval of a Town of Camp Verde “Code of the West”. Staff Resource: Ted Soltis Page 167**
15. **Discussion, Consideration and Possible Approval of Resolution 2023-1118 , A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the Town of Camp Verde (“Town”) to enter into an intergovernmental agreement with the Yavapai County Flood Control District (“District”) for financial contributions from the District to the Town of Camp Verde Fiscal Year 2023-2024; and authoring the Mayor and Staff to take any all steps necessary to accomplish the above. Staff Resource: Jeff LOW Page 179**
16. **Public Hearing followed by Discussion, Considerations and Possible Adoption of Ordinance 2023-A483, and Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a Zoning Map change from R1L-35 to C2 for approximately 0.96 acres, specifically, described in Exhibit A (currently parcel 404-28-051A), located at 26 West Salt Mine Road,**

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

17. **Discussion, consideration and possible approval of Resolution 2023-1116, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving Use Permit 202300310, A Use Permit application for Cinda and Criselda Rajkovic for veterinary services office located at 3455 North Prospectors Lane (parcel 403-18-001K). Staff Resource: Cory Mulcaire** Page 189

18. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 09-14-2023 at 5:00 p.m.

Cindy Pemberton

Cindy Pemberton, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
51 E HOLLAMON STREET (COMMUNITY GYM), CAMP VERDE, AZ 86322
WEDNESDAY, AUGUST 9, 2023, at 5:30 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 Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call. Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Jesse Murdock, Councilor Jackie Baker, Councilor Robin Godwin and Councilor Cris McPhail are all present.

Also Present. Town Manager Ted Soltis, Town Clerk Cindy Pemberton, Town Attorney Trish Stuhan, Administrative Clerk Jadie Edwards, Community Development Director John Knight, Code Enforcement Officer Cliff Bryson and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance. Councilor Murdock led the Pledge of Allegiance.

4. Oath of Office, and Introduction of Tedmond Soltis, Town Manager Appointed to serve the Town of Camp Verde. Staff Resource: Cindy Pemberton and Barbara Goodrich

Interim Deputy Town Manager Barbara Goodrich introduced Mr. Tedmond Soltis. Town Clerk Cindy Pemberton administered the Oath of Office.

5. Presentation, Discussion and Possible Direction to staff regarding updates to Section 305 of the Zoning Ordinance related to the keeping of animals. Staff Resource: John Knight
Mayor Jenkins explained tonight's goal is to develop survey questions and get feedback from the community. There will be several other opportunities at a later date for the public to comment.

Community Development Director John Knight explained Council directed staff to begin the process of updating the Zoning Ordinance sections related to animals. Planning staff met with the Town Manager, Mayor and Vice Mayor to discuss the process of updating the ordinance. The Mayor and Vice Mayor then requested a Special Session be held with the Council. The purpose of the Special Session is to discuss the method of engaging the community through public polling/surveying. Staff has reached out to a company by the name of Polco (<https://polco.us/>). Polco works with over 350 government organizations to assist them in obtaining accurate input from community members. This will help decision makers back up their decisions with solid numbers through surveys. Polco recommends the Council provide input on three (3) to five (5) issue areas that they would like to include in a survey. This information will then be forwarded to Polco to create a survey. Once the survey is drafted, staff will return to Council for a final review and will be sent out to the public. Mr. Knight said a two-year contract will be \$9,000 but the Town could also opt for a shorter contract with a minimum cost of \$4,000.

Councilor Godwin is leery of holding surveys; they aren't accurate. She is not in support of having a survey, but she would support a survey at the ballot box.

Mr. Knight explained surveys are more detailed; he went over the advantages: they are informal and the community can respond anonymously.

Vice Mayor Moore supports a poll; we need input from the community but have to narrow some things down. Focus on the important things.

Councilor Baker said it depends on the cost. She thought there was going to be a committee formed that would do a work session to get feedback from the public.

Councilor Godwin said \$9,000 for a survey is too much. She is interested to know if the majority of Council wants to pursue a survey.

Council members discussed what a committee would do, and how it would work.

Vice Mayor Moore asked about costs to put it on the ballot.

Town Attorney Trish Stuhan explained we can't refer everything to the voters. We should try to take care of it in-house first.

Councilor Murdock said a survey could be used in several departments throughout the Town. She doesn't want to drag this on. She suggests getting quotes from other companies to compare.

Councilor McPhail said a survey is an excellent tool; it could be used with the General Plan.

Mayor Jenkins would like to go forward with the survey.

Mr. Knight thinks \$9,000 would be a good investment but his department can look at other avenues. The Council discussed the public input process and how to engage the community to get better input.

Council discussed how to establish questions and a committee for the survey. Mayor Jenkins is aware there are some citizens who have created their own group. She wants to make sure they are included in the work group. She would like to be reassured that the committee would represent all sides. Mr. Knight would like to keep the group to about 7 or under 10. Each group could select representatives.

Council members would like the community to email Town Manager Mr. Tedmond Soltis if they want to serve on the committee.

Mr. Knight suggested topics the committee could discuss:

- Daytime/nighttime animal count
- How to handle guest numbers
- Permit process-Should there be a process to increase for activities/events? Is it temporary and if so, and for how long?
- Address nuisance provisions
- Temporary Use Permits
- Clarify rodeo activities and arenas
- How to manage if over animal count
- Boarding of horses

Direction to staff – The Town is going to work on establishing a Town Manager Working Group. This group is going to be comprised of broad citizens; potentially up to 7 (manager's discretion). Any Community Member who wants to be in this group should email Mr. Soltis. The group will continue to work through survey questions, compare what other communities do and working to bring back more of a developed public participation plan at a future meeting.

Mayor Jenkins would like to take a ten-minute break.

Meeting break: 6:30 p.m.

Meeting resume: 6:40 p.m.

6. Presentation, Discussion and Possible Direction to staff regarding the current code enforcement practices and possible changes to the procedures. Staff Resource: John Knight and Cliff Bryson

Code Enforcement Officer Cliff Bryson was introduced, and he gave a background of his experiences being a Code Enforcement Officer. He led the Council through his presentation where he explained the current processes and the challenges with code enforcement. Mr. Bryson went over the purposes and objectives of Code Enforcement Officers, and common violations. He discussed reinstating a Hearing Officer to hear code cases. This position has been vacant for many years.

Council members discussed the Hearing Officer position. Could this person be shared with the Marshal's Office? Would this person be contracted or a Town employee? Who would appoint a Hearing Officer?

Mayor Jenkins would not go with an employee; it would be a conflict of interest for fairness of issues. This person should be independent of the Town. Mr. Knight will reach out to surrounding Towns to see what they do.

Town Attorney Trish Stuhan suggested looking at the scope of work for a Hearing Officer, what are their qualifications, and look at what other Cities and Towns are doing.

Mayor Jenkins would support getting an idea of the pros and cons, review the consolidation of code enforcement functions. She would like to get feedback from staff as to why it would work or why it wouldn't work. She would like to hear Marshal Rowley's feedback on this.

Councilor Godwin would rather get another Code Enforcement Officer instead of combining the two.

Mr. Bryson will bring back comparisons and staffing levels of other jurisdictions. His goal is to educate the community on the code and do community outreach. He gave some examples of proactive enforcement verses reactive enforcement.

7. Adjournment

Mayor Jenkins adjourned the meeting at 7:33 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on August 9, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Cindy Pemberton, Town Clerk

DRAFT

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 16, 2023 at 6:30 P.M.

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present. Town Manager Tedmond Soltis, Town Attorney Trish Stuhan, Deputy Clerk Virginia Jones, Assistant Clerk, Jadie Edwards, Recording Secretary Mary Frewin

3. **Pledge of Allegiance** Councilor Baker led the 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 Executive Session – July 12, 2023
- 2) Special Session – July 12, 2023
- 3) Regular Session – July 19, 2023
- 4) Joint Special Session – July 26, 2023
- 5) Special Session – August 2, 2023
- 6) Regular Session – August 2, 2023

b) Set Next Meeting, Date and Time:

- 1) Special Session – Wednesday August 23, 2023 at 5:30 p.m.
- 2) Regular Session – Wednesday September 6, 2023 at 6:30 p.m. CANCELLED
- 3) Executive Session – Wednesday September 20, 2023 at 5:30 p.m.
- 4) Regular Session – Wednesday September 20, 2023 at 6:30 p.m.

c) Approval of Notice of Intent – Proposed Increase, Water and Wastewater Rates, Fees, or Services Charges. Staff Resource: Mike Showers

Mayor Jenkins pulled all the minutes from 4a, as the Clerk was not in attendance and there were changes to be made.

Vice Mayor Moore asked to pull 4C for a later discussion. She also would like the item to say “if approved by Council, the rates will increase in January 2024 and annually adjust thereafter.”

On a motion from Councilor McPhail, seconded by Councilor Escoffier, Council moved to approve consent agenda item 4B.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

Charlotte Salsman spoke on 4C, proposed Water and Wastewater Fee Increases. She shared concerns that with these proposed increases, both of her rates will be increasing, despite her usage not increasing. She was also concerned about the recent presentation on water and wastewater increases. She said she didn't think it was fair to be paying more for water per gallon than other people. She would like this to be investigated.

Wayne Johnson spoke on 4C, wanting to echo what Ms. Salsman said. He feels water and sewer rates should be set on usage. He, too, would like this to be investigated before rates are set.

Utilities Director Jeff Low stated that the public hearing for these increases will take place on November 1st in the Council Chambers. The public will have plenty of opportunity to speak.

On a motion by Vice Mayor Moore, seconded by Councilor McPhail, Council moved to approve 4C with the corrections previously stated.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

5. **Call to the Public or 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))

Library Director Kathy Hellman spoke regarding the Library. Ms. Hellman spoke in support of the Library and the staff. She has been very disappointed to see all the recent attacks on the Library. With many years of experience and involvement in the library, she is committed to the Library and what they stand for.

Diane Hopper spoke regarding the Library. She, too, spoke in support. She feels we should be proud of the Library we have and the resourced it brings to the citizens. She does not feel that books should be banned.

Lynn Sweitzer spoke regarding the Library. She spoke in support of the Library. She has been very involved and thinks the way the library has been run is phenomenal. She feels there should be resources for children to check out to answer some of the questions they may have.

Andrew Barber spoke regarding the Library. He feels that there should not be book censorship. He supports the Camp Verde Library and feels that the town should as well. He doesn't feel that parents should dictate what children other than their own should read. He brought a screen shot of someone making a death threat to someone at the Library and will distribute it out to Council.

Janet Pugh spoke regarding the Library. She spoke against the recent books displayed in the Library. She feels that certain books at the Library expose children to things that they're not ready to see.

Mark Gardner spoke regarding the Library. He spoke in support of the Library. He feels its offensive in the modern era to ban books. He feels this isn't the answer.

Michelle Gore spoke regarding the Library. She spoke in support of the Library, and is disappointed to see the recent events in the Town. She is not in support of banning or restricting books and gave reasons why. She does not want the Town to be remembered as a hateful place by banning books.

6. Special Announcements and Presentations:

- **Information related to existing Economic Development grant revenue (up to \$15,840) to help fund Manzanita Outreach's mission to provide food assistance to the residents and workforce.** Staff Resource: Molly Spangler

Economic Development Director Molly Spanger introduced the Director of Manzanita Outreach, Ben Burke. She shared that they will be using some of their grant revenue to fund Manzanita Outreach's mission to provide food and assistance to the residents and workforce.

Mr. Burke Spoke in support of Nicole Metz-Andrews. He went on to share about Manzanita Outreach and the services that they offer to the Verde Valley. He shared that they are a nonprofit organization that has been serving the Verde Valley for five years now. They are the largest food assistant provider in Yavapai County as well as one of the largest rural food assistant providers in the country. A new service that they have started offering is snack boxes and school supplies for local schools. This will be a big

year of growth for Manzanita Outreach as they take on new projects.

Councilor Baker thanked Mr. Burke and Ms. Spangler for the presentation.

Councilor Escoffier also thanked Mr. Burke and Ms. Spangler for the presentation. Councilor Murdock said she has the pleasure of seeing firsthand the food and supplies that Manzanita Outreach provides to the schools. She thanked Mr. Burke and his organization for what they do for the students in Camp Verde.

- **Appreciation and Acknowledgment of service for Interim Town Manager Barbara Goodrich**

Town Clerk Cindy Pemberton spoke via Zoom on behalf of the Town, she thanked Interim Town Manager Barbara Goodrich for her service. She said Ms. Goodrich has been an invaluable resource to the staff.

Mayor Jenkins also thanked Ms. Goodrich. She feels she has helped move the Town in a good direction.

Councilor Murdock thanked Ms. Goodrich for being a once in a lifetime find in the Town. Vice Mayor Moore shared that Ms. Goodrich has been such a blessing to the Town. She feels she was an amazing representative of the Town and has guided the Council in many ways.

Councilor Escoffier thanked Ms. Goodrich for her professionalism and guidance.

Councilor Baker thanked Ms. Goodrich for being so helpful to the community.

Councilor Godwin thanked Ms. Goodrich for her openness and time. She also thanked her for keeping her cool. She feels the Town has benefitted from her demeanor.

Ms. Goodrich thanked Mayor Jenkins, Vice Mayor Moore, and Council for their support during her time working here.

7. Summary of Current Events

Councilor Godwin shared that she is the liaison for the Phillip England Center for Performing Arts. She shared that on September 10th at 3:00 p.m. there will be A Cappella Syndicate. She hopes to fill the Center.

Councilor McPhail said she attended Tribal Council Meetings and teen game night at the Library.

Vice Mayor Moore reminded the Town that this Saturday at the Camp Verde Rodeo Arena, there will be a Redneck Roundup Demolition Derby at 6:00 p.m.

She also shared that on August 22nd APS is hosting a free energy mixer at the BRIC. This is a great event to go to in order to get questions answered about your electric bill.

Councilor Baker attended a MATForce meeting and shared the great job they're doing to educate citizens on drugs.

Councilor Escoffier went to the Arizona County Clerks Summer Conference presenting with the Maricopa County retired Clerk. She shared that the Copper Canyon Fire and Medical District changed their meeting this month to the 4th Thursday at 9:00 a.m. Additionally, the Library is hosting Tom's Story on August 26th at 9 a.m.

Councilor Murdock had nothing to report.

Mayor Jenkins attended a new series of meetings that the District Supervisor in Yavapai County has put together. She also attended a meeting with Northern Arizona Healthcare, as they have had a change with their C.E.O. Additionally, she attended her normal Mayor meetings.

Town Manager Ted Soltis shared that he's been going to a lot of meetings, and he is very thankful for Ms. Goodrich and her wealth of information as she passes the baton onto him.

Ms. Goodrich shared that the Town of Camp Verde is forming a citizen work group to look at the animal count ordinance. They are accepting applications through e-mail until August 23rd. You can e-mail Mr. Soltis.

She also shared that the Town is planning to have up to 21 electrical vehicle charging stations. There are 3 different locations that have put in applications to the Town.

8. Discussion Consideration and Possible Award of Bid #23-175, Camp Verde Schools Traffic Improvements Project to McDonald Bros. Construction in the amount of \$283,635.13. Staff Resource: Martin Smith

Martin Smith shared that they had the plans drawn up, approved, and the project went out to bid. The lowest bid came from McDonald Brothers Construction in the amount of \$283,635.13 and he would recommend that they consider awarding that bid.

Vice Mayor Moore asked Mr. Martin when the construction would start. She requested that there would be plenty of notification to residents about construction, as it gets chaotic and congested in that area.

Mr. Martin told her that the start date has not yet been determined, but he's working to coordinate it with the contractor. He would look for construction to begin in the middle of September.

Councilor Godwin wondered how this would be coordinated with the school.

Mr. Martin said the Town will be funding the project, and the school district will be refunding the Town with a grant that they've received. Their portion is up to \$150,000.

On a motion by Councilor Baker, seconded by Councilor McPhail, Council moved to award bid #23-175 Camp Verde Schools traffic Improvements Project to McDonald Brothers Construction in the amount of \$283,635.13.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

9. Discussion, Consideration, and Possible Award of Bid #23-176, Gazebo Demolition Project to Ligon Excavation in the amount of \$31,742.70. Staff Resource: Martin Smith

Mr. Smith shared that after direction from Council to conduct a competitive public bid for the demolition project of the Town Gazebo, Ligon Excavation came in with the lowest bid at \$31,742.70. Ligon Excavation is licensed and completely capable to do this work.

Vice Mayor Moore shared that her concerns are that Ligon Excavation's bid was substantially less than the two other bids. She doesn't want change orders coming back. Ligon's bid is over \$20,000 less than the others, which are within \$2,000 of each other. Mr. Martin said the difference in the bids is not uncommon. What it typically means is that Ligon Excavation wants the work. He stated that in the bid process they do have 10% owner allowance if any extras should pop up. It's his belief that they won't need that.

Councilor Godwin shared some thoughts on the Gazebo. She said she hopes they all look at the packet she provided them to see the original design of the Gazebo and the plans they had for it once it's restored. She's a big proponent of having a replacement for the gazebo that will weather time better, as it's a big focal point for downtown.

Councilor Escoffier clarified that the Gazebo, in the form it's in, cannot be restored. She looks forward to doing a facilities masterplan to look at the area and see what they can have there.

On a motion by Councilor McPhail, seconded by Councilor Baker, Council moved to award bid #23-176, Gazebo Demolition Project to Ligon Excavation in the amount of \$31,742.70.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0

10. Discussion, Consideration and Possible Approval designating the Mayor as signatory on the letter of support regarding the Yavapai-Apache Land Exchange. Staff Resource: Barbara Goodrich

Ms. Goodrich shared that this agenda item is specifically looking for possible approval designating the Mayor as signatory on the letter of support regarding the Yavapai Apache land exchange. The Yavapai Apache Nation is proposing to exchange and transfer to the United States approximately 4,780 acres of nation owned inholdings within the national forest land in Arizona for approximately 3,200 acres that are within the Prescott and Coconino National Forest that is mostly contiguous to the Nations reservation.

On a motion by Vice Mayor Moore, seconded by Councilor McPhail, council moved to

approve Mayor Dee Jenkins or her designee to sign the letter of support for the Yavapai Apache Nation land exchange.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

- 11. Discussion, Consideration, and Possible Approval of Ordinance 2023-A477, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Town of Camp Verde Planning and Zoning Ordinance, with minor text amendments within Section 203 – Use Districts, regarding residential accessory structure setbacks.** Staff Resource: BJ Ratlief

Town Planner BJ Ratlief shared with Council that staff is trying to clarify an exception that already exists within the ordinance. The ordinance allows for setbacks for dwelling units, homes, and for accessory structures. She stated that the exception for accessory structures just says, “an accessory structure may encroach into the rear setback”. The rear setback in most places is 25 feet, but for an accessory structure there's an exception that says you can encroach into it, but it doesn't say how much. For many years, the Building Official has advised at least a 5 feet setback, mainly for building materials. If buildings get too close to one another, you must add additional building material for fire prevention. This recommendation, however, is not solidified somewhere, so they are trying to solidify it and clean it up. In a discussion amongst staff, they recommend 7-foot unless it's on a corner lot, in which the recommend a 10-foot setback.

Mayor Dee Jenkins opened the public hearing at 7:39.

Mayor Dee Jenkins closed the public hearing at 7:39.

Vice Mayor Moore wondered why it's a 10 ft setback for a corner lot, and not just 7 ft. Ms. Ratlief told her that it is primarily for safety. This would provide for better visibility. It would stay consistent with the side setback. Vice Mayor Moore was concerned that this would inhibit residents from being able to build what they want on their property. She feels that people pay for their entire property and should be able to utilize their entire property.

Ms. Ratlief responded to her that Building Officials recommend no less than 5 ft. If buildings are put too close to one another, a safety hazard is created. A Building Official would say that additional materials would need to be added for fire protection. The 5 ft came from rule of thumb, but staff wanted to recommend 7 ft for consistency. Ms. Ratlief told her that as it stands, people have the ability to go less than 5 ft, however, in the passing of this ordinance, they would be limited to the 7 ft.

Vice Mayor Moore did not agree with this.

Councilor Baker wondered about structures that are already in place. How would they regulate new structures vs old ones?

Ms. Ratlief said that they would trust the citizens. Anything less than what Council approves tonight would become legal nonconforming and would exist that way. However, it would have to be investigated if changes wanted to be made.

Councilor Baker agreed with Vice Mayor Moore.

Councilor Escoffier wondered how much space a fire truck would need to get between two buildings.

Ms. Ratlief told her none. Most properties that are residential and back up to each other often don't allow for space. For a commercial property, there would be requirements.

Councilor McPhail felt there were a couple of options. She said it would be burdensome to have fire retardant materials on a structure less than 5 ft. She feels the 5 ft or 7 ft would be doable.

Community Development Director John Knight spoke to help Council understand why they are recommending the 7 ft. He said there are a lot of rural residential properties in Town with smaller lots. He asked Council that if nothing else, they looked at the rural residential and fix that. He said the 7 ft recommendation would keep it consistent, however, 5 ft would be fine too, as it meets building code. It would, however, be a significant cost to residents to make their structures fireproof if there were no limitations in place. He said the biggest winner in this change would be taking many of the legal non-conforming structures and making them legal.

Mayor Jenkins wondered why this came to Planning and Zoning in December of '22, and it's just now before Council.

Mr. Knight told her there were a handful of challenging cases they were dealing with that took up a lot of their time. They should have brought it sooner, but it wasn't the most important thing on their docket.

Councilor Murdock wondered if they've always just followed the dwelling for accessory uses. She would like to know a comparison from the old and new.

Mr. Knight shared that the code is confusing for accessory structures. In passing this, it would clean that up to be more consistent.

Councilor Murdock said she's in support of the 7 ft.

Vice Mayor Moore shared that she would be okay with the 7 ft, but she doesn't want to take away from citizens the ability to utilize their entirety of their property in the way that they want. She wants citizens to have the ability to go less.

Mr. Knight said he would not recommend going less than 5 ft, as it would create a lot of confusion for people.

Vice Mayor Moore wondered how staff is currently dealing with residences that have placed structures less than 5 ft.

Mr. Knight replied that since he's been here, he hasn't dealt with that because they

recommend 5 ft to people.

Councilor Godwin was concerned with the disagreement on just 2 ft. She doesn't feel that there's any problem with 7 ft by 7ft. She's happy with what has been brought forward, and thanked Ms. Ratlief and Mr. Knight for having such a clear presentation and plan to move forward.

Mr. Knight shared that another consideration is the height of the structure. Maximum height for an accessory structure is the same as maximum height for a primary structure, which is 30 feet tall. This is something to keep in mind if they go less than 5 ft, requiring citizens to make their structure fire-proof.

He shared that they still want to do a comprehensive update on the code, so if they don't agree with this today, they can always come back to it later.

Councilor Baker shared that she's okay with the 5 ft and 5 ft.

Councilor Escoffier wondered if a structure is closer to the property line, can there be a lower height requirement.

Mr. Knight said yes, but it's difficult to implement.

Councilor Escoffier said she supports staff's recommendation.

On a motion by Councilor Godwin, seconded by Councilor Escoffier, Council moved to approve ordinance 2023-A477.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Nay

Mayor Jenkins: Aye

Motion Carried 6-1.

- 12. Discussion, Consideration, and Possible Approval of Ordinance 2023-A478, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Town of Camp Verde Planning and Zoning Ordinance with minor text amendments within Section 502.A – Land Division, regarding text edits to clarify language.** Staff Resource: BJ Ratlief

This item was pulled by staff.

- 13. Discussion, Consideration and Possible Appointment of Council members as Town Representatives and alternates for the Verde Front.** Staff Resource: Barbara Goodrich

Ms. Goodrich shared that this item came before them because Vice Mayor Moore would like to pass on the opportunity to be the Town Representative for the Verde Front to another Council member. It has become too much of a time constraint for her with her

work schedule. Mayor Jenkins would like to continue as the alternate.

Councilor McPhail shared some information on Verde Front.

Councilor Murdock requested a progress report update on Verde Front.

After Council discussion, Councilor Escoffier decided to become the Town representative for the Verde Front.

On a motion by Councilor Godwin, seconded by Councilor McPhail, Council moved to appoint Councilor Escoffier to the town representative for Verde Front with Mayor Dee Jenkins as the alternate.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0

14. Adjournment Mayor Dee Jenkins adjourned the meeting at 8:19 PM.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on August 16th, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Cindy Pemberton, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
CAMP VERDE UNIFIED SCHOOL, MULTI-USE COMPLEX
280 CAMP VERDE RD, CAMP VERDE, AZ 86322
WEDNESDAY, AUGUST 23, 2023, at 5:30 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 Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Jesse Murdock, Councilor Jackie Baker, Councilor Robin Godwin and Councilor Cris McPhail are all present.

Also Present

Town Manager Tedmond Soltis, Town Clerk Cindy Pemberton, Town Attorney Trish Stuhan, Administrative Clerk Jadie Edwards, Library Director Kathy Hellman, Library Manager Nicole Metz-Andrews and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor McPhail 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 items may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of Minutes:

- 1) Special Executive Session – July 12, 2023
- 2) Special Session – July 12, 2023
- 3) Regular Session – July 19, 2023
- 4) Joint Special Session – July 26, 2023
- 5) Special Session – August 2, 2023
- 6) Regular Session – August 2, 2023

Motion was made by Vice Mayor Moore to approve the Consent Agenda. Second was made by Councilor McPhail. Councilor Escoffier noted some corrections.

- Minutes of July 19, 2023, Item 10, second paragraph, remove the words, “~~of the loan.~~”
- Minutes of August 2, 2023, just before Item 10, add “P.M.” to break time.
- Minutes of August 2, 2023, Item 10, fourth paragraph, the line should read, “*Councilor Baker wondered about the CDGB CDBG Grant*”

On a Motion by Vice Mayor Moore, seconded by Councilor McPhail, Council moved to amend her motion to approve the consent agenda with the recommended changes.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

5. **Overview of Library Operations, Policies and Procedures.** Staff Resource: Kathy Hellman
Mayor Jenkins reviewed some housekeeping rules: turn off or silence cell phones, restroom locations, and the Public Comment Rules. She said this item will include a Library Presentation followed by Public Comment. No action will be taken by Council during this item.

Library Director Kathy Hellman explained during the COVID shutdown the Library engaged in a community assessment to identify issues that matter most to Camp Verde. They came up with (5) Key Initiatives that answer the question of *“how the Library can contribute to the community”*. These initiatives are:

1. Community Culture,
2. Family Support,
3. Information Access
4. Community Health
5. Social Issues.

Director Kathy Hellman explained that the Camp Verde Community Library Policies and Procedures were adopted in 1993 and revised in 2015. These policies and revisions were made by consulting professional organizations, using best practices and pulling from policies adopted libraries across the nation. The Town Council approved the revisions.

Library Director Kathy Hellman and Library Manager Nicole Metz-Andrews read through a few of the Camp Verde Community Library Policies and Procedures. Those included:

- Collection Development Policy
- Confidentiality Policy
- Disruptive and/or Inappropriate Behavior Policy
- Library Card Policy (included linked accounts)
- Library Programming Policy
- Posting and Display Policy
- Unattended Children & Individuals with Special Needs Policy

Ms. Hellman reviewed the Fiscal Year 2023 Library Statistics and the Annual Report from the Yavapai Library Network (YLN). She also read through the Library Manager and Library Director Job Descriptions.

Ms. Hellman and Ms. Metz-Andrews went over the additional handouts and flyers. Those included:

- *The Freedom to Read Statement*
- *The Library Bill of Rights*

In closing Ms. Hellman invites anyone who has questions or comments to stop in and have a conversation.

Meeting break 6:33 p.m.

Meeting resume 6:49 p.m.

Public comments from in-person attendees:

- Danielle Church- urged the Council to adopt the Ordinance: Restriction of minors to adult content.
- Sheila Backus- urged Council to move the Ordinance through the channels for approval.
- Matt Jahnke- urged Council to pass an Ordinance to restrict minors.
- George Lee- spoke about the importance of the parent's rights be respected; different parents have different points of view. Other parents don't have the right to impose their personal view on other parents.
- Armaite May- spoke about protecting children from sexual exploration and consequences and urged Council to adopt the Ordinance to restrict minor's access to adult content.
- Jaye Valles- spoke about the power of youth. Recognize the importance of education.
- Peggy Glenn- spoke about the importance of "public". Don't put ideas on everyone else; it is not for one person to decide for an entire community.
- Candice Hardin- spoke about the exposure of minors to harmful content & displays.
- Charmaine Cecil- spoke about items not appropriate for little kids and the experience of their son. Be more aware of the pain kids go through, mentally and physically.
- Bianca Melendez- spoke about the parent's job is to come together and decide what's right for their own child.
- Bryan Dickison- spoke about keeping adult content out of the Library.
- Peggy Fread- believes in free access to librarians and to all the general public.
- Jonathan Hall- spoke about protecting our children from adult content in books in the Library.
- Mandy Jo Meyers- passing the Ordinance restricting minors to adult content. The Library is in violation of its own policy.
- Chance Hauser- spoke about trusting public officials to do the right thing.
- Gerre Heron- is concerned about the agenda.
- Amber Ford- the Library is in violation of the ARS Code.
- Louise Clara- left early and did not speak.
- Tiffany Lord- spoke in support of the Library. LGBTQ materials are relevant in today's society.
- William Watson- The community should be setting the standards.
- Shana Norris- urged Council to pass the adult content Ordinance to keep books in a protected area.
- Robert Foreman- said this is not about banning books. Parents should raise their children in the way they think is best. This is their right. Simple solution sexually explicit material and put in adult section of the Library. This will solve the controversy.
- Deborah Moody- told of her past and experiences with libraries growing up.
- Llama Habern- spoke about displays; LGBTQ content isn't inappropriate for children.
- Josh Freeman- thanked Library staff for what they do. Faith teaches how to live with those who have different beliefs than you.

Meeting break: 8:00 p.m.

Meeting resume: 8:12 p.m.

- Calli Brooks- loves the Library. Removing books will not protect teens if they have access to tik toc or other children at school.
- Laura Cox- The Library is a great resource for the community. She supports the Library and its staff. The Library has a lot of resources available. Camp Verde is a diverse community. Different ideas are part of the community.

- Johnny Sheeley- said it is against the law to display pornography; it is disgusting this is in the Library. We should be protecting our children.
- Donna Moody left meeting early and did not speak.
- Jaysson Church- supports the Ordinance.
- Dixie Jewell left meeting early and wasn't able to speak.
- Andrew Barber-supports the Librarian. Parents should not dictate what other children are allowed to read.
- Michelle Gohr- supports the Library, every person deserves the right to have access to information.
- Mark Gardner- spoke about his positive experiences with the Cottonwood Library. He supports the Library staff.
- Daria Weir- spoke about past experiences working with students, and felt our duties as parents, is to protect our children. Urges Council to look into what is right for our children. Certain books should be in an area where only adults can see.
- Carlos Remos- spoke about books should be held in different levels.
- Link- considers himself conservative. The Library changed his life. Parents should have the right to speak to their children about sex or children will find out in other ways. This is not about LGBTQ issues its about children.
- Ruthie Bondi- this issue was about moving books from the children's section. This issue got larger than it should be. Should have been nipped in the bud in the beginning.
- Luci Wheat- spoke about wanting some books placed in the adult section. This is nothing against LGBTQ Community.
- Carter Benton- support the Librarians and the Library staff.
- Elizabeth Greer- supports the Library.
- Susan Moning- supports the staff of the Library. It is the parent's responsibility to monitor what children are reading. Staff should not have to police material.
- Lisa Mina- supports the Library. Librarians are supporting the 1st and 14th amendments.
- Kellae Fischer left the meeting early and did not speak.
- Pastor Brian Wattenbarger- said this has nothing to do with religion or sexual preference, the Library does a fantastic job with the programs they have set up.
- Kitty McDowell- Teaching children about their bodies is necessary but should be parents responsibility. She recommended a couple of books to use.
- Tracey McConnell left the meeting and did not speak.
- Michele Evans- is in favor of removing contested materials from the Library; Urges Council to adopt the Ordinance.
- Glen Allen left the meeting and did not speak.
- Steven Backus- spoke about fake news propaganda. He also said the Town Manager has had this Ordinance since August 11th; It has been 10 days. They should have had the chance to review it.
- Michael Nisito- spoke about the Cottonwood City Council. He cares about children. Encouraged people to speak their minds.
- Kat Ginzel left the meeting and did not speak.
- Bob Keebler- spoke about books. Little kids are not meant to read these kinds of books.
- Sarah White- spoke about books that are not appropriate for under 18.
- Scott Murray left the meeting and did not speak.
- John Smoley- said the Library is promoting pornography and it is criminal behavior.
- Sharon Bonney- spoke about books and materials available to children.
- Heather Cook- spoke about the Library's display of inappropriate books. Anything that takes the children's innocence away is wrong.

- Elly VanderPas left the meeting and did not speak.
- Julie Fernatt- said there are separate sections in the Library. Parents are responsible for their children and what they want their children to read.
- Lonnie Shields- said the Attorney has had 10 days to review the Ordinance. He wants to make sure children have a fair chance. The Library should not allow children to have access to anything sexually explicit until they are 18. Children cannot handle this type of information.
- Raquel Dixon left the meeting and did not speak.

Public Comments from ZOOM

- Nell Faust- support Library staff and librarian. There are already sections for different age groups. There are safeguards in place to protect children from checking out inappropriate material.
- Nalia- materials should be available to everyone, it is important to have access. Having this material would have helped her growing up. She opposes censorship.

There are (5) citizens who have asked Deputy Town Clerk Cindy Pemberton to read their statement:

- Sarah Ellison- is concerned about receiving different responses to questions by different Library staff members.
- Patricia Watson in favor of passing restriction of minors from adult content.
- Claudia Hauser no sexual materials of any kind should be in children's sections of the public Library.
- Nancy Myers supports the Library.
- Louise Clara spoke about freedom of expression. Opposes censorship.
- Sue Schnitzer is grateful for the Library for many different reasons.

(40) people submitted a card but chose not to speak in the meeting.

6. Adjournment

Mayor Jenkins adjourned the meeting at 9:44 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on August 23, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2023.

Cindy Pemberton, Town Clerk

[Page intentionally left blank]



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

☒ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation ☐ Special Session

Requesting Department: Parks & Recreation

Staff Resource/Contact Person: Michael Marshall/Shawna Figy

Agenda Title (be exact): Approval of Resolution 2022-1119 A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2023 Meeting Dates and Times for Parks & Recreation Commission Meetings and superseding Resolution 2022-1102

List Attached Documents: Resolution 2022-1119

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

☐ Department Head: ☐ Town Attorney Comments: N/A

Finance Review: ☐ Budgeted ☐ Unbudgeted ☒ N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ Amount Remaining: _____

Comments:

Background Information: On November 16, 2022 Council, by Resolution, established the Parks & Recreation Commission and appointed Commission Members at the Regular Session on February 15, 2023.

The Commission made a motion to make a recommendation to Council to change the start time of Parks & Recreation Commission to begin at 5:30 p.m. Resolutions do not go into effect for 30 days after Council has approved. The First Regular Meeting Parks & Recreation would have starting at 5:30 p.m. would be November 6, 2023

Recommended Action (Motion): Move to Approve Resolution 2022-1119 A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2023 Meeting Dates and Times for Parks & Recreation Commission Meetings and superseding Resolution 2022-1102

Instructions to the Clerk: Process Resolution

[Page intentionally left blank]



**PROCLAMATION
DECLARING
THE MONTH OF OCTOBER AS
FORT VERDE STATE HISTORIC PARK MONTH**

WHEREAS, Fort Verde State Historic Park brings history to life for the communities it serves and beyond with educational programs, reenactments, a museum of exceptional quality, knowledgeable and caring staff, and a host of dedicated volunteers; and

WHEREAS, the members of the Arizona Society of the National Society Colonial Dames, by virtue of their lineal descent from some of these early arrivals, feel an obligation to work for the preservation of the priceless legacy that these individuals left to all American citizens; and

WHEREAS, they continue to convey the true meaning of the inheritance by reminding us that our privilege to live in a free country has stemmed from “loving our country, obeying its laws, respecting its flag, and defending it against all enemies”.

NOW THEREFORE, The Mayor and Common Council of the Town of Camp Verde do hereby proclaim the month of October 2023 to be:

FORT VERDE STATE HISTORIC PARK MONTH

In the Town of Camp Verde, and encourage all citizens of Camp Verde and beyond, to observe this month as a means of reinforcing the priceless legacy that we inherit with our citizenship, or order to help preserve our rich culture and heritage with deep respect for the principles upon which our great county was founded

Issued this 20th day of September 2023.

Dee Jenkins, Mayor

Attest:

Cindy Pemberton-Town Clerk

[Page intentionally left blank]



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

- ☐ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested
☒ Presentation Only ☐ Action/Presentation ☐ Special Session

Requesting Department: Utilities Department

Staff Resource/Contact Person: Jeff Low

Agenda Title (be exact): Update on Water Master Plan and Overall Water System

List Attached Documents: Copy of Power Point Presentation

Estimated Presentation Time: 15 Minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- ☒ Department Head: Jeff Low ☐ Town Attorney Comments: N/A

Finance Review: ☒ Budgeted ☐ Unbudgeted ☐ N/A

Finance Director Comments/Fund: Water Enterprise Fund

Fiscal Impact: None

Budget Code: _____ Amount Remaining: _____

Comments: _____

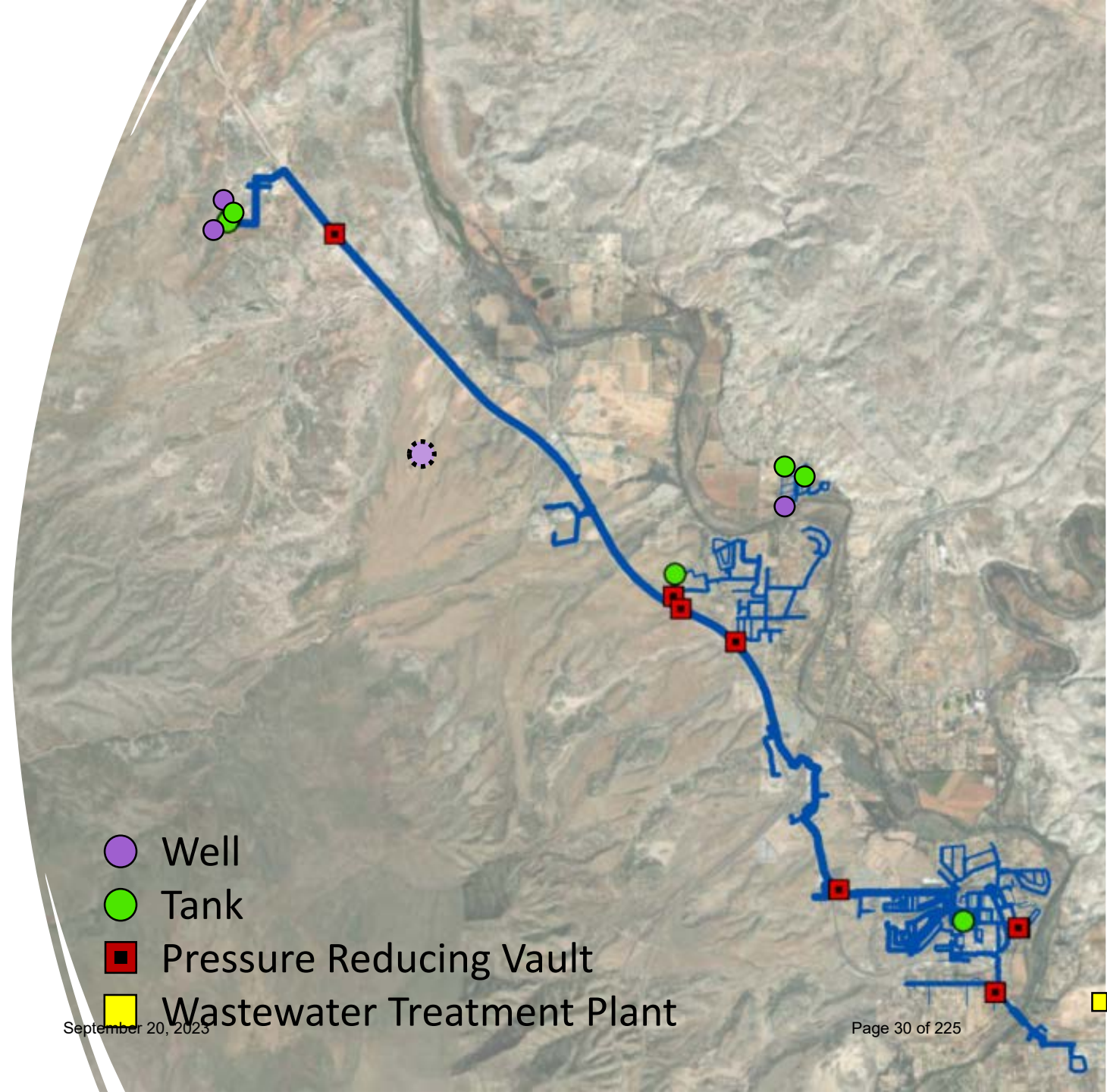
Background Information:

Town Council Awarded Contract No. 23-172 on April 5, 2023 to Water Works Engineers for the Camp Verde Water Master Plan and GIS System Development. The presentation will be by Rob Bryant, PE, Water Works Engineers and Jeff Low, Utilities Director to update the Council on the Water System, including immediate improvement needs, current operation statistics, and update on the Town Geographic Information System (GIS) for the water system.

Recommended Action (Motion): No Action Needed

Instructions to the Clerk:

Town of Camp Verde Water System



Agenda

- Water Master Plan Update
 - Design Criteria
 - Future Facility Siting
 - Well Siting Study
- CIP
- Funding Sources
- Town Code
- Lead Copper Service Line Study
- GIS Update



System Overview

The Camp Verde Water System consists of:

- **Three (3)** active groundwater wells
- **Six (6)** tanks – total capacity of **4.2 MG**
- **Six (6)** pressure reducing vaults
- **Two (2)** booster pump stations
- **60 miles** of distribution mains ranging from two to twelve inches in diameter
- **One (1), 12-inch** water main transmission line extends approximately **10 miles** along S.R. 260 (connects the northern Mongini wellsite to the southernmost developments)
- **350 feet:** approximate elevation change across the entire system

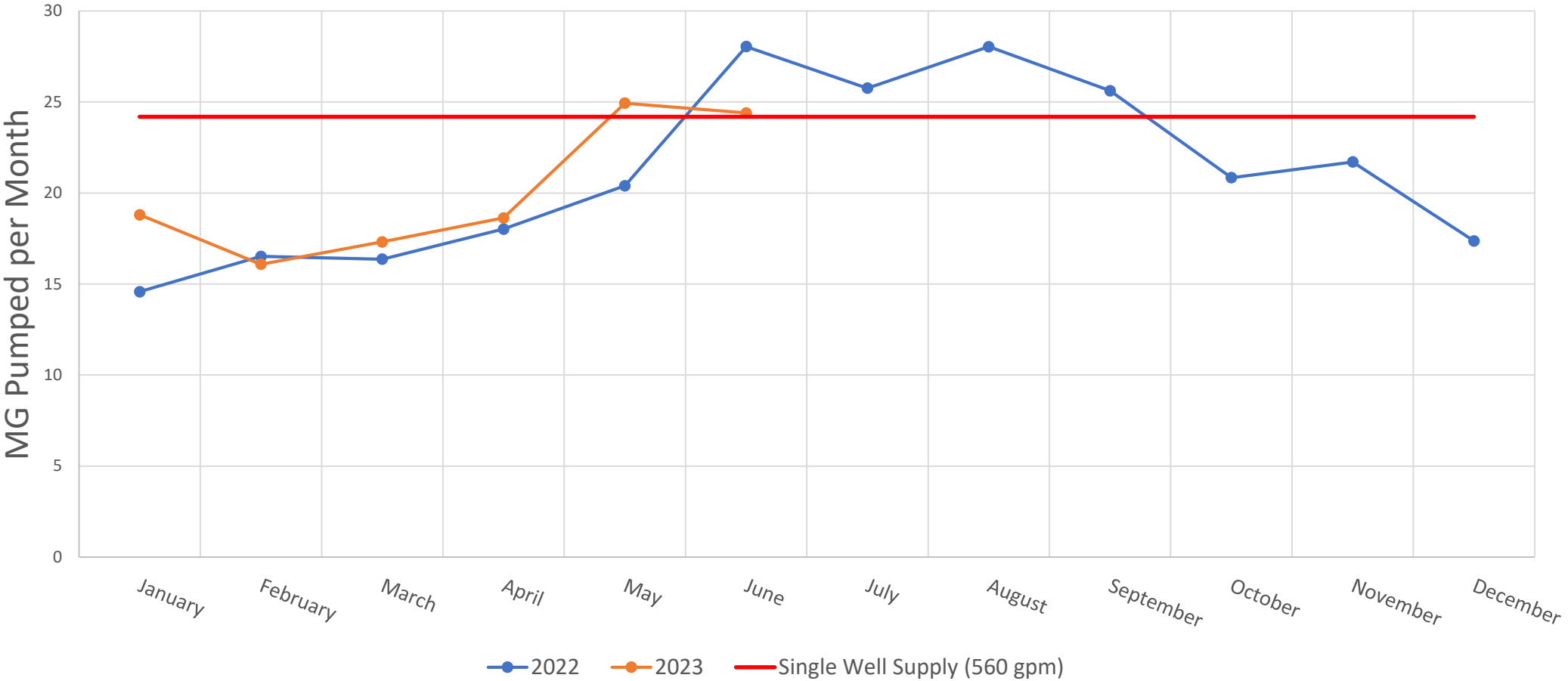


Design Criteria



Jurisdiction		Town of Camp Verde	
Peaking Factors		Max Day Demand/Average Day Demand	2
		Peak Hour Demand/Average Day Demand	3
Wells/Production Facility		Production Capacity	Maximum Day Demand
		Firm Capacity	Must meet Maximum Day Demand with largest well out of service
Storage Facility		Equalization Storage	20% of Max Day Demand
		Fire Storage	Fire Flow x Duration
		Emergency Storage	10% Max Day Demand
Pipe Sizing	Distribution (WSF to End User)	Velocity	< 5 ft/s
		Headloss	< 10 ft/1,000 ft
		Design Criteria	Larger of Peak Hour demand or Max Day + Fire Flow
	Fire Flow Condition	Velocity (during Max Day + Fire Flow)	
	Transmission (Wells to WSF)	Velocity	< 5 ft/s
		Headloss	< 2 ft/1,000 ft
		Design Criteria	Max Day
	Fire Flow		Single Family Residential
Multi Family Residential			
Commercial			1,500 gpm for 3 hours***/ 3,000 gpm for 3 hours
Industrial			
Fire Hydrant		Fire Hydrant Spacing	400 ft**
		Clear Space around Hydrant	3 ft
System Pressure		Maximum Pressure	100 psi
		Max Day/Peak Hour Conditions	40-100 psi
		Fire Flow Conditions	20 psi
Booster Station		With Storage	Larger of Peak Hour Demand or Maximum Day Demand + Fire Flow
		Without Storage	
September 20, 2023			Page 33 of 225
Fire Hydrants			Dry-Barrel Per MAG Std Dtl 360-2

Available Supply with Largest Well out of Service



Water Demand & Peaking Factors

Criteria	Peaking Factor	Demand, gpm	Demand, gpd
Average Day Demand	N/A	480	691,000
Max Day Demand	2	960	1,380,000
Peak Hour Demand	3	1,440	2,074,000



Arsenic Treatment

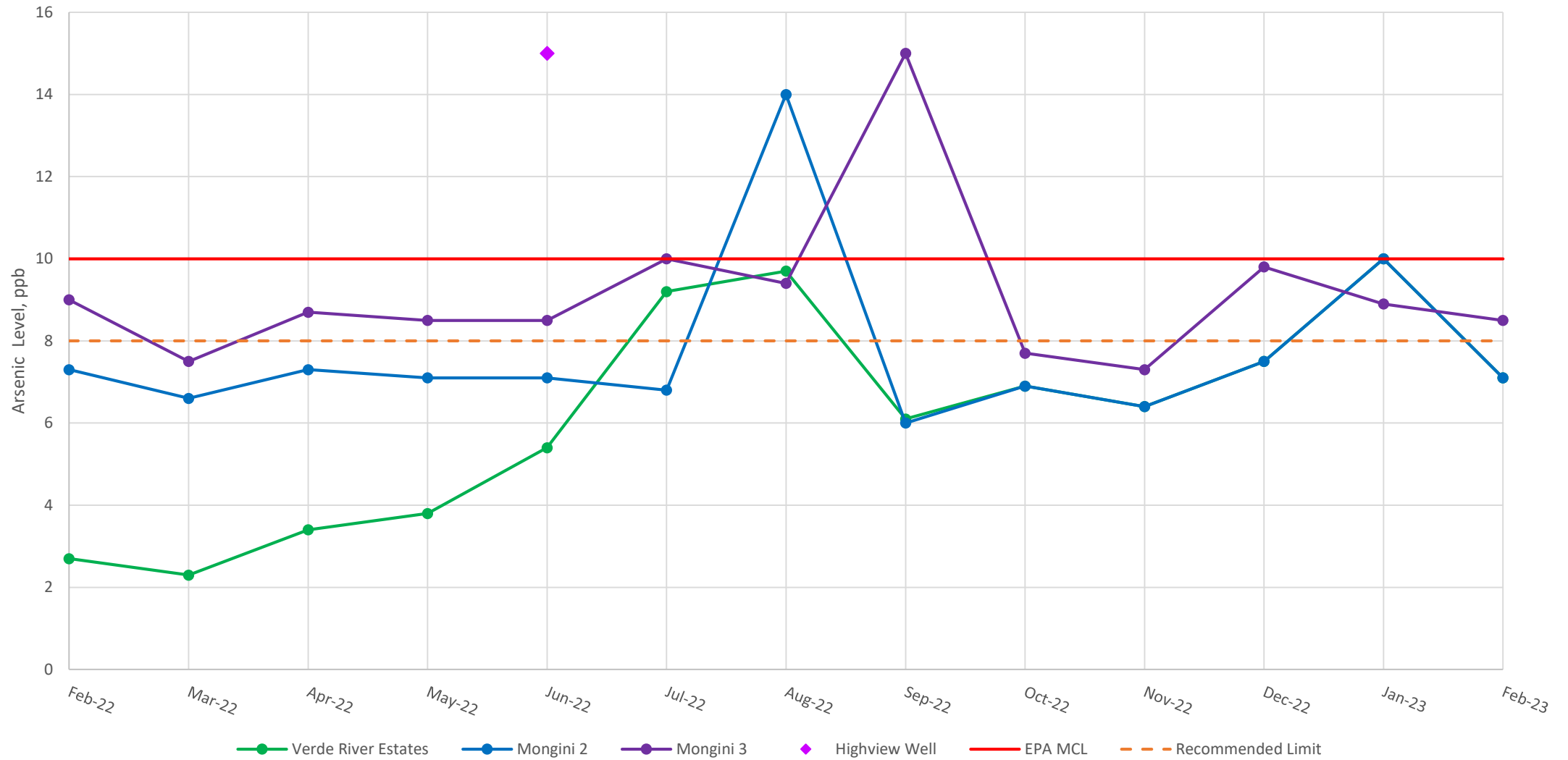
Main Town System

Mongini Arsenic Treatment Facility: Design completion **February 2024.**

Likely all future wells will need arsenic treatment.

Verde River Estates

Existing Arsenic Treatment Facility is undersized. A new, larger facility is being designed:
Design completion **February 2024**



Development Timeline – Main Town

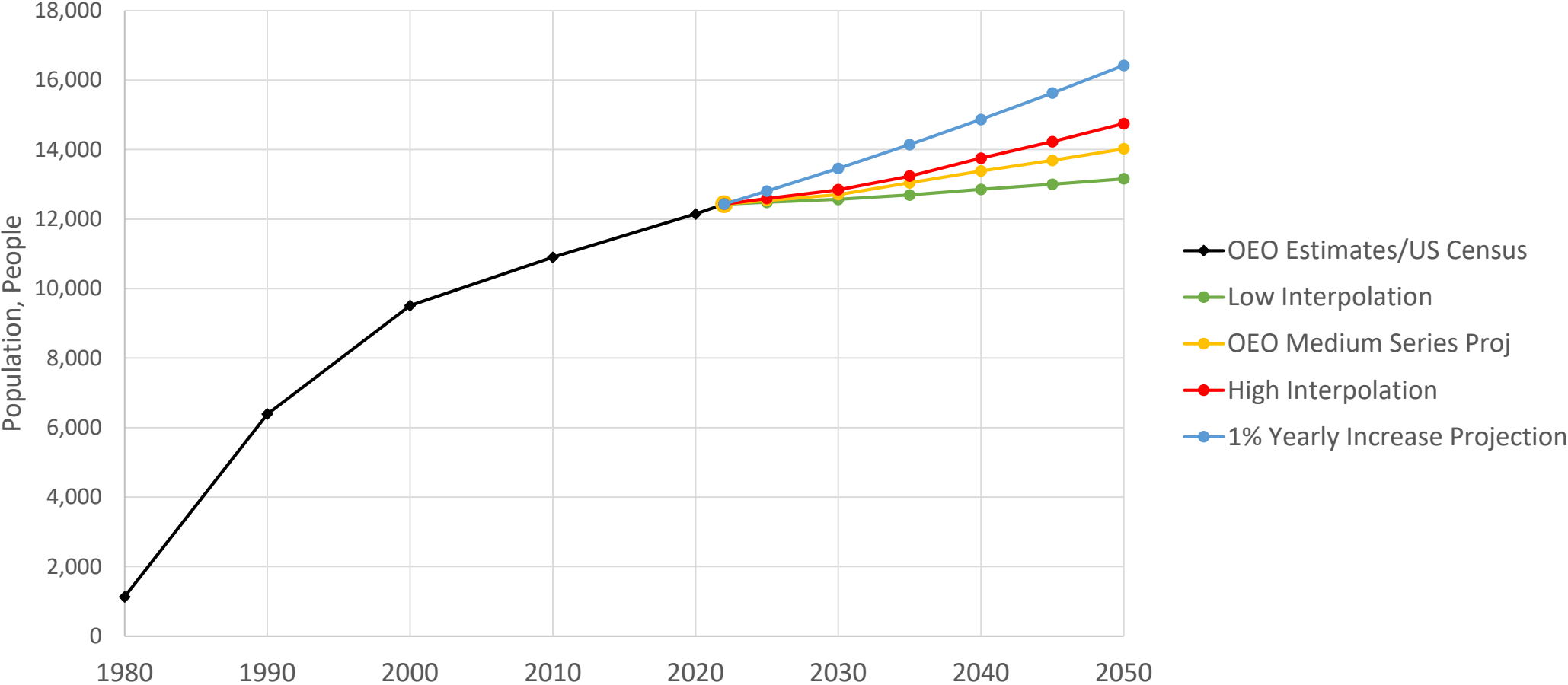
– Main Town							2023												2024												2025																		
							j	F	M	A	M	J	J	A	S	O	N	D	j	F	M	A	M	J	J	A	S	O	N	D	j	F	M	A	M	J	J	A	S	O	N	D							
Wells and Arsenic Treatment																																																	
High View Well							x	x	x	x	x	x	~400 gpm ^a																																				
Well 2							x	x	x	x	x	x													~400 gpm ^a																								
Well 3							x	x	x	x	x	x																			~400 gpm ^a																		
Tanks																																																	
VC Phase I							x	x	x	x	x	x	0.5 MG Tank ^b and BPS ^c																																				
VC Phase II							x	x	x	x	x	x																			0.5 MG Tank ^b and BPS ^c																		
Developments																																																	
Nirvana - Marijuana Grow							x	x	x	x	x	x																																					
Verde Ranch Estates I							x	x	x	x	x	x																																					
Sycamore Vistas, apartments I							x	x	x	x	x	x																																					
La Quinta Hotel							x	x	x	x	x	x																																					
High View - RV Park							x	x	x	x	x	x																																					
Sycamore Villas, town homes							x	x	x	x	x	x																																					
Water Gap Enterprises							x	x	x	x	x	x																																					
High View, apartments							x	x	x	x	x	x																																					
High View - SFR Subdivision							x	x	x	x	x	x																																					
Sycamore Vistas, apartments II							x	x	x	x	x	x																																					
Wyndham Hotels (2)							x	x	x	x	x	x																																					
Verde Commerical							x	x	x	x	x	x																																					
Verde Ranch Estates II							x	x	x	x	x	x																																					
Verde Ranch Estates III							x	x	x	x	x	x																																					
MixTap Marijuana							x	x	x	x	x	x																																					

^a \$2 Million per Well

^b \$1 Million per Tank (\$2/gal)

^c \$0.5 Million for each BPS phase

Camp Verde Population Estimates and Projections



2050 Projected Demands

Parameter, Unit	Value
New Residential Demand, gpd	1,247,400
New Commercial Demand, gpd	883,670
Total New Demand, gpd	2,131,070
Total Existing Water Demand, gpd	684,932
Total 2050 Projected Demand, gpd	2,816,002
Total 2050 Max Day Projected Demand, gpd	5,632,004



Future Facilities

2050 Required Wells

Parameter, Unit	Value
New Required Well Capacity (Max Day), gpd	4,262,141
Assumed Well Capacity, gpd	576,000
Required New Wells*	7

*3,000 gpm for 3 hours

Min recommended tank size is 250,000 gallons

*4.3 MGD accounts for projected NEW demands. The number of required new wells does not include the 400 gpm well that is planned to meet existing MDD.

Arsenic Treatment is assumed for each new well

2050 Storage Tank Sizing

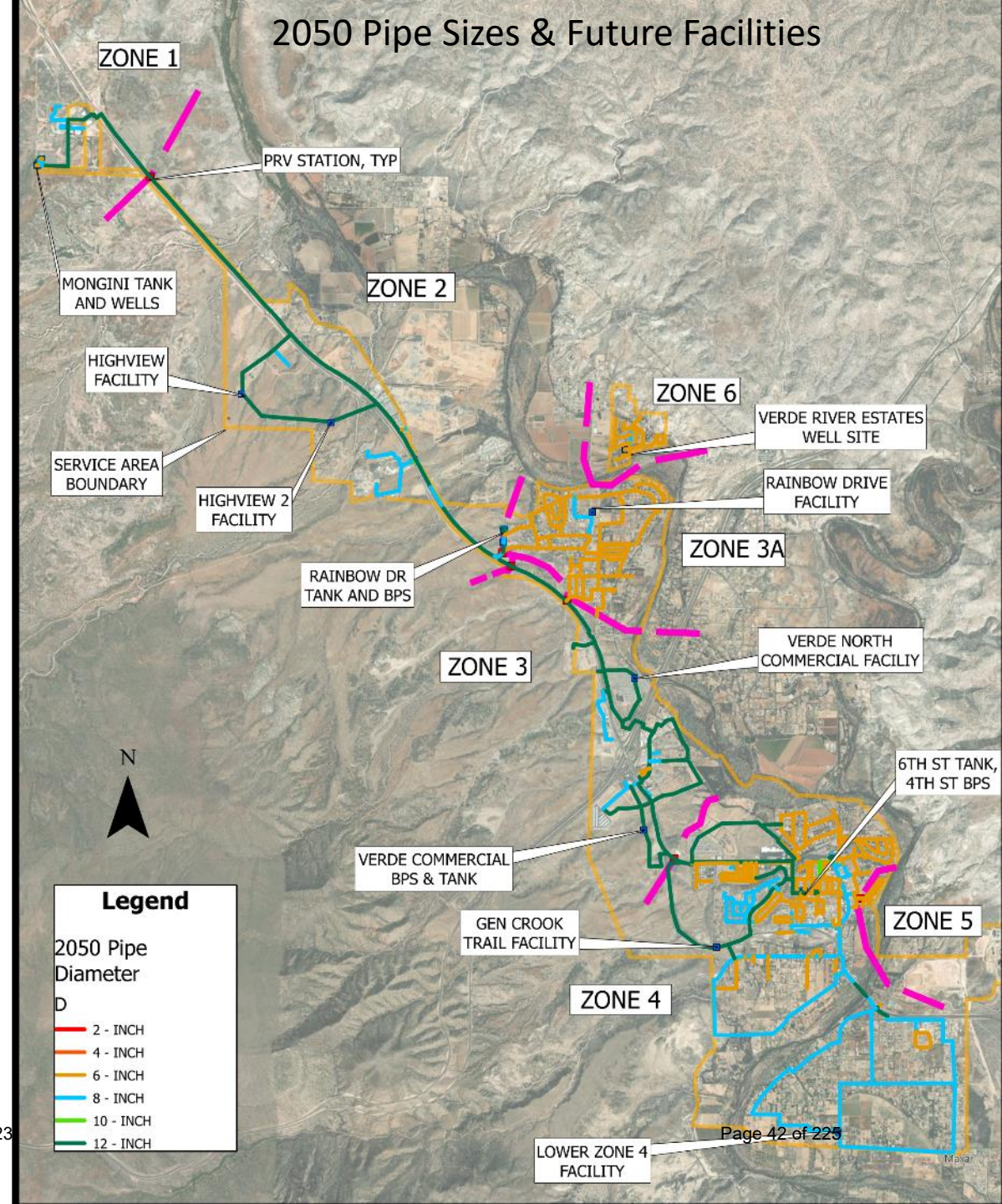
Criteria	Factor	Gallons per Day, gpd
Equalization Storage	20% of Max Day Demand	1,126,401
Emergency Storage	10% of Max Day Demand	563,200
Fire Flow Storage*	Fire Flow x Duration	540,000
Total:		2,229,601

Future Facility Siting

- 2050 Pipe Sizes & Future Facilities
(*siting not accounted for in this figure)
- Well Siting Study In Progress
 - Matrix New World
 - *5 Potential Locations
- Potential Partnerships
 - U of A Meat Processing Facility, Wyndham Hotel, and Out of Africa for an additional well site

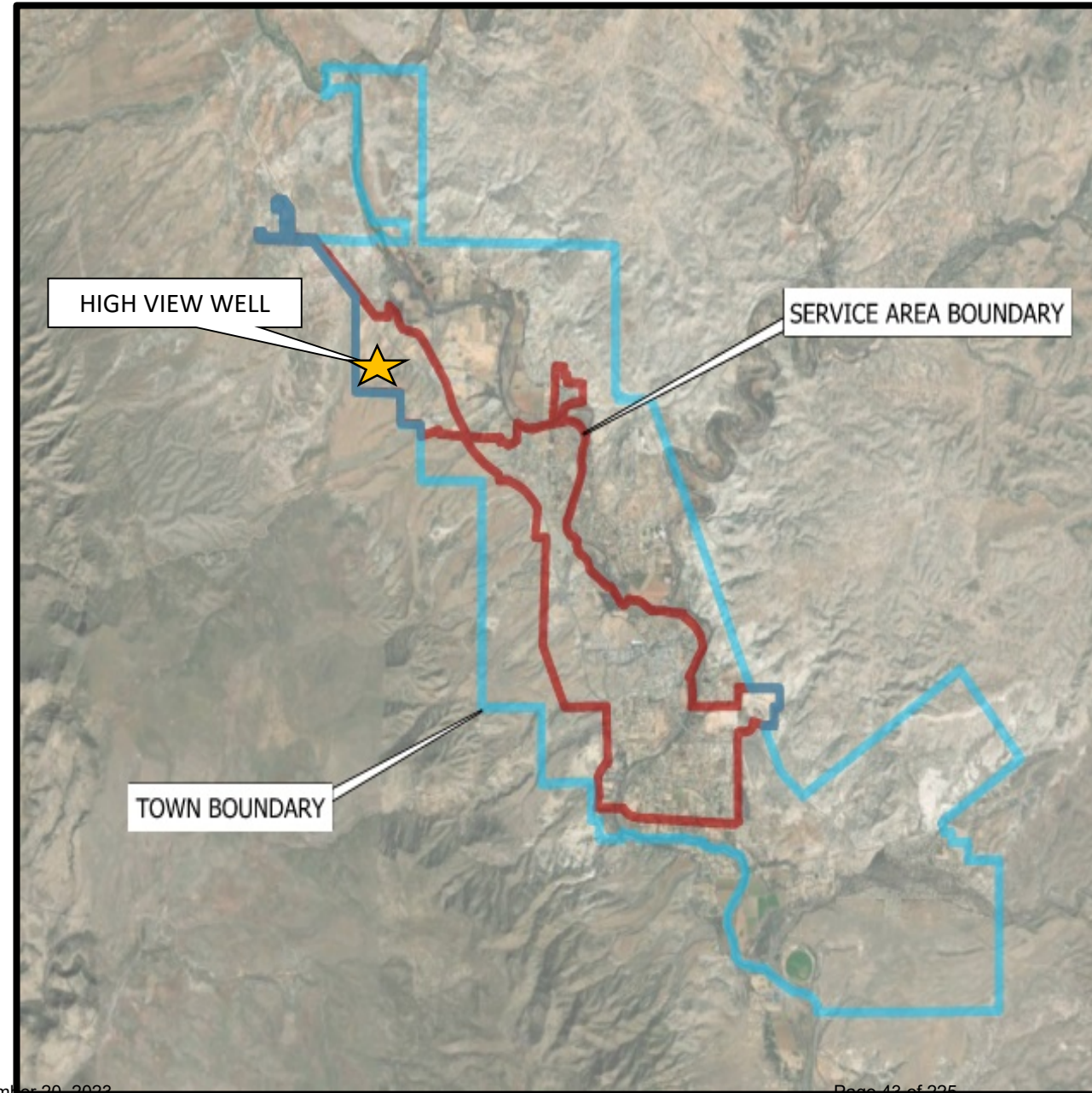


September 20, 2023



High View Well Testing

- Solicited Proposals from 3 Drillers
 - 48-Hr Aquifer Pump Test
- Up to 600 gpm
- Depth of Well
 - 442 ft
- Casing Diameter
 - 442 ft of 8", 40 ft of 10"



CIP



ID	Improvements	Description	Year	Estimated Construction Cost		
				Town	WIFA/Loan	Development Driven
1	Construct New Water Plant	Install new well, treatment, storage, booster pump station, associated piping and piping upgrades, and electrical in support of new developments	2023	\$0	\$2,500,000	\$2,500,000
2	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).		\$250,000	\$0	\$0
2023 Subtotal				\$250,000	\$2,500,000	\$2,500,000
3	Verde Commercial Storage and Pumping	New storage tank and booster pump station (Dump and Pump).	2024	\$0	\$772,500	\$772,500
4*	Finne Flat Rd Water Main Improvements	Replace 3200 LF of 6" diameter pipe with 8" diameter pipe. Includes replacing all associated branch and service connections, and fire lines, and providing new fire hydrants with microphones.		\$210,000	\$630,000	\$0
5*	State Route 260 Culvert - Water Main	Provide isolation valves and reroute 1000LF of pipe around culvert. Upsize pipe from 12" diameter to 16" diameter.		\$146,250	\$438,750	\$0
6	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).		\$0	\$309,000	\$0
7*	Construct New Treatment Facility	Mongini Well Arsenic Treatment Facilities		\$0	\$2,170,000	\$0
8*	Construct New Treatment Facility	VRE Arsenic Treatment Facilities		\$0	\$600,000	\$0
2024 Subtotal				\$356,250	\$4,920,250	\$772,500
9*	Fort Verde Caves Service Laterals and Water Main Council Regular Session	Replace all existing 4" diameter and 6" diameter piping in (installed in 1976). Install 800 LF of new 6" diameter water main to improve looping. Install remotely read water meters. Add microphones to fire hydrants. Replace 22 service laterals. September 20, 2023	2025	\$0	\$115,000	\$0

Page 45 of 225

ID	Improvements	Description	Year	Estimated Construction Cost		
				Town	WIFA/Loan	Development Driven
10*	Park Verde Estates Service Laterals	Replace all existing 4" diameter and 6" diameter piping in subdivision (installed in 1976). Minimum of 9 fire hydrants with microphones. Install new remotely read water meters.		\$0	\$485,000	\$0
11*	Camp Verde Mobile Village Water Main and Service	Replace all existing 4" diameter water main (installed 1976). Replace all existing service laterals (69 @ 30 LF ea.) with remotely read water meters, new valves and new fire hydrants with microphones.		\$0	\$1,050,000	\$0
12	Construct New Water Plant, High View	Provide new well, treatment, storage, booster pump station, associated system piping and upgrades, and electrical in support of new developments		\$0	\$2,652,250	\$2,652,250
13	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$493,319
14	PRV Station Upgrades	Install new 12" PRV and required pipe modifications at Stat Route 260 #1		\$212,180	\$0	\$0
15	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).		\$0	\$371,315	\$0
2025 Subtotal				\$212,180	\$4,673,565	\$3,145,569
16	PRV Station Upgrades	Install new 12" PRV and required pipe modifications at Stat Route 260 #2	2026	\$273,182	\$0	\$0
17	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).		\$437,091	\$0	\$0
18	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$508,118
19	Construct New Water Plant	Provide new well, treatment, storage, booster pump station, associated system piping and upgrades, and electrical in support of new developments		\$0	\$0	\$5,463,635
Council Regular Session 2026 Subtotal				\$710,273	\$0	\$5,971,753
20	New Piping	Install new water mains in support of developments and growth.	2027	\$0	\$0	\$523,362

ID	Improvements	Description	Year	Estimated Construction Cost		
				Town	WIFA/Loan	Development Driven
21	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).		\$506,479	\$0	\$0
22	PRV Station Upgrades	Install new 12" PRV and required pipe modifications Finnie Flat Rd		\$337,653	\$0	\$0
23	New second VRE Well	Drill and equip new well		\$337,653	\$0	\$0
2027 Subtotal				\$1,181,784	\$0	\$523,362
24	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).	2028	\$579,637	\$0	\$0
25	PRV Station Upgrades	Install new 6" PRV and required pipe modifications at Verde West Dr.		\$405,746	\$0	\$0
26	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$539,062
27	SCADA Upgrades	Upgrade existing SCADA systems to improve continuous monitoring of system.		\$173,891	\$0	\$0
2028 Subtotal				\$1,159,274	\$0	\$539,062
28	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).	2029	\$656,729	\$0	\$0
29	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$555,234
30	PRV Station Upgrades	Install new 6" PRV and required pipe modifications at Park Verde Rd.		\$477,621	\$0	\$0
2029 Subtotal				\$1,134,350	\$0	\$555,234
Council Regular Session September 20, 2023						
31	BPS Upgrades	6th Street BPS Rehab and VFD improvements	2030	\$614,937	\$0	\$0

ID	Improvements	Description	Year	Estimated Construction Cost		
				Town	WIFA/Loan	Development Driven
32	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping. It is assumed that any unknown pipe materials identified in the model are being replaced under this task).		\$737,924	\$0	\$0
33	PRV Station Upgrades	Install new 6" PRV and required pipe modifications at Tres Rios		\$553,443	\$0	\$0
34	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$571,891
2030 Subtotal				\$1,906,304	\$0	\$571,891
35	Construct New Water Plant	Provide new well, treatment, storage, booster pump station, associated system piping and upgrades, and electrical in support of new developments (Route new well to 4th street storage tank).	2035	\$0	\$0	\$7,128,804
36	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$3,314,894
37	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping).		\$3,692,721	\$0	\$0
38	SCADA Upgrades	Upgrade existing SCADA systems to improve continuous monitoring of system.		\$213,864	\$0	\$0
2035 Subtotal				\$3,906,585	\$0	\$10,443,698
39	Construct New Water Plant	Provide new well, treatment, storage, booster pump station, associated system piping and upgrades, and electrical in support of new developments	2040	\$0	\$0	\$8,264,238
40	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$3,842,871
41	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping).		\$4,280,875	\$0	\$0
42	SCADA Upgrades	Upgrade existing SCADA systems to improve continuous monitoring of system.		\$247,927	\$0	\$0
2040 Subtotal				\$4,528,803	\$0	\$12,107,109
43	Council Regular Session Construct New Water Plant	Provide new well, treatment, storage, booster pump station, associated system piping and upgrades, and electrical in support of new developments	2045	\$0	\$0	\$9,580,517

ID	Improvements	Description	Year	Estimated Construction Cost		
				Town	WIFA/Loan	Development Driven
44	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$4,454,940
45	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping).		\$4,962,708	\$0	\$0
46	SCADA Upgrades	Upgrade existing SCADA systems to improve continuous monitoring of system.		\$287,416	\$0	\$0
2045 Subtotal				\$5,250,123	\$0	\$14,035,457
47	Construct New Water Plant	Provide new well, treatment, storage, booster pump station, associated system piping and upgrades, and electrical in support of new developments	2050	\$0	\$0	\$11,106,445
48	New Piping	Install new water mains in support of developments and growth.		\$0	\$0	\$5,164,497
49	Replace Piping	Upsize existing 4" diameter pipe with 6" diameter pipe. Replace existing aging piping ~50 years old or older (This task focuses on Cast Iron, Galvanized, Poly, and PVC piping).		\$5,753,139	\$0	\$0
50	SCADA Upgrades	Upgrade existing SCADA systems to improve continuous monitoring of system.		\$333,193	\$0	\$0
2050 Subtotal				\$6,086,332	\$0	\$16,270,942
Total Estimated Cost				\$26,682,258	\$12,093,815	\$67,436,578

* Grant funded for portions of project
Pipe replacement include VRE piping
3% inflation rate applied
Inflation has not been added to WIFA projects or ATF (Mongini & VRE).

Funding Source

Funding Sources

- Utility Rate Fees
- Impact Fees
- Capacity Fees
- WIFA/Loans
- Grants

Capacity Fees

- Based on 2023 Water Production Facility Costs
- \$5,100 Impact Fee per SFH
- Impact fee for Cave Creek, AZ
 - Similar sized community

Meter Size, in	Proposed 2024	2022
Location	Camp Verde	Cave Creek
0.625 / 0.75	\$5,100	\$ 7,183
1	\$8,517	\$ 11,996
1.5	\$16,983	\$23,920
2	\$27,183	\$38,286
3	\$54,417	\$76,644

Town Code



Town Code

- New Town Code for Utilities (Water and Wastewater)
 - Currently in review with the Town Water Resource Attorney

Water Code Includes the Following Topics

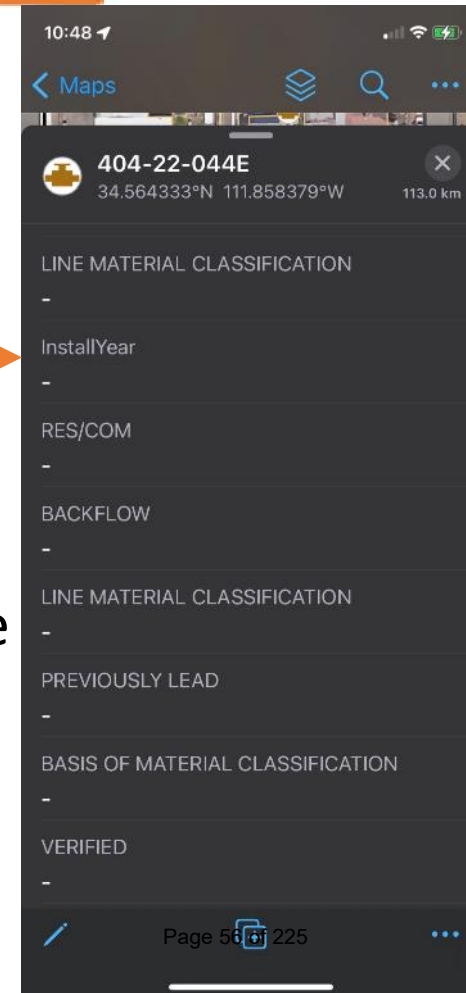
- | | | |
|------------------------------|-----------------------------|----------------------------------|
| • Fire Regulations | • Water Conservation | • Drought Response/Emergency |
| • Appeal Process | • Capacity Fees | • Development Fees |
| • Water Conservation Refunds | • Utility Extension Rules | • Service Application Procedures |
| • Meter Testing | • Fire Hydrant Requirements | • Rates and Billing |
| • Complaints/Appeals | • Delinquency/Turnoff | • Installations Requirements |



Lead & Copper Service Line Study

Lead & Copper Service Line Study

- Systemwide Lead and Copper Inventory
 - All pre-1987 meters
- Data Collection by TOCV
 - Input: Cloud-based ArcGIS/iPad (Utilities Map) →
 - Download: Data Analysis and Required ADEQ Forms (WWE)
- Create Public Facing Maps and Documentation
 - Public webpage, static public figure, excel file or printed map/table
 - Identifies system areas with lead and mitigation measures



GIS Update





GIS Development

- ESRI ArcGIS cloud-based system
- 16 Licenses: 4 Creator Licenses, 2 Mobile Worker, and 10 Viewer Licenses.
- All Licenses assigned and distributed
- Established ArcGIS cloud system User Groups
 - Utilities Group (Jeff Low). Focus: data collection, editing, maintenance of water system
 - Community Development Group (BJ Ratlief). Focus: parcel number
- Processed, Prepared, and Published Cooper Aerial Imagery Data
 - Background graphic to provide more accurate data collection.

GIS Update

- Compiled available Water Utility and Sewer data
 - Developed web-based maps
 - Assigned attributes and labels
 - Uploaded/published to ArcGIS cloud for Town use
- iPad Onboarding & Training Town Personnel
 - Web interface and iPad integration
 - Editing features and creation of new feature data
 - Meter locations and data updates.
- Coordination with County, Fire etc.
 - Town data updates, fire hydrant location coordination, and ADEQ compliance
 - Ongoing or awaiting data delivery



Water Standard Details

Water Standard Details

- Utility Casing
- Valve Blocking
- Joint Restraint (Various Materials)
- Thrust Blocking
- Service Connections
- Air Vacuum Release Assembly
- Tracer Wire
- Meter Vaults
- PRV Stations
- Backflow Prevention Assembly
- Tapping Sleeves
- Hot Tapping Exposure
- Fire Hydrants
- Water Main Alignment
- Blow off
- Valve Boxes



Questions?

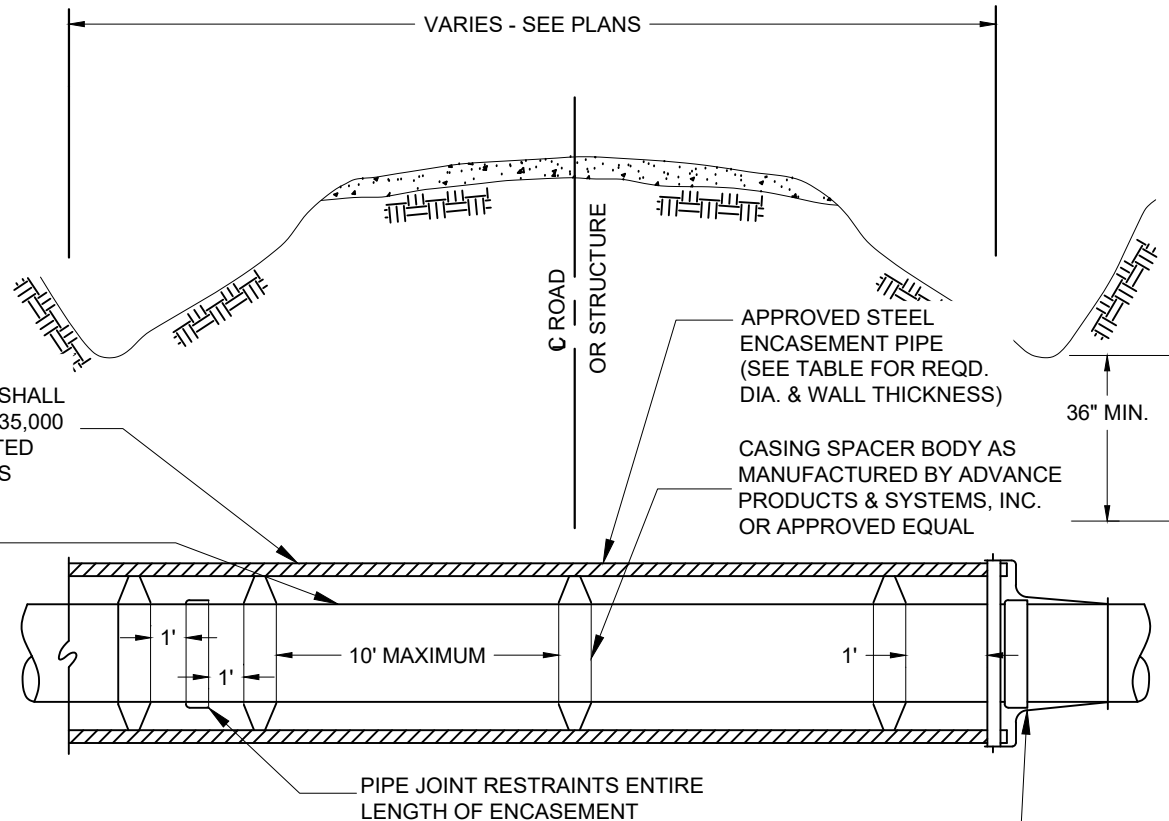
CARRIER PIPE SIZE (IN)	STEEL ENCASEMENT	
	O.D. (IN MIN)	WALL THICKNESS (IN)
6	14	1/4
8	18	1/4
12	21	1/4
18	27	3/8
21	30	3/8
24	36	3/8
27	39	1/2

MINIMUM ENCASEMENT WITHIN ADOT ROW: 36"

STEEL ENCASEMENT PIPE SHALL BE WELDED PER ASTM A53-GRADE B AND SHALL HAVE A MINIMUM YIELD STRENGTH OF 35,000 PSI. EXTERIOR OF PIPE SHALL BE COATED WITH COAL TAR EPOXY OR BITUMINOUS ASPHALT.

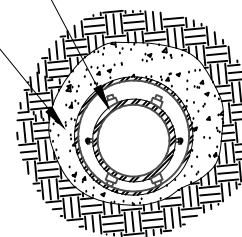
CARRIER PIPE SHALL BE DUCTILE IRON PIPE (DIP)

1. FOR ALL CARRIER PIPE OVER 27" THE STEEL ENCASEMENT PIPE SHALL BE 12" LARGER THAN THE CARRIER PIPE AND THE STEEL ENCASEMENT WALL THICKNESS SHALL BE 1/2"



STAINLESS STEEL BAND CASING SPACERS
MODEL SSI BY ADVANCE PRODUCTS & SYSTEMS, INC. OR APPROVED EQUAL
PRESSURE GROUT BETWEEN CASING AND SURROUNDING EARTH

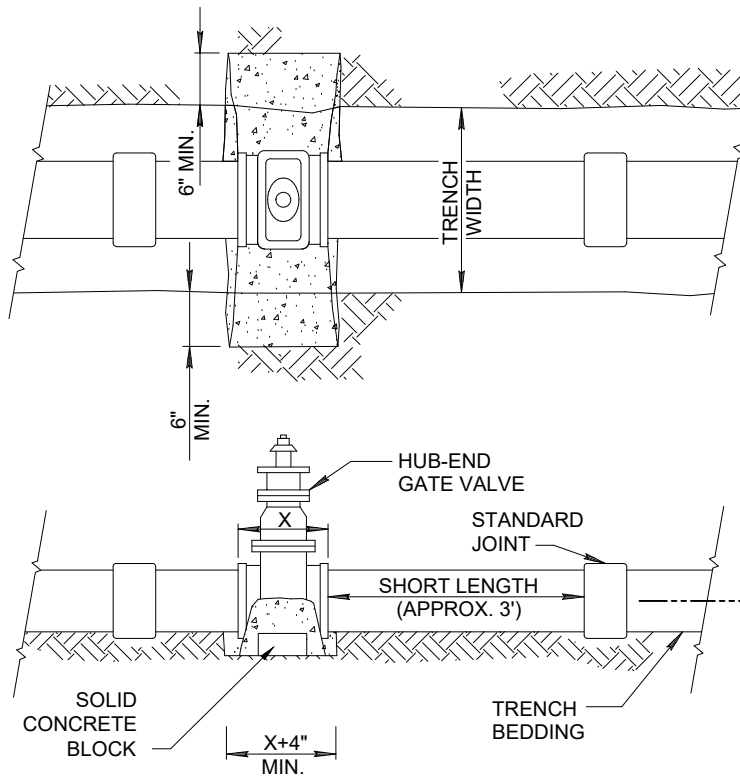
SEAL ENDS OF PIPE CASING WITH ADVANCE PRODUCTS & SYSTEMS, INC MODEL AC SEALS OR APPROVED EQUAL



END VIEW

NOTES:

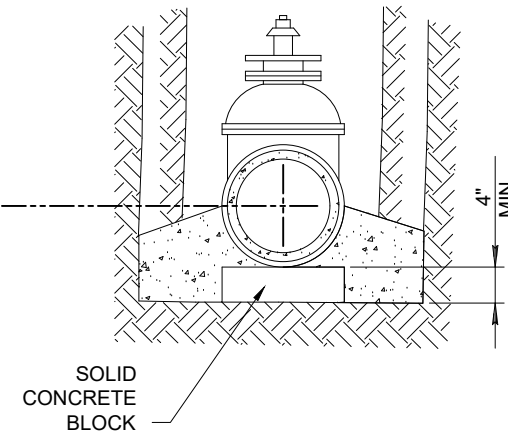
- ALL FITTINGS SHALL BE RESTRAINED WITH FIELD LOC GASKETS OR APPROVED EQUAL
- ALL BELLS SHOULD BE PROTECTED WITH MEGA-STOP SERIES 5000 BELL PROTECTION OR APPROVED EQUAL.
- 1" MAXIMUM BETWEEN SPACERS AND CASING PIPE
- INSTALLATION SHALL BE IN ACCORDANCE WITH ADVANCE PRODUCTS & SYSTEMS, INC. RECOMENDATIONS OR APPROVED EQUAL.
- TRACE WIRE PER AGENCY SPECIFICATIONS.
- NO PIPE SHALL BE SUPPORTED BY BELL

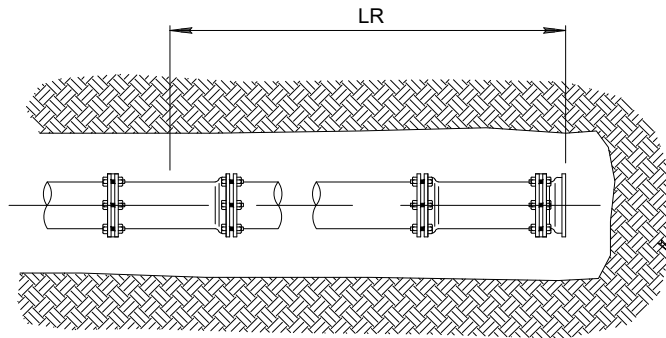


GATE VALVE

NOTES:

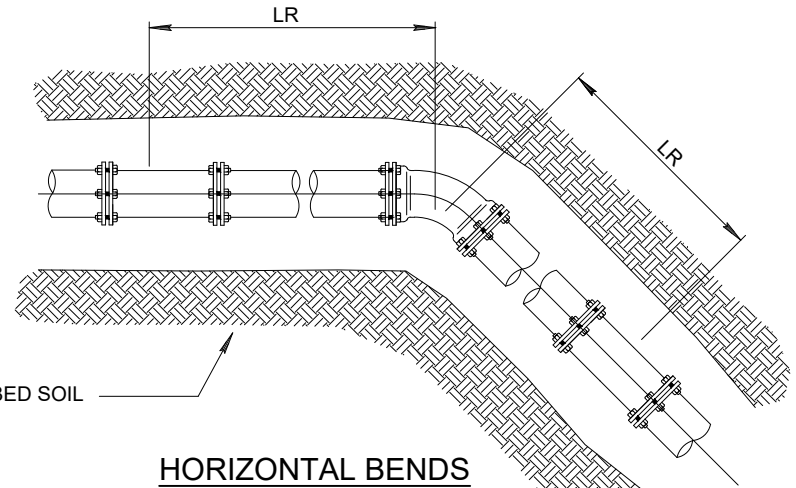
1. REFER TO TOWN OF CAMP VERDE UTILITIES DEPARTMENT FOR VALVE BOX, COVER AND VALVE STABILIZER REQUIREMENTS.
2. ALL BOLTS AND JOINTS SHALL BE FREE AND CLEAR OF CONCRETE.
3. PROTECT ALL CONCRETE CONTACT AREAS WITH 8 MIL SHEET PLASTIC.
4. CLASS "B" CONCRETE AS PER MAG SECT. 725. FORM AS REQUIRED TO KEEP CLEAR OF JOINTS.



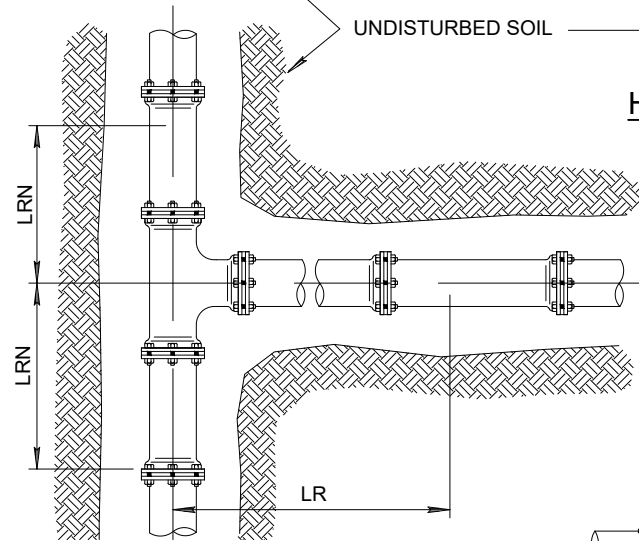


DEAD ENDS

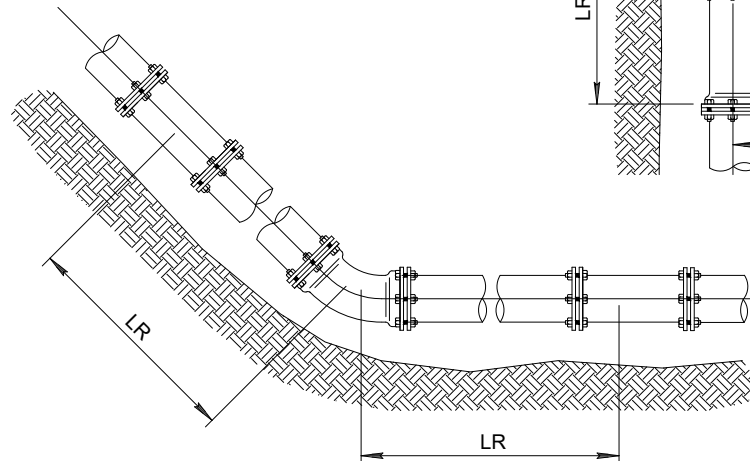
LRN = SHORTEST LENGTH OF PIPE RESTRAINED TO THE RUN OF THE TEE FITTING (BOTH SIDES OF TEE).



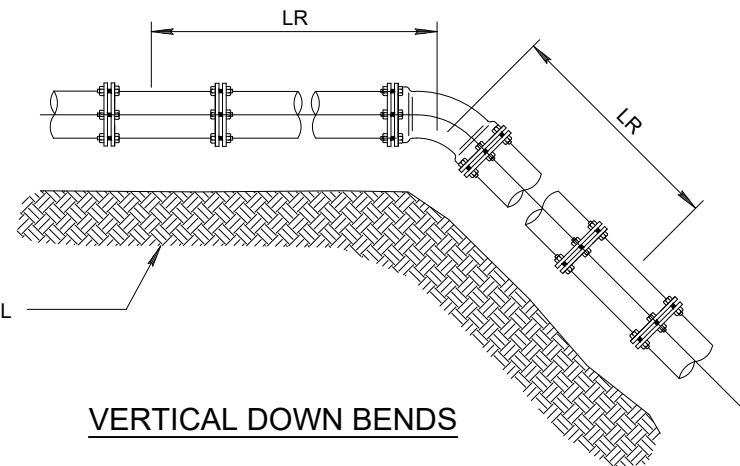
HORIZONTAL BENDS



TEES



VERTICAL UP BEND



VERTICAL DOWN BENDS

UNDISTURBED SOIL

RESTRAINED LENGTHS, LR, FOR DUCTILE IRON PIPE												
NOMINAL PIPE SIZE INCHES	HORIZONTAL BENDS			TEES		VERTICAL OFFSETS						VALVES & DEAD ENDS
						90° BEND FITTINGS		45° BEND FITTINGS		22-1/2° BEND FITTINGS		
	90°	45°	22-1/2°	LRN=0'	LRN=10'	DOWN BEND	UP BEND	DOWN BEND	UP BEND	DOWN BEND	UP BEND	
	4	18	7	4	30	8	31	18	13	7	6	
6	25	10	5	43	20	44	25	18	10	9	5	44
8	32	13	6	56	34	58	32	24	13	11	6	58
10	38	16	8	68	45	69	38	29	16	14	8	69
12	45	19	9	80	57	81	45	34	19	16	9	81
14	51	21	10	91	68	92	51	38	21	18	10	92
16	57	24	11	103	79	104	57	43	24	21	11	104
18	62	26	12	113	90	115	62	48	26	23	12	115
20	68	28	14	125	100	126	68	52	28	25	14	126
24	79	33	16	145	121	147	79	61	33	29	16	147

RESTRAINED LENGTHS, LR, FOR DUCTILE IRON PIPE WITH POLYETHYLENE WRAP OR PVC												
NOMINAL PIPE SIZE INCHES	HORIZONTAL BENDS			TEES		VERTICAL OFFSETS						VALVES & DEAD ENDS
						90° BEND FITTINGS		45° BEND FITTINGS		22-1/2° BEND FITTINGS		
	90°	45°	22-1/2°	LRN=0'	LRN=10'	DOWN BEND	UP BEND	DOWN BEND	UP BEND	DOWN BEND	UP BEND	
4	26	11	5	69	18	72	26	30	11	14	5	72
6	36	15	7	99	47	102	36	42	15	20	7	102
8	47	19	9	130	78	133	47	55	19	26	9	133
10	56	23	11	157	103	159	56	66	23	32	11	159
12	65	27	13	185	131	187	65	77	27	37	13	187
14	74	31	15	211	156	214	74	89	31	42	15	214
16	82	34	16	238	183	241	82	100	34	48	16	241
18	90	37	18	263	207	266	90	110	38	53	18	266
20	98	41	20	289	233	292	98	121	41	58	20	292
24	113	47	22	337	280	340	113	141	47	68	22	340

NOTES:

1. ALL JOINTS WITHIN THE SPECIFIED LENGTH LR MUST BE RESTRAINED.
ALL LENGTHS ARE GIVEN IN FEET.
2. THE MAXIMUM TEST PRESSURE SHALL NOT EXCEED 200 PSI.
3. THE MINIMUM DEPTH OF BURY SHALL BE 3' TO TOP OF PIPE 8" OR LESS,
4' TO TOP FOR PIPE 10" AND ABOVE .

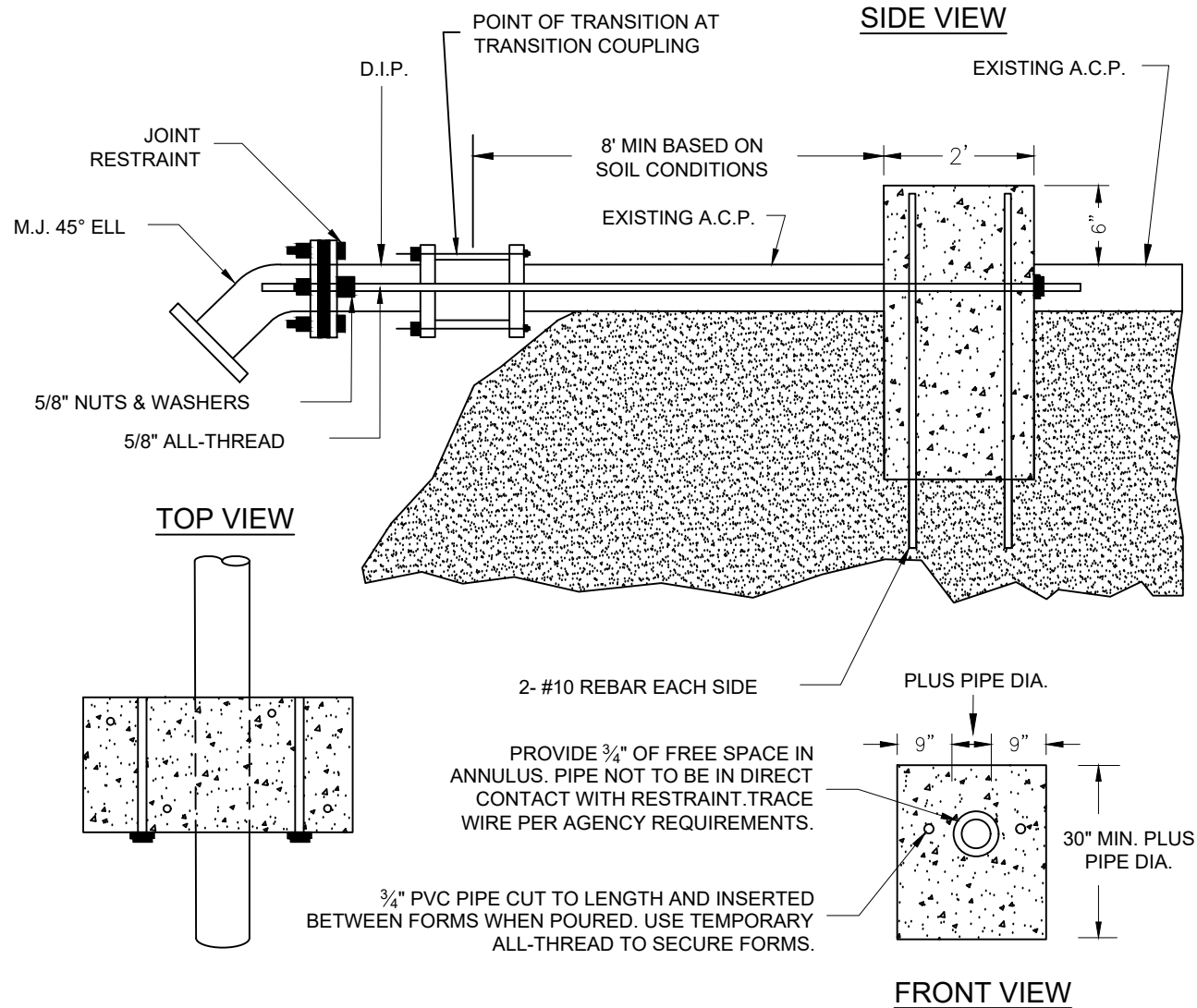


**TOCV STANDARD
DETAIL**

**JOINT RESTRAINT FOR DUCTILE IRON, POLYETHYLENE
WRAPPED DUCTILE IRON AND PVC WATER PIPES**

REVISED:
4/11/2023

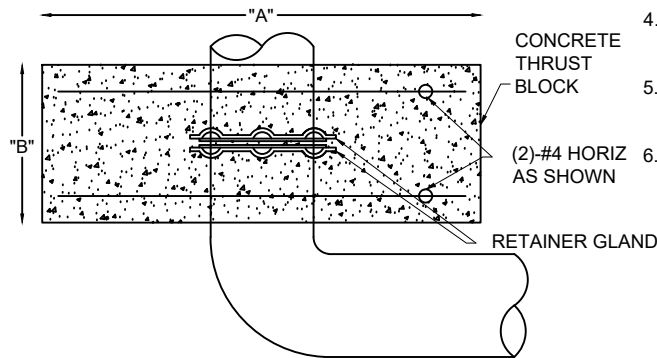
DETAIL No:
303CV-2



PIPE SIZE	A	B	VERT REINF	C	VOL. (yd³)	WEIGHT (LBS)	THRUST (LBS)
4" Ø	3'-0"	1'-6"	(2)-#4	1'-4"	0.23	932	3844
6" Ø	3'-8"	2'-0"	(2)-#4	2'-0"	0.55	2228	8594
8" Ø	4'-6"	2'-0"	(2)-#4	3'-0"	1.00	4050	15414
10" Ø	6'-0"	2'-4"	(4)-#4	3'-4"	1.73	7007	23751
12" Ø	6'-6"	2'-4"	(4)-#4	4'-6"	2.53	10247	34157
14" Ø	7'-0"	2'-6"	(4)-#4	5'-8"	3.68	14904	46448
16" Ø	8'-0"	2'-9"	(6)-#4	6'-4"	5.16	20898	60772
18" Ø	9'-0"	3'-0"	(6)-#4	7'-2"	7.17	29039	77018

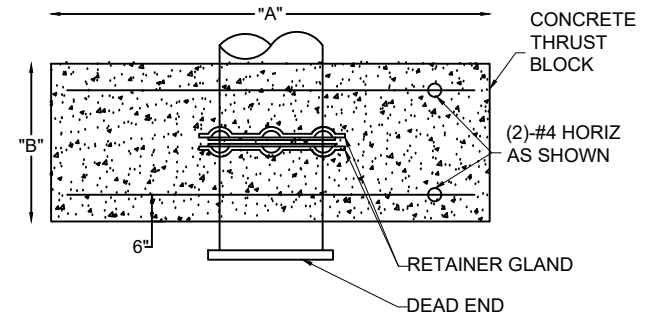
NOTES:

1. CONCRETE SHALL BE MAG CLASS "A".
2. CONCRETE SHALL BE POURED AGAINST UNDISTURBED EARTH EXCEPT WHERE FORMWORK IS A MUST. AFTER CONCRETE IS CURED THE FORMWORK SHALL BE REMOVED.
3. PRIOR TO PRESSURE TEST LOADING, CONTRACTOR SHALL PROVIDE WRITTEN TEST REPORT FROM QUALITY CONTROL LAB VERIFYING MINIMUM 2500 PSI COMPRESSIVE STRENGTH.
4. BASED ON 200 PSI TEST PRESSURE.
5. HORIZONTAL AND VERTICAL BENDS OPTIONAL.
6. RETAINER GLAND = FORD SERIES 1300 UNI-FLANGE RETAINER GLAND OR EQUAL (TYP).

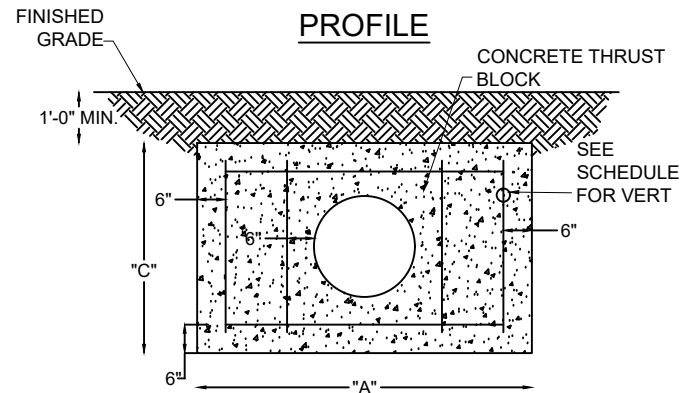


THRUST BLOCK AT ANGLE

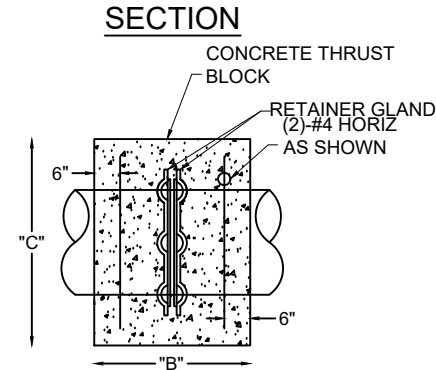
PIPE SIZE	A	B	VERT REINF	C	VOL. (yd³)	WEIGHT (LBS)	THRUST (LBS)
4" Ø	2'-0"	1'-6"	(2)-#4	1'-4"	0.15	608	2718
6" Ø	3'-0"	1'-8"	(2)-#4	2'-0"	0.38	1539	6077
8" Ø	3'-6"	2'-0"	(2)-#4	2'-8"	0.70	2835	10900
10" Ø	5'-0"	2'-2"	(4)-#4	3'-0"	1.21	4901	16794
12" Ø	5'-6"	2'-4"	(4)-#4	4'-0"	1.90	7695	24153
14" Ø	6'-0"	2'-4"	(4)-#4	5'-0"	2.59	10490	32844
16" Ø	6'-6"	2'-8"	(6)-#4	5'-8"	3.65	14783	42973
18" Ø	7'-0"	3'-0"	(6)-#4	6'-6"	5.06	20493	54460



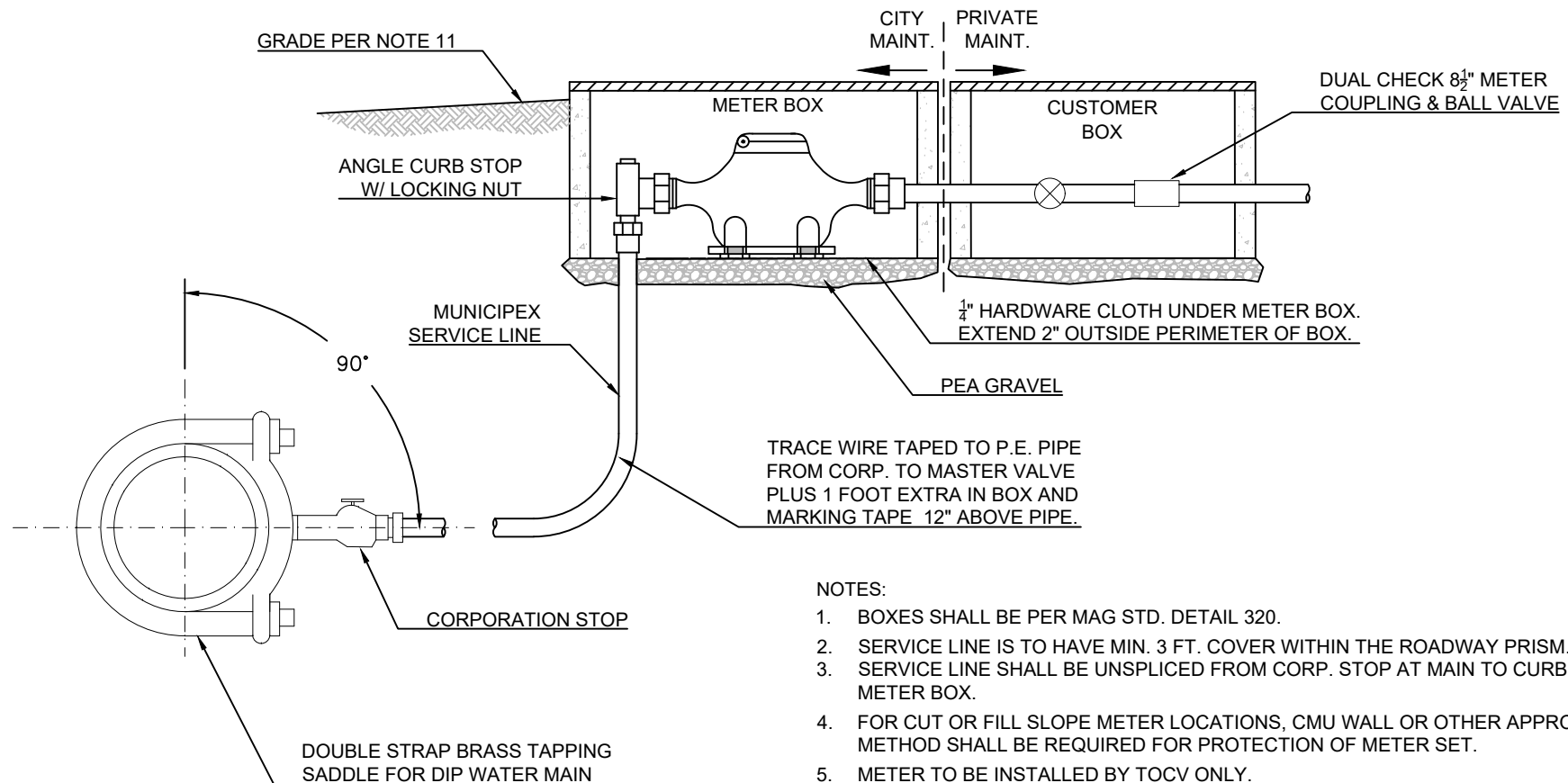
THRUST BLOCK AT DEAD END



PROFILE



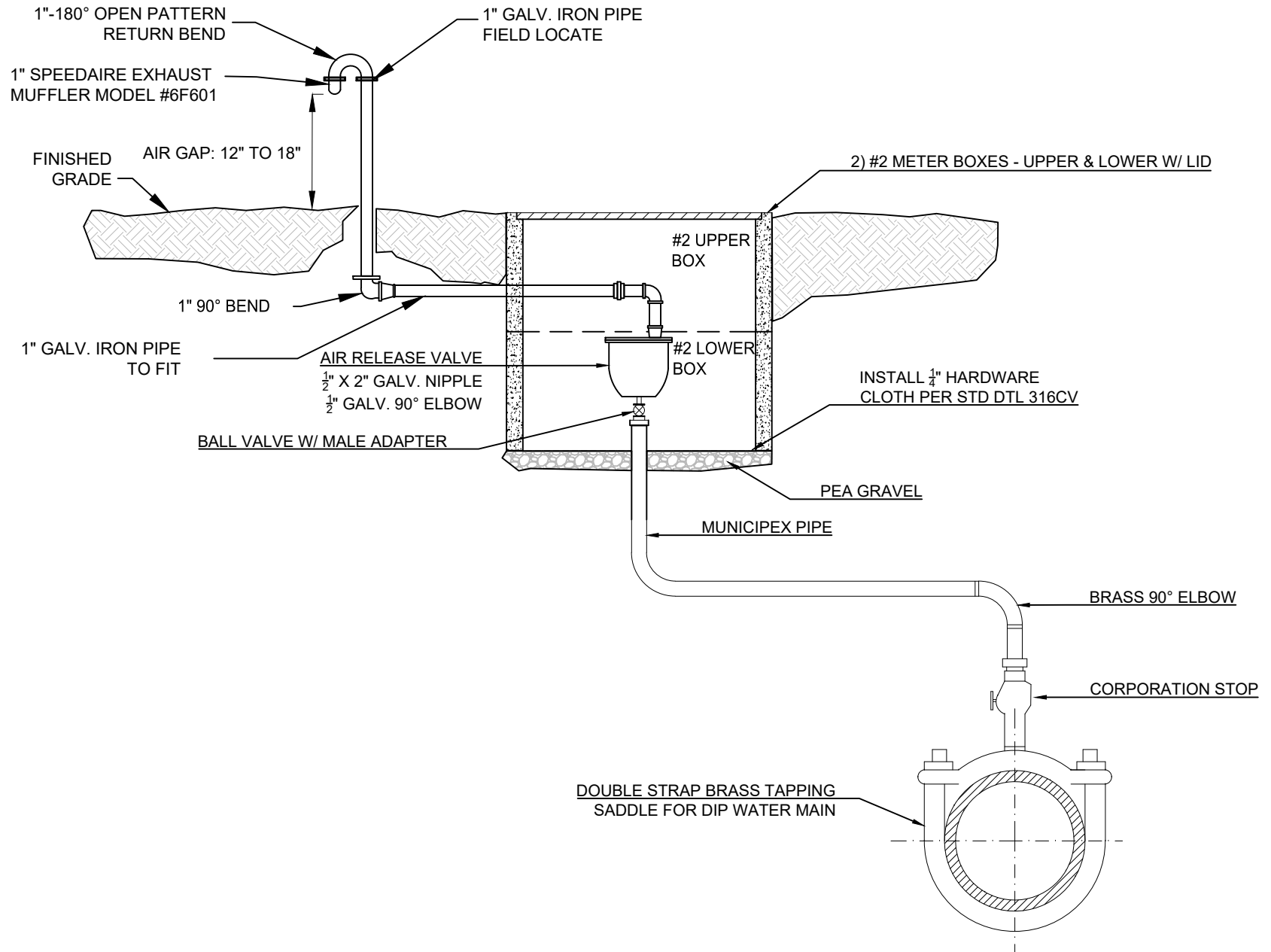
SECTION

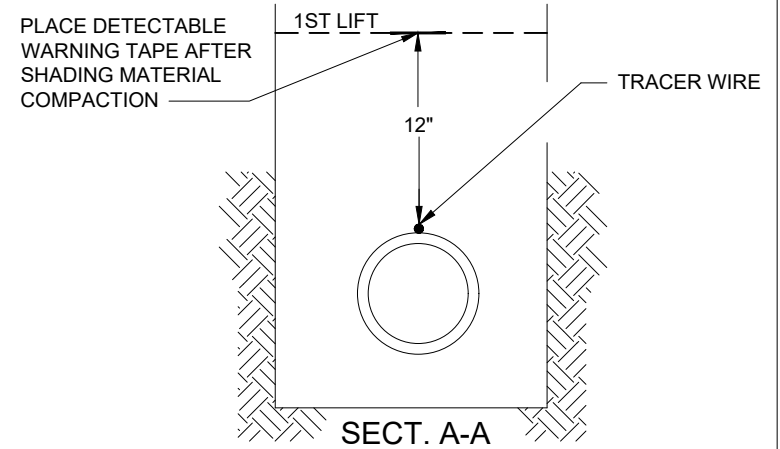
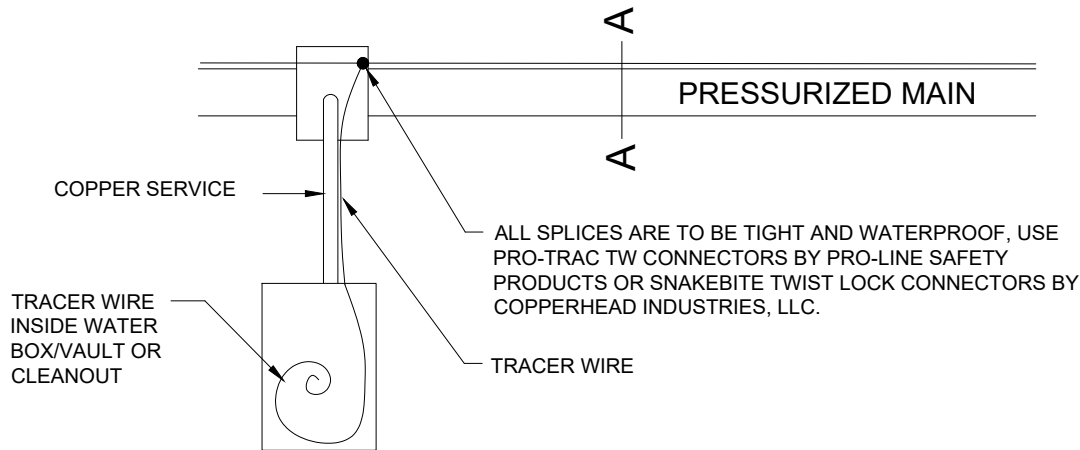


NOTES:

1. BOXES SHALL BE PER MAG STD. DETAIL 320.
2. SERVICE LINE IS TO HAVE MIN. 3 FT. COVER WITHIN THE ROADWAY PRISM.
3. SERVICE LINE SHALL BE UNSPLICED FROM CORP. STOP AT MAIN TO CURB STOP AT METER BOX.
4. FOR CUT OR FILL SLOPE METER LOCATIONS, CMU WALL OR OTHER APPROVED METHOD SHALL BE REQUIRED FOR PROTECTION OF METER SET.
5. METER TO BE INSTALLED BY TOCV ONLY.
6. WATER SERVICE OR METER BOX SHALL NOT BE LOCATED IN DRIVEWAYS, SIDEWALKS, OR STREETS.
7. WATER METER SHALL BE PLACED IN PUBLIC R/W OR EASEMENT BETWEEN THE BACK OF CURB OR SIDEWALK AND PROPERTY LINE.
8. NO LANDSCAPE FEATURES OR VEGETATION WITHIN 5' OF METER BOXES.
9. CONTRACTOR SHALL VERIFY FACTORY SETTING ON PRESSURE REGULATOR.
10. PRIVATE MAINTENANCE RESPONSIBILITY STARTS AT THE CUSTOMER SHUTOFF VALVE AND BOX.
11. PAVED OR CONCRETE SURFACE - BOX TO BE $\frac{1}{2}$ " ABOVE PAVED OR CONCRETE SURFACE.
NATURAL GRADE - BOX TO BE 2" ABOVE SURFACE. TAPER TO EXISTING SURFACE WITHIN 2 FEET.
12. ALL MATERIALS TO BE SUPPLIED BY TOWN OF CAMP VERDE.

SERVICE SIZE	CITY BOX	CUSTOMER BOX
3/4"	#1	#1
1"	#2	#1
1.5"	#3	#2
2"	#4	#2





NOTES:

1. TRACER WIRE SHALL BE REQUIRED FOR ALL PRESSURE PIPE INSTALLATION AS INDICATED ON OTHER STANDARD DETAILS. TRACER WIRE SHALL BE #12 AWG HS-CCS, 30 MIL HDPE INSULATION.
2. FINAL CONTINUITY TESTING FOR ACCEPTANCE OF TRACER WIRE SHALL BE MADE AT PROJECT COMPLETION PRIOR TO PAVING.
3. WIRE IS TO BE ATTACHED TO ALL APPURTENANCES.
4. TRACER WIRE IS TO BE PLACED AT TOP CENTER OF PIPE AND SECURED BY TAPE AT A MINIMUM OF 6' INTERVALS.
5. THIS DETAIL DOES NOT PERTAIN TO STRAIGHT RUN GRAVITY SANITARY SEWER MAINS IN THE TOWN OF CAMP VERDE.
6. TRACER WIRE STATION SHALL BE USED AT ALL FIRE HYDRANTS, SEWER WET WELLS, FORCE MAIN DISCHARGE MANHOLES, FORCE MAIN CLEANOUTS, FORCE MAIN VALVE LOCATIONS AND LOW PRESSURE SEWER MAIN APPURTENANCES.
7. CONTRACTOR MUST PROVIDE ENGINEER OF RECORD (EOR) AND AGENCY WITH THE FOLLOWING:
 - A. SAMPLE OF TAPE
 - B. PASS A CONTINUITY TEST, CONDUCTED BY THE CONTRACTOR AND WITNESSED BY THE EOR. THE EOR SHALL PROVIDE A CERTIFICATION OF PASSING TO THE CONTRACTOR AND AGENCY.
8. TO PASS A CONTINUITY TEST, THE FOLLOWING CONDITIONS MUST BE MET:
 - A. CONTINUITY TEST SHALL BE PERFORMED BY USING A METALLIC LOCATOR WITH AUDIBLE TONE AND NUMERIC VALUES FOR CERTIFICATION OF FACILITY LOCATIONS AND SHALL BE IDENTIFIABLE BETWEEN ACCESS POINTS.
 - B. THE WIRE SHALL BE ACCESSIBLE AT ALL ACCESS POINTS AND FROM ACCESS POINT TO ACCESS POINT.
 - C. DEPTH READINGS MUST BE ACCURATE AND CONSISTENT TO WITHIN 15 (DEPTH TO DIAMETER RATIO).
 - D. ACCESS POINTS THAT ARE WIDELY SPACED CAN BE TRACED IN WORST CASE FROM EACH END TO A COMMON MEETING POINT BETWEEN THEM.
9. CONTRACTOR MUST PROVIDE EOR AND TOWN WITH THE FOLLOWING:
 1. SAMPLE OF WIRE.
 2. SAMPLE OF CONNECTOR.
 3. INVOICE COPY SHOWING PURCHASE OF WIRE AND CONNECTOR.
10. TRACER WIRE INSULATION SHALL BE FREE OF NICKS & CUTS. ANY COMPROMISE IN THE INSULATION SHALL BE CUT OUT & TRACER WIRE SHALL BE SPLICED BACK TOGETHER WITH APPROVED CONNECTORS.

DETECTABLE TAPE SHALL BE:

1. PRO-LINE SAFETY PRODUCTS OR HYTECH DETECTABLE TAPE (UNDERGROUND WARNING TAPE). NO EXCEPTIONS.
2. 3 INCHES IN WIDTH
3. 5 MIL OVERALL THICKNESS WITH A .35 MIL SOLID ALUMINUM FOIL CORE.
4. LETTERED WITH A MINIMUM OF 1" INCH.
5. COLOR CODED FOR SPECIFIC UTILITY. WATER - BLUE, SANITARY SEWER - GREEN, RECLAIMED WATER - PURPLE IN ACCORDANCE WITH APWA UNIFORM COLOR CODE.



TOCV STANDARD
DETAIL

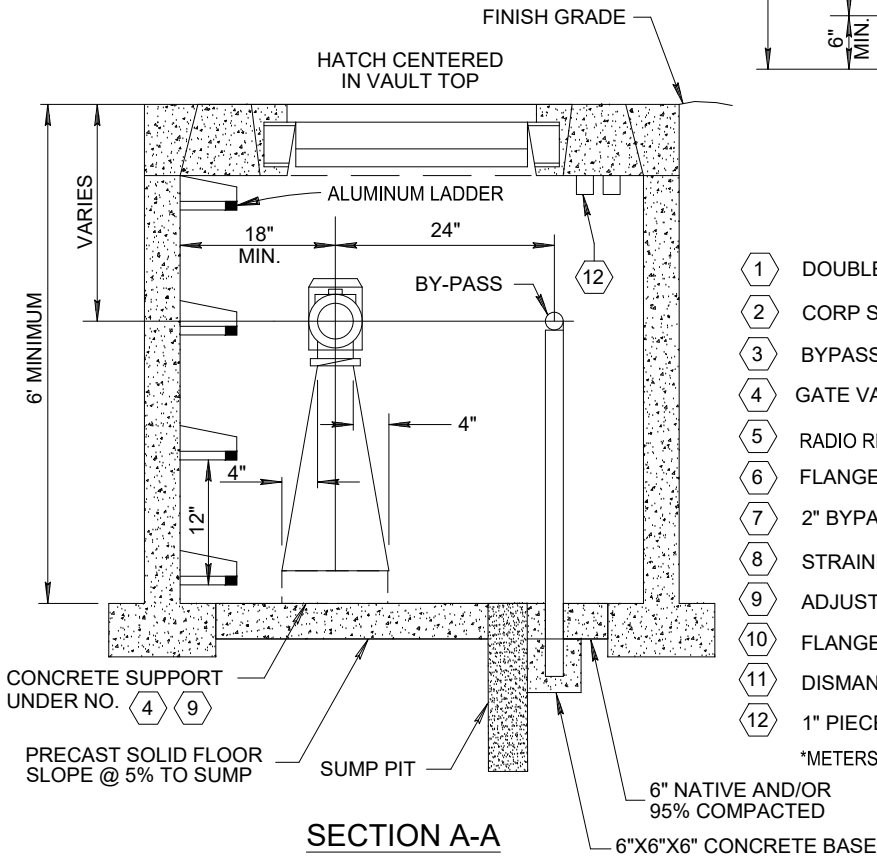
TRACER WIRE AND DETECTABLE WARNING TAPE

REVISED:
4/11/2023

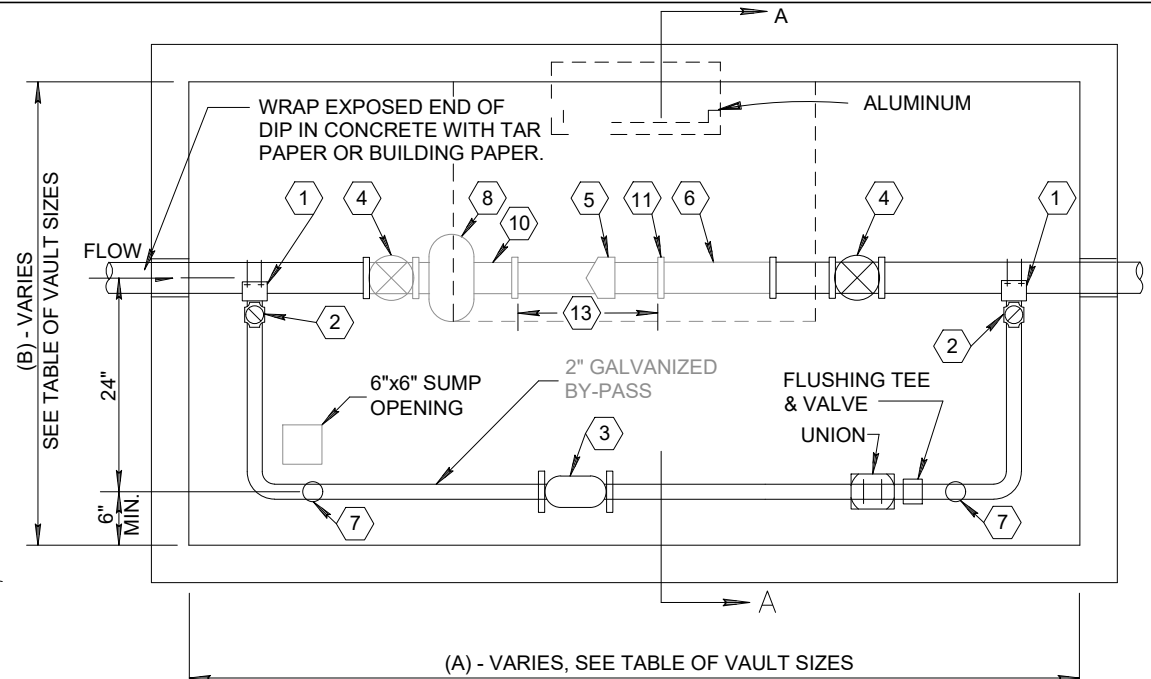
DETAIL No:
319CV

VAULT DIMENSION DETAILS (MINIMUM)				
METER SIZE	3"	4"	6"	8"
(A)	8'-4"	10'-6"	12'	15'
(B)	4'-4"	5'	5'	6'
HATCH				
(A)	6'	6'	6'	6'
(B)	3'	3'	4'	4'

METER LAY LENGTHS				
METER SIZE	3"	4"	6"	8"
LENGTH	17.25"	20.25"	24.25"	42.125"



SECTION A-A



- 1 DOUBLE STRAP ALL BRONZE SADDLE
- 2 CORP STOP 2" BALL TYPE
- 3 BYPASS METER*
- 4 GATE VALVE R/S FLANGED WITH HAND WHEEL
- 5 RADIO READ* METER PER AGENCY
- 6 FLANGED SPOOL (MIN. 3 PIPE DIAMETERS IN LENGTH)
- 7 2" BYPASS SUPPORT
- 8 STRAINER
- 9 ADJUSTABLE PIPE SUPPORT
- 10 FLANGED SPOOL. (MIN. 5 PIPE DIAMETERS IN LENGTH)
- 11 DISMANTLING JOINT (DJ400 OR APPROVED EQUAL)
- 12 1" PIECE OF UNISTRUT FASTENED TO TOP OF VAULT

*METERS TO BE SUPPLIED BY AGENCY

NOTES:

- 1. BOTH METERS SHALL BE RADIO READ WITH ERT MOUNTED WITHIN 6" OF FINISH GRADE.
- 2. METER VAULTS TO BE PRE-CAST CONCRETE
- 3. JOINT RESTRAINT TO AND THROUGH REQUIRED. SUMP PIT TO BE 8 CUBIC FEET OF CLEAN #57 ROCK AND LINED WITH FABRIC FILTER LINER MIRAFI TYPE 140NL OR APPROVED EQUAL.
- 4. ACCESS HATCH - USF FABRICATION INC. ALUMINUM SPRING OR TORSION BAR ASSISTED DOUBLE LIDS WITH 90 TO 180 DEGREE OPEN RANGE WITH RECESSED PADLOCK/HASP ASSEMBLY AND 30 PSF RATING.
- 5. PIPELINE PRODUCTS VL-100 EXTENDABLE LADDER. TELESOPING LADDER MUST BE INSTALLED ON THE VERTICAL WALL JUST BELOW THE SAFETY NET. POSITION THE LADDER TO CENTER OF ACCESS HATCH OR EQUAL.
- 6. ACCESS HATCH SAFETY NET - U.S. NETTING OR APPROVED EQUAL.

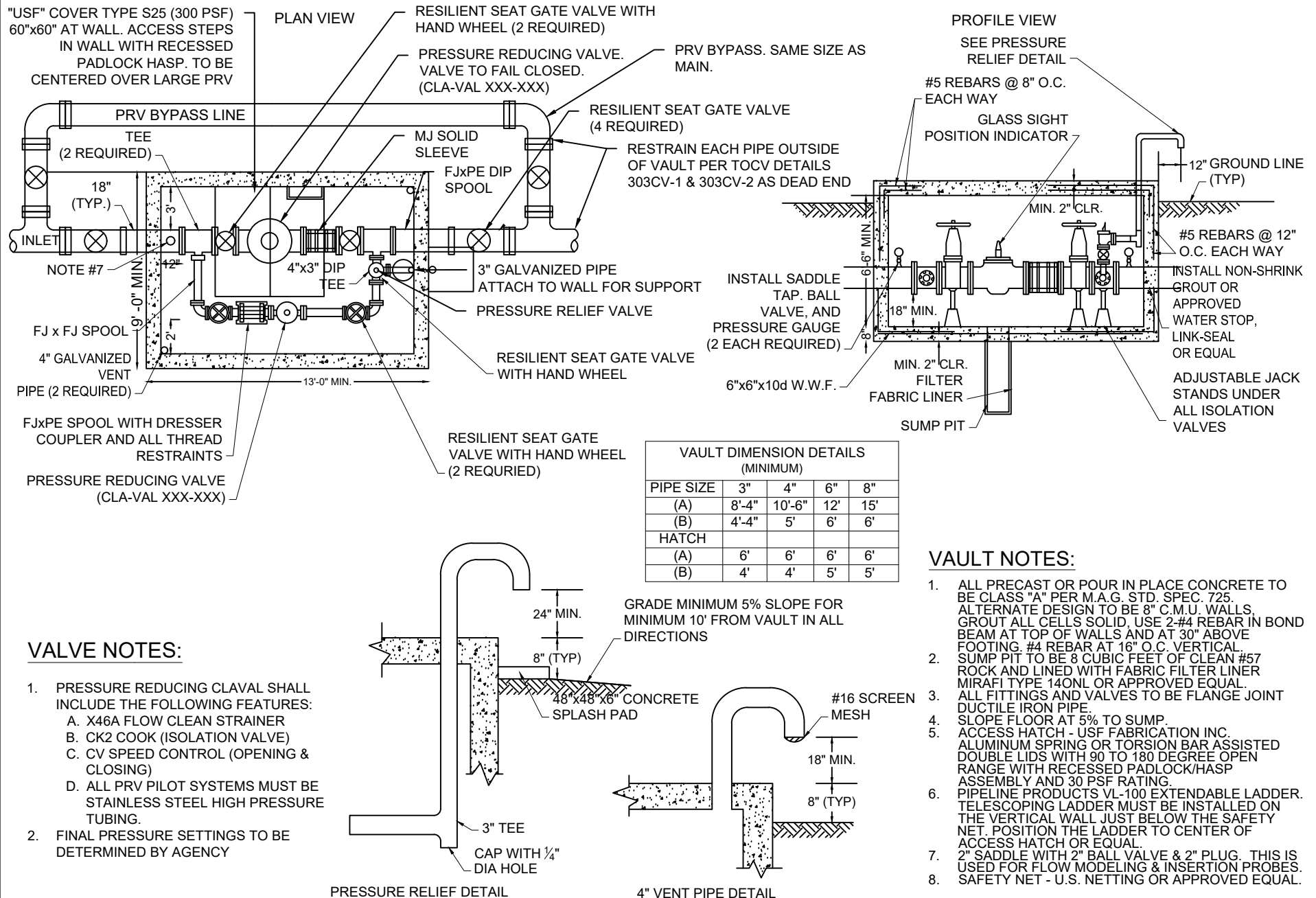


TOCV STANDARD
DETAIL

LARGE METER AND VAULT

REVISED:
4/11/2023

DETAIL No:
321CV



TOCV STANDARD DETAIL

Council Regular Session

PRESSURE REDUCING VALVE STATION

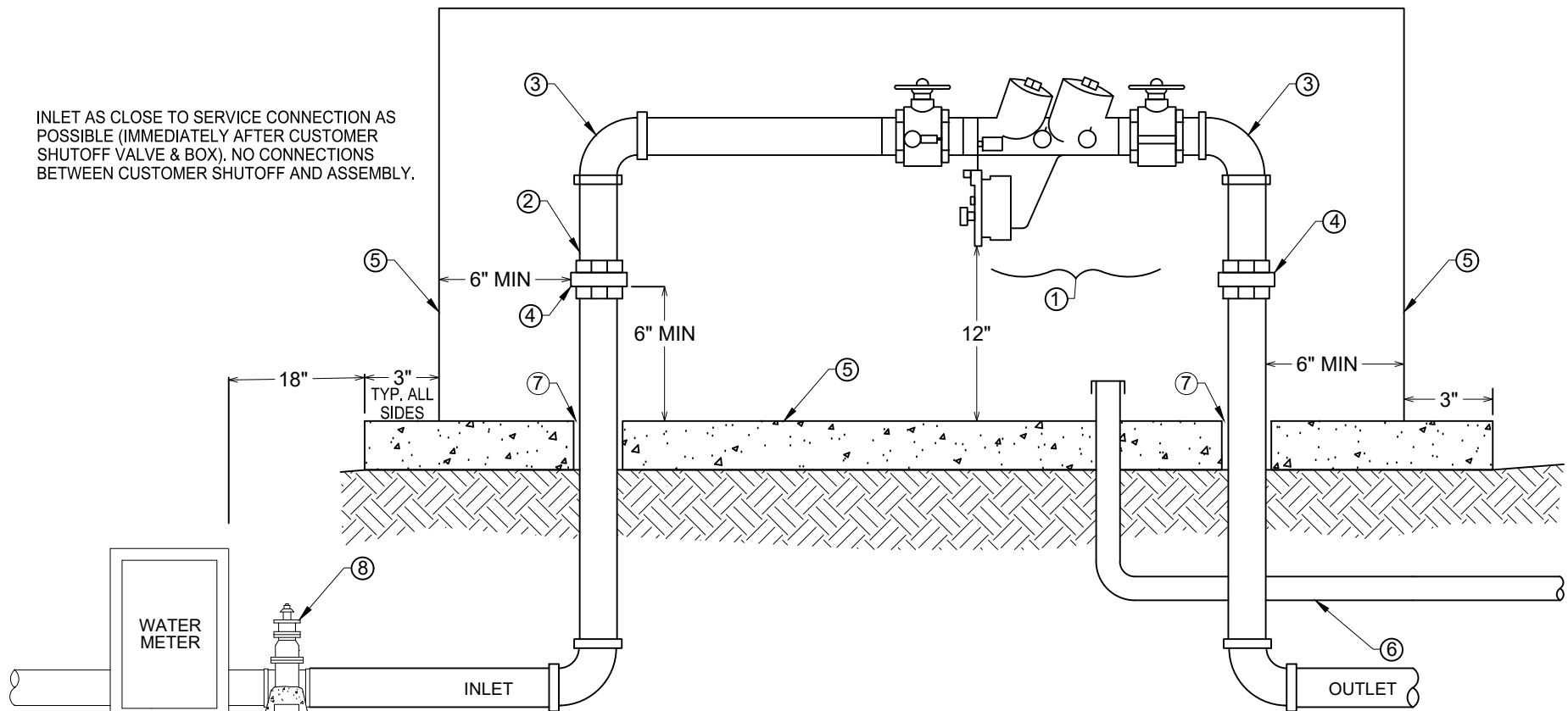
September 20, 2023

REVISED:
4/11/2023

DETAIL No:
323CV

Page 73 of 225

INLET AS CLOSE TO SERVICE CONNECTION AS POSSIBLE (IMMEDIATELY AFTER CUSTOMER SHUTOFF VALVE & BOX). NO CONNECTIONS BETWEEN CUSTOMER SHUTOFF AND ASSEMBLY.



NOTES:

1. ALL PIPE/FITTINGS TO BE EITHER TYPE "K" COPPER OR GALVANIZED INCLUDING PIPE BETWEEN CUSTOMER BOX AND BACKFLOW ASSEMBLY.
2. BACKFLOW PREVENTION ASSEMBLY MUST BE LEVEL AND INSTALLED A MINIMUM OF 16" FROM ASSEMBLY BODY TO FINAL GRADE.
3. ALL TEST COCKS (4 REQUIRED) SHALL BE FITTED WITH BRASS PLUGS INSTALLED WITH TEFLON TAPE.
4. COMPRESSION TYPE FITTINGS ARE NOT ALLOWED.
5. INSTALL THE BACKFLOW PREVENTION ASSEMBLY IMMEDIATELY DOWNSTREAM WITHIN 18" OF THE AGENCY WATER METER. BALL VALVE REQUIRED BETWEEN METER & BACKFLOW DEVICE,
6. CALL FOR UNDERGROUND INSPECTION BEFORE BACKFILLING TRENCH.
7. A COPPER/BRASS UNION MUST BE INSTALLED IN THE MIDDLE OF BOTH RISERS.
8. ASSEMBLY SHALL BE APPROVED BY AGENCY AND USC FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH.

LIST OF MATERIALS:

- ① REDUCED PRESSURE BACKFLOW PREVENTION ASSEMBLY, OR DOUBLE CHECK VALVE BACKFLOW PREVENTION ASSEMBLY AS APPROVED BY THE AGENCY, DOUBLE BALL VALVES INCLUDED.
- ② PIPE, TYPE "K" HARD COPPER OR GALVANIZED, $\frac{3}{4}$ " THRU 3".
- ③ 90° ELBOW, COPPER OR GALVANIZED, $\frac{3}{4}$ " THRU 3"
- ④ PIPE UNION, BRASS OR COPPER.
- ⑤ INSTALL 4" CONCRETE PAD, ENCLOSURE, AND HARDWARE. ENCLOSURE SHALL BE AN ASSE 1060 CLASS 1 APPROVED.
- ⑥ ELECTRICAL CONDUIT FOR HEAT TRACE.
- ⑦ PVC PIPE SLEEVE MINIMUM 1" LARGER DIAMETER THAN WATER LINE.
- ⑧ PRIVATE CUSTOMER VALVE.

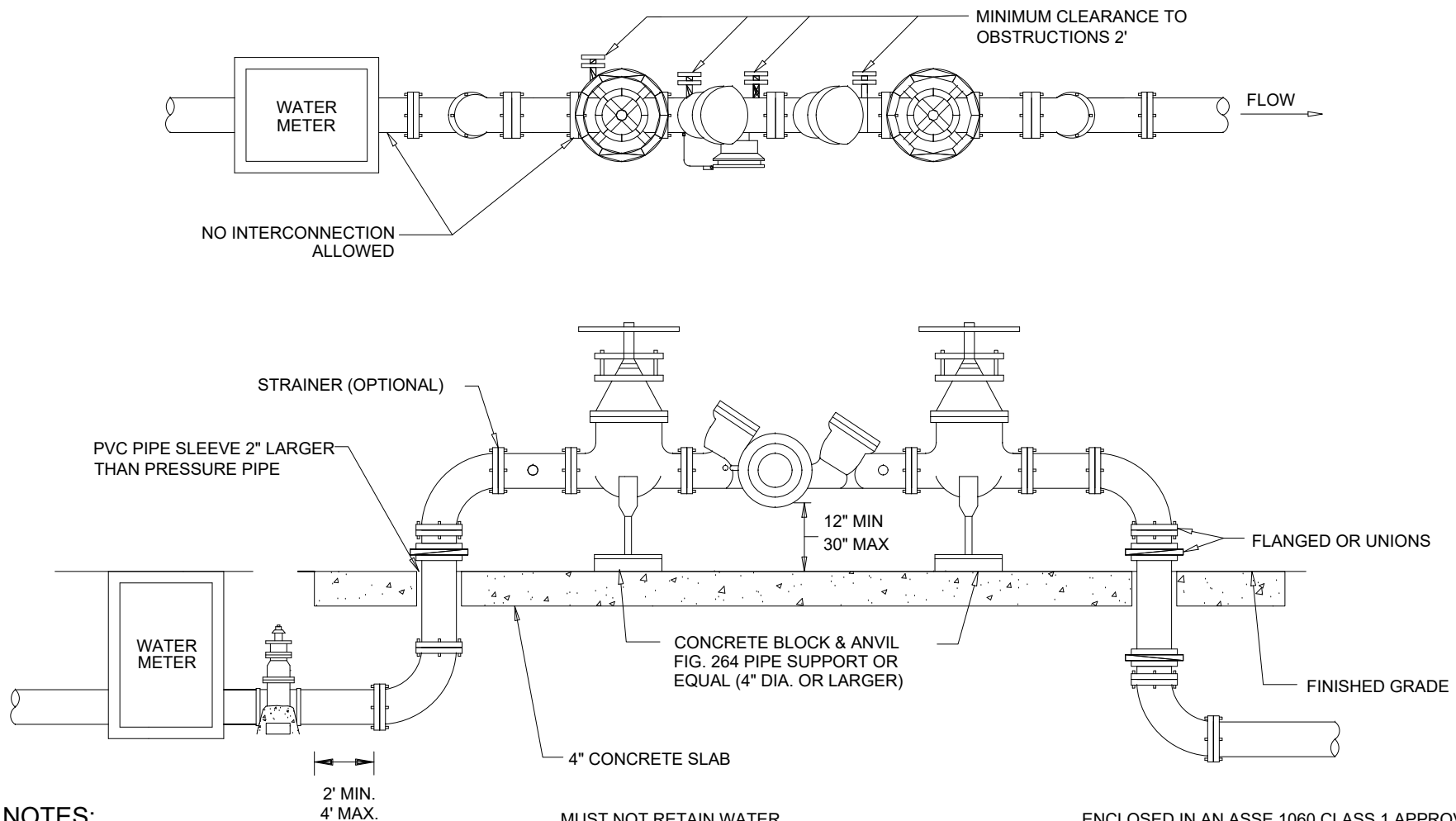


**TOCV STANDARD
DETAIL**

BACKFLOW PREVENTION ASSEMBLY INSTALLATION 3" AND UNDER

REVISED:
4/11/2023

DETAIL No:
324CV-1



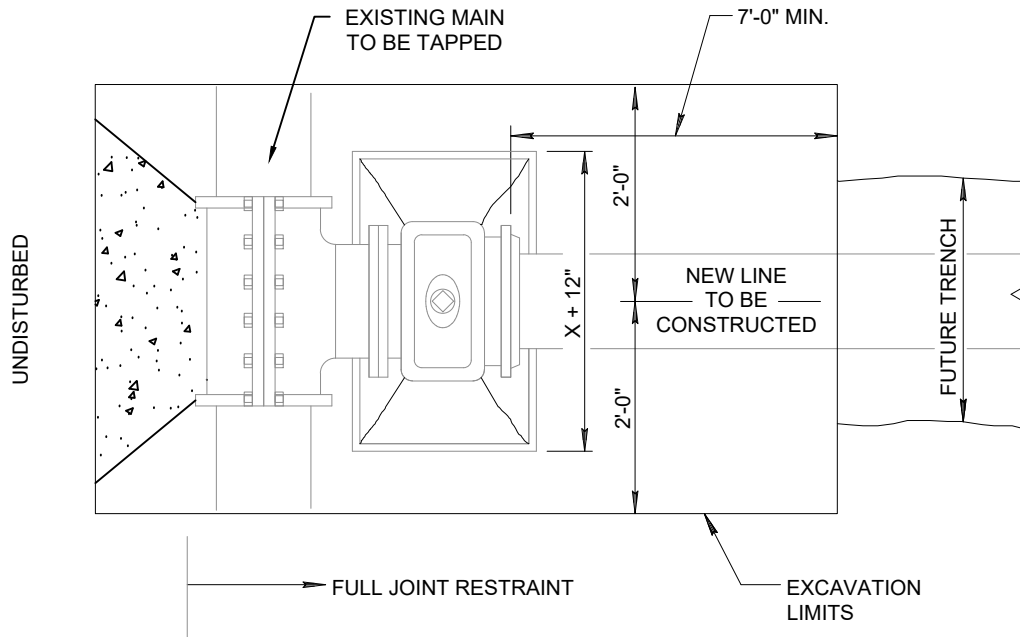
NOTES:

1. NO OBSTRUCTIONS ON ONE SIDE.
2. BACKFLOW PROTECTION REQUIRED PER CITY/TOWN CODE.
3. ENCLOSURE REQUIRED (ASSE 1060 CLASS 1).
4. ALL CONNECTIONS SHALL BE FLANGED OR MECHANICALLY RESTRAINED JOINTS.
5. THERE SHALL NOT BE ANY CONNECTIONS ON THE SERVICE LINE BETWEEN THE RP AND THE WATER METER. ENCLOSURES INSTALLED MUST MEET CLEARANCE REQUIREMENTS IN ADDITION TO PROVIDING SIDE AND TOP ACCESS. ENCLOSURES

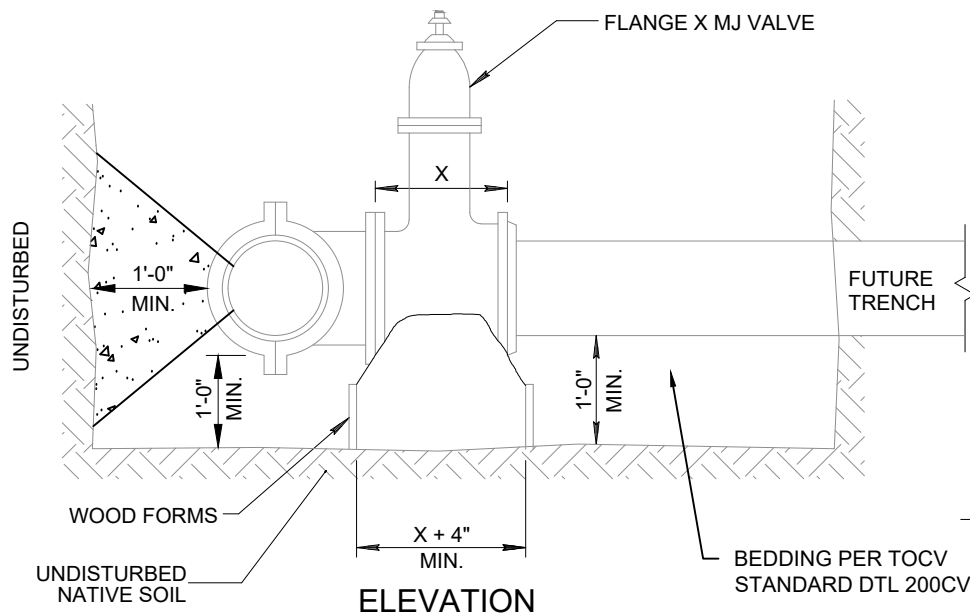
MUST NOT RETAIN WATER.

6. THE ASSEMBLY SHALL BE ACCESSIBLE AT ALL TIMES.
7. DISTANCE FROM THE BOTTOM OF PRESSURE RELIEF VALVE TO THE FINISHED GRADE SHALL BE A MINIMUM OF TWICE THE DIAMETER OF THE ASSEMBLY PIPING. MINIMUM HEIGHT 12".
8. INSTALLATION MUST MEET INTERNATIONAL PLUMBING CODES IN ADDITION TO STANDARD WATER DETAILS. INSTALLATION MUST BE LEFT EXPOSED UNTIL INSPECTED AND APPROVED BY THE CITY/TOWN.
9. RP SHALL BE LOCATED ABOVE GROUND AND

- ENCLOSED IN AN ASSE 1060 CLASS 1 APPROVED ENCLOSURE PER INTERNATIONAL BUILDING CODES.
10. RP SHALL BE LOCATED WITHIN 4' OF METER, UNLESS OTHERWISE APPROVED.
11. DOUBLE CHECK VALVE BACKFLOW PREVENTION ASSEMBLY USE SHALL BE REVIEWED AND APPROVED BY AGENCY.
12. ASSEMBLY SHALL BE APPROVED BY USC FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH.

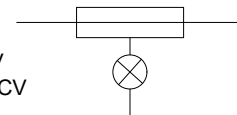


PLAN



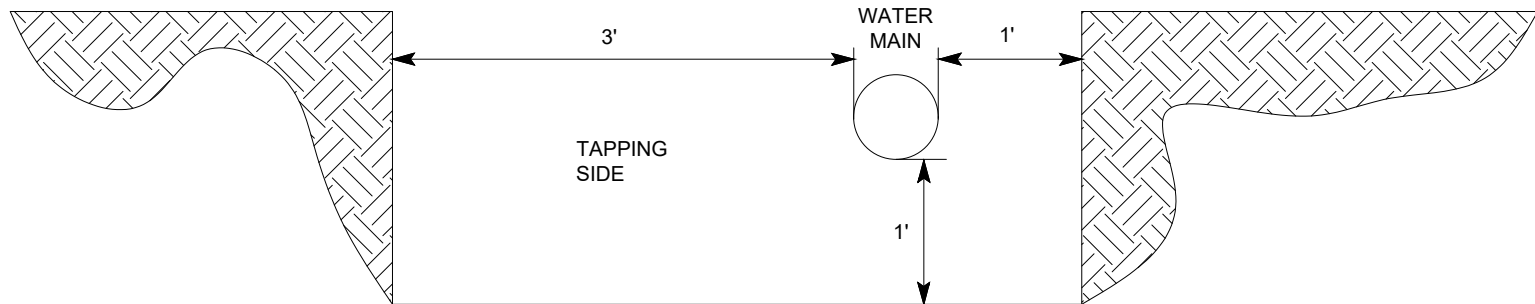
ELEVATION

PLAN SYMBOL



NOTES:

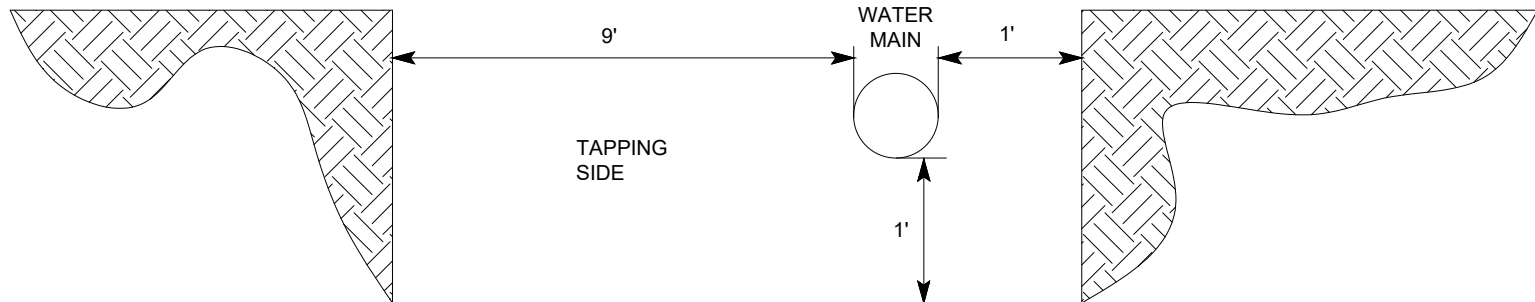
1. VALVE BLOCKING PER TOCV STANDARD DETAIL 301CV.
2. TAPS SHALL BE MADE BY CONTRACTOR
3. INSTALL TEMPORARY BLOCKING UNDER VALVE BEFORE TAP IS MADE. ALL FLANGE BOLTS SHALL BE CLEAR OF FOOTING.
4. TAPPING SLEEVES SHALL BE FORD FTSS, ROMAC SST III OR APPROVED EQUAL.
5. INSTALLATION SHALL BE LEAK TESTED TO A MINIMUM OF 200 PSI FOR 30 MINUTES PRIOR TO TAP.
6. TAPPING SLEEVE SHALL BE PLACED AT A MINIMUM OF 3' FROM ANY BELL, COUPLING, VALVE, FITTING, OR OTHER OBSTRUCTION.
7. PROTECT ALL CONCRETE CONTACT AREAS WITH 8 MIL SHEET PLASTIC.
8. JOINT RESTRAINT PER TOCV STANDARD DETAIL 303CV USING A DEAD END ON NEW CONSTRUCTION.
9. INSTALL BOX, COVER, AND VALVE BOX STABILIZER PER AGENCY REQUIREMENTS.
10. ALL EXCAVATIONS SHALL BE OSHA COMPLIANT.
11. ALL PIPE, VALVES, FITTINGS, AND APPURTENANCES SHALL BE MANUFACTURED IN THE U.S.A.
12. MIN. EXCAVATION LENGTH FOR THE TAPPING OPERATION SHALL BE 5' FROM THE FACE OF VALVE.
13. THRUST BLOCKS TO HAVE BEARING AREA AND FORMED PLACEMENT PER MAG STD DTL 380.



NOTE

CONTRACTOR TO EXPOSE AND MAINTAIN TRENCH/EXCAVATION
PER OSHA REGULATIONS.

3/4" THROUGH 2" SERVICE TAP



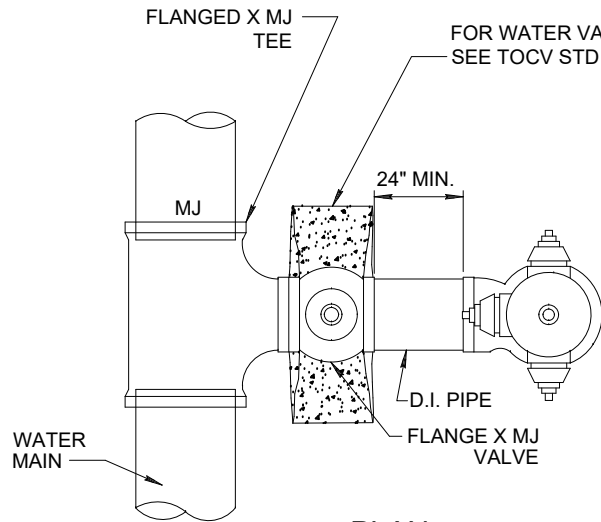
NOTE

CONTRACTOR TO EXPOSE AND MAINTAIN TRENCH/EXCAVATION
PER OSHA REGULATIONS.

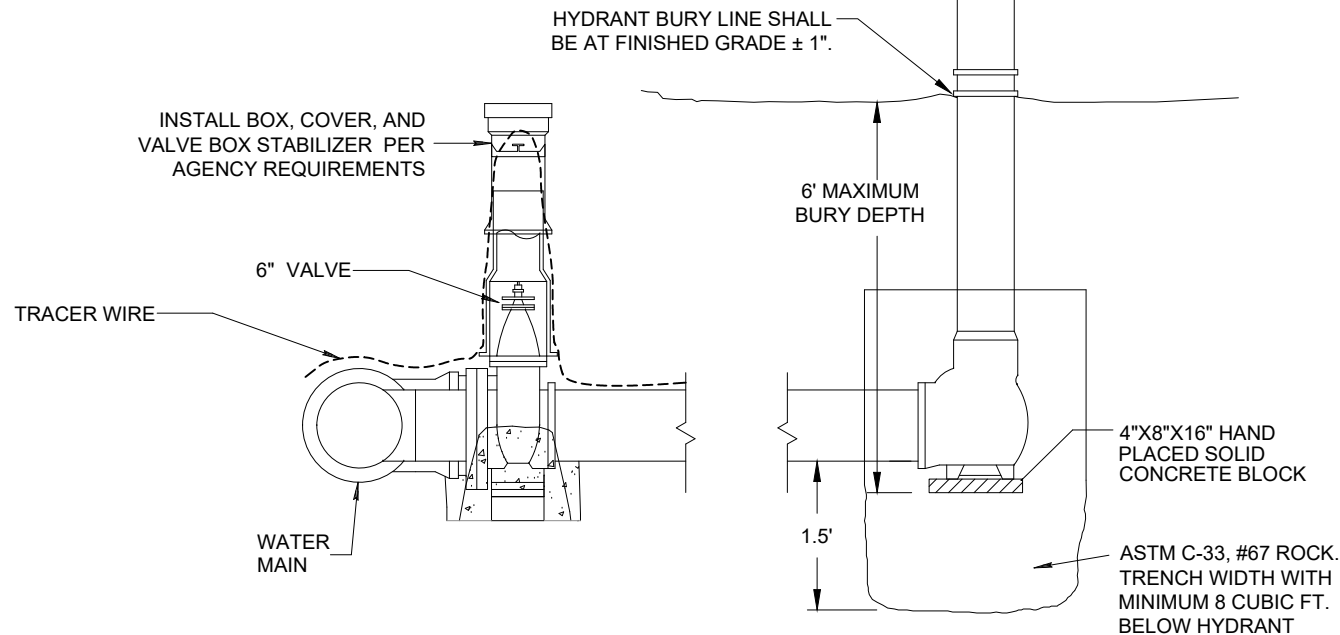
NOTE:

ALL TRENCHES FOR SERVICE TAPS
SHALL BE MINIMUM 3' WIDE.

3" THROUGH 12" SERVICE TAP



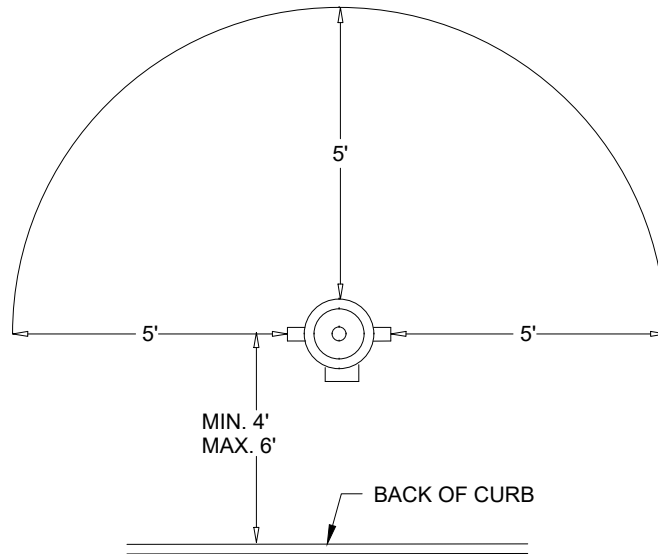
PLAN



PROFILE

NOTES:

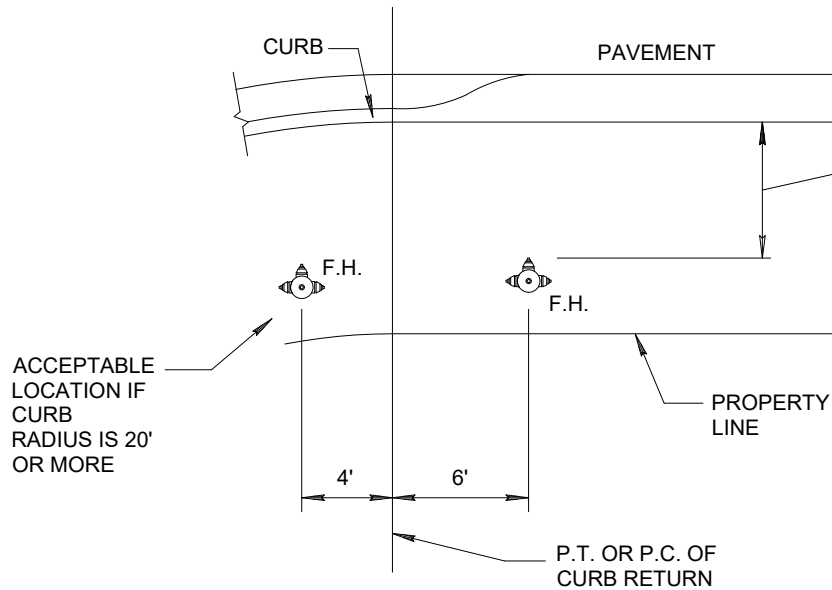
1. ALL HYDRANTS WHICH ARE PRIVATELY MAINTAINED AND OWNED ARE TO BE PAINTED RED.
2. ALL HYDRANTS TO BE WATEROUS W/ 4 $\frac{1}{2}$ " PUMPER CONNECTION.
3. HYDRANT LEADS SHALL HAVE NO HORIZONTAL BENDS.
4. FULLY RESTRAIN HYDRANT LEAD AND HYDRANT. THRUST BLOCKS ARE NOT ALLOWED.
5. SEE TOCV STD DTL 363CV FOR VERTICAL ADJUSTMENT.
6. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE MANUFACTURED IN THE U.S.A.
7. 5-1/4" PUMPER CONNECTION TO FACE CURB.
8. MAXIMUM OF 1 HYDRANT EXTENSION- ORIGINAL MANUFACTURER.
9. WET BARREL HYDRANTS SHALL NOT BE ALLOWED.



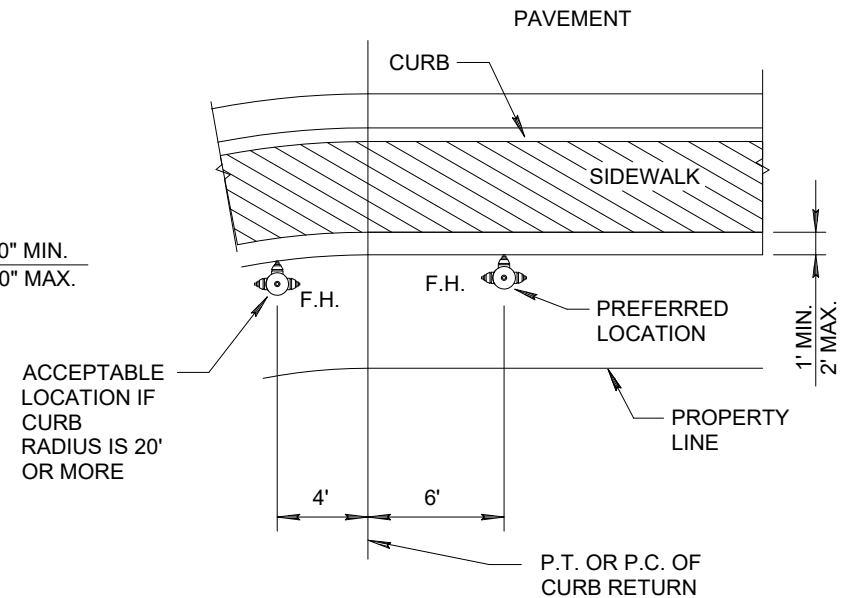
HYDRANT OBSTRUCTION CLEARANCE

NOTES:

1. OBSTRUCTIONS SUCH AS UTILITY POLES, STREET SIGNS, IRRIGATION BOXES, FENCES, LANDSCAPE VEGETATION, ETC. MUST NOT BE PLACED BETWEEN CURB AND HYDRANT.
2. IN PARKING LOT ISLANDS, HYDRANT TO BE MIN. 3' IN ALL DIRECTIONS FROM BACK OF CURB.
3. HYDRANTS TO BE CLEAR OF LANDSCAPE & VEGETATION, DRIVEWAYS, MAILBOXES, OR ANY OTHER VERTICAL OBSTRUCTIONS WITHIN A 5' RADIUS.
4. IF NO CURB AND GUTTER ON ROADWAY, PLACE HYDRANT 6' FROM EDGE OF PAVEMENT (EP) WITHIN RIGHT OF WAY OR UTILITY EASEMENT.



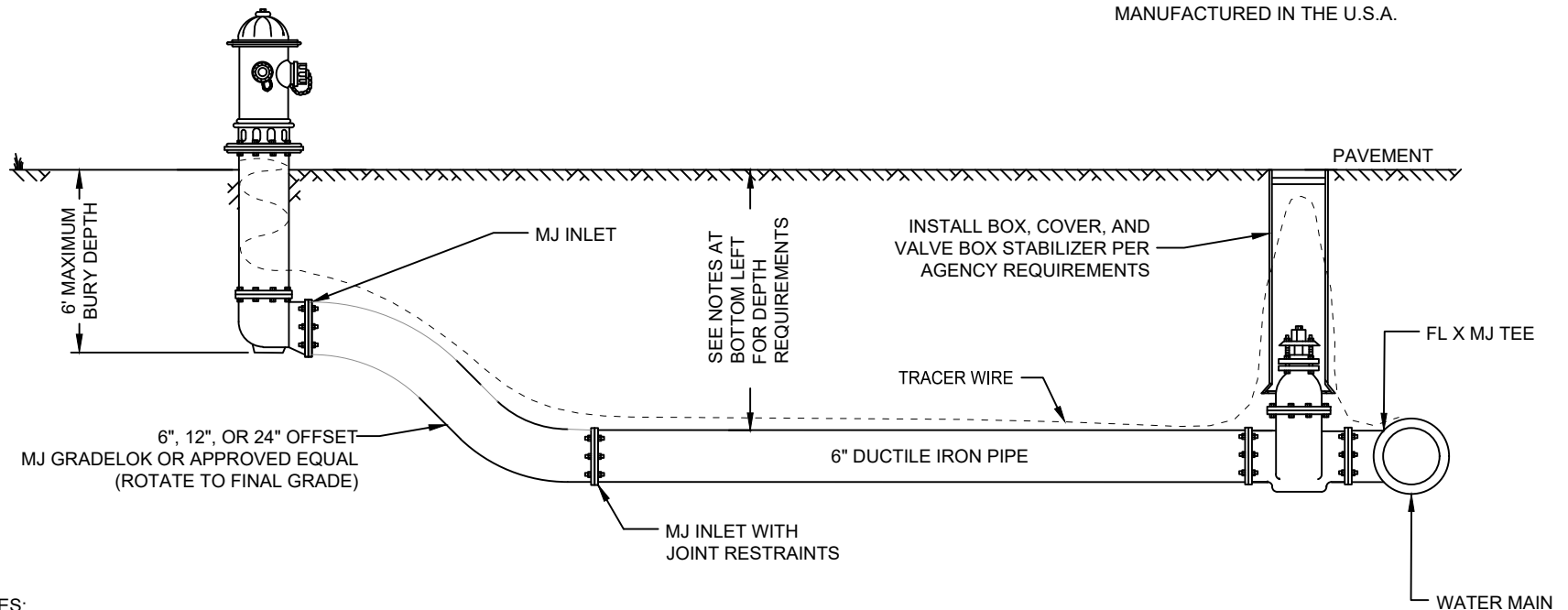
PARKWAY AREA OR NO SIDEWALK



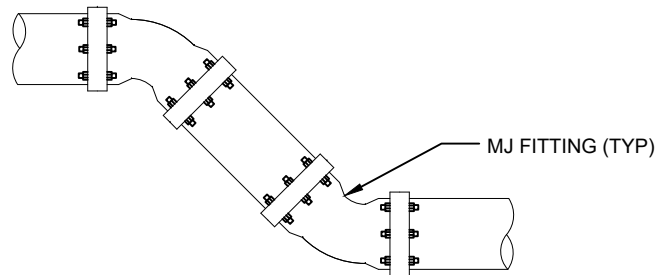
AREA WITH SIDEWALK

NOTES:

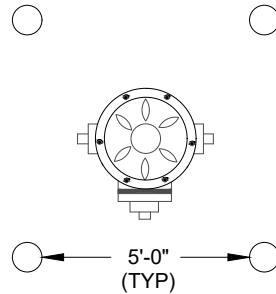
1. THIS DETAIL IS FOR VERTICAL TOCV STD DTL 360CV FOR HYDRANT DETAILS.
2. MECHANICALLY RESTRAIN ALL JOINTS FROM HYDRANT TO WATERMAIN TEE.
3. ALL PIPE, VALVES, FITTINGS, AND APPURTENANCES SHALL BE MANUFACTURED IN THE U.S.A.



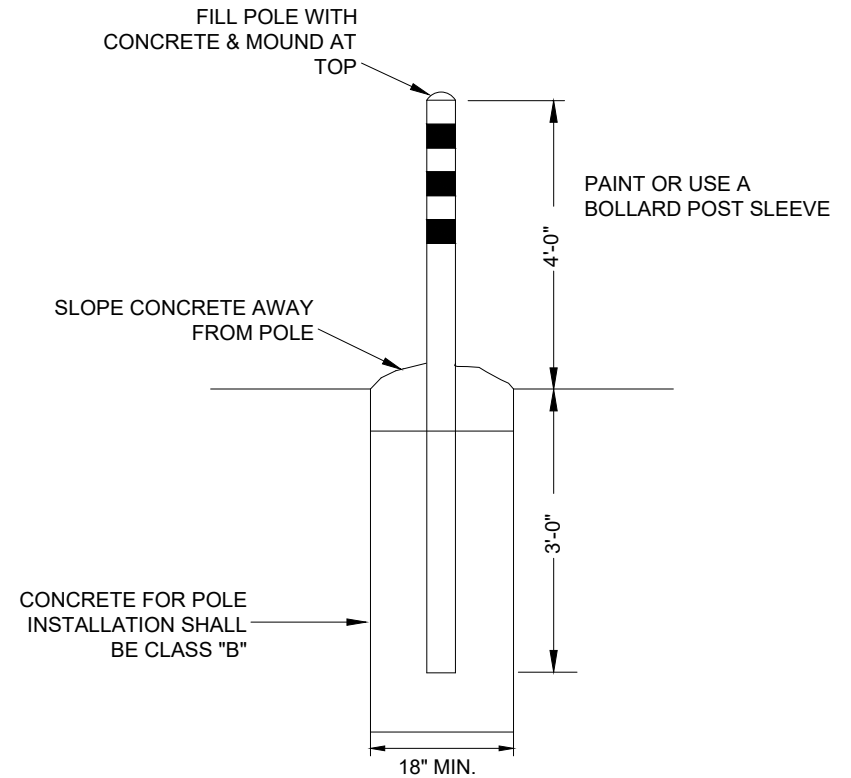
NOTES:
IF DEPTH OF MAIN EXCEEDS 8' CONTRACTOR SHALL INSTALL
2-45° BENDS IN LIEU OF GRADE LOC



NOT TO SCALE

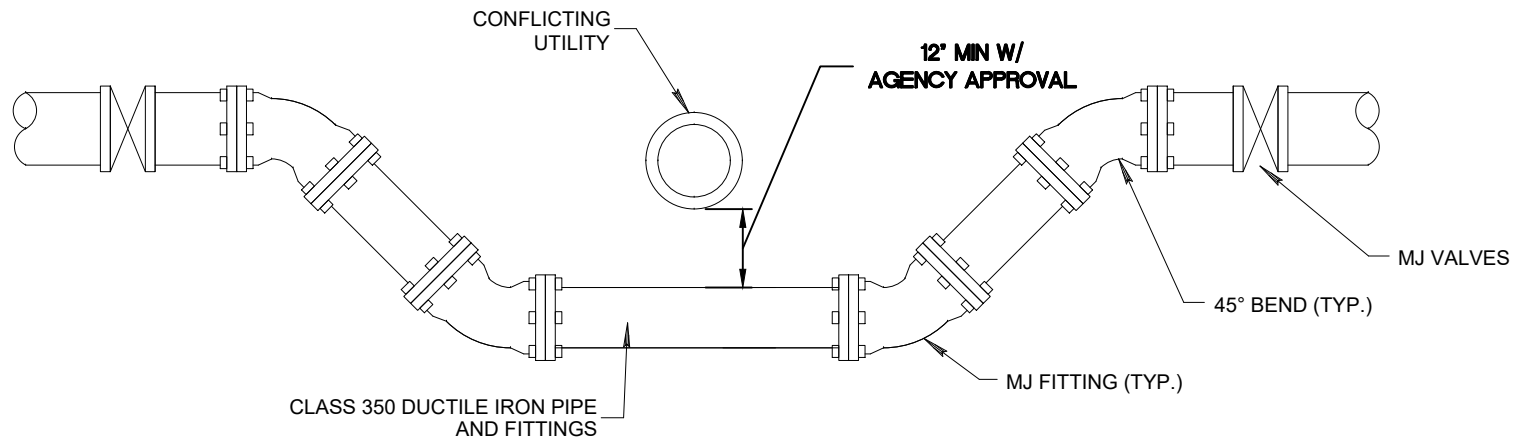


PROTECTION POLE PLACEMENT



NOTES:

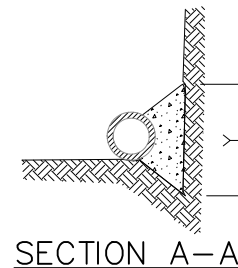
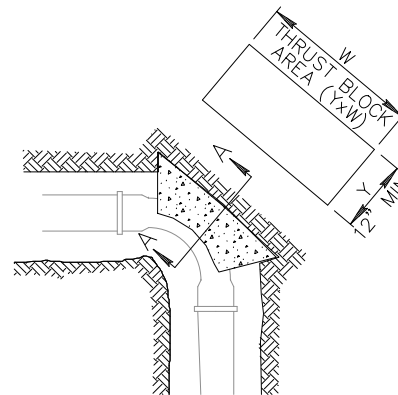
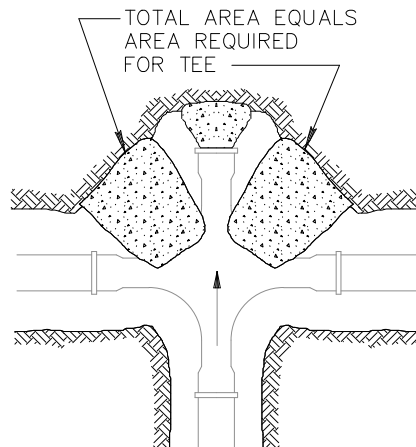
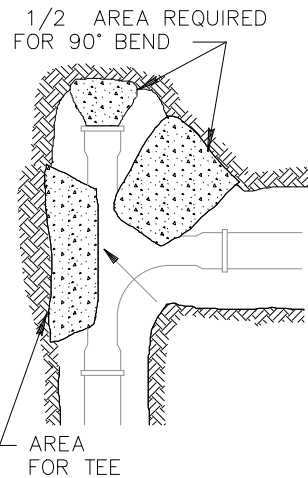
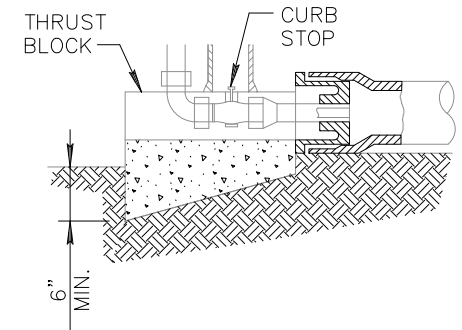
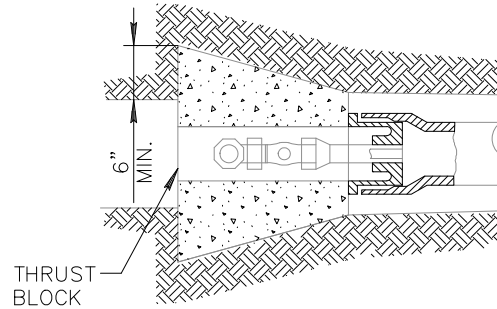
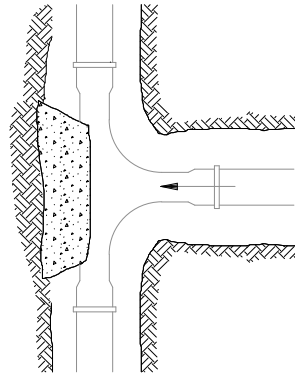
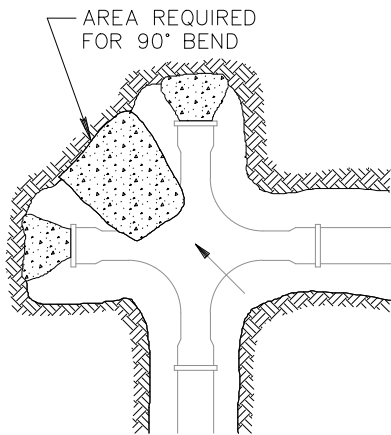
1. DO NOT PLACE POLES IN FRONT OF NOZZLE.
2. POLES MAY BE CHANGED IN NUMBER AND ARRANGEMENT DEPENDING ON INDIVIDUAL NEED.
3. REQUIRED AT SPECIFIED LOCATIONS ONLY.
4. POLE SHALL BE SCHEDULE 40 4" STEEL.
5. PAINT POLE YELLOW AND PLACE 3 - 3" RED REFLECTIVE BANDS.



NOTES:

1. ALL PIPE, VALVES, FITTINGS, AND APPURTENANCES SHALL BE MANUFACTURED IN THE U.S.A.
2. ENTIRE VERTICAL REALIGNMENT SHALL BE MECHANICALLY RESTRAINED CL. 350 D.I.P. PER TOCV 303CV-1 AND 303CV-2. RESTRAINED LENGTHS FROM VALVES SHALL BE THE SAME AS DEAD ENDS ON NEW CONSTRUCTION.
3. BOTTOM OF VERTICAL ALIGNMENT SHALL BE ONE PIECE. IF JOINTS ARE REQUIRED, WATER MAIN SEGMENT SHALL BE CENTERED BELOW PIPE OR IN A CASING PIPE.
4. NO SERVICE CONNECTIONS SHALL BE LOCATED WITHIN VERTICAL REALIGNMENT.
5. AIR RELEASE VALVE TO BE INSTALLED ON THE VERTICAL REALIGNMENT AT THE HIGH POINT OF THE LOW SIDE.
6. VALVE(S) AND BLOCKING PER TOCV 301CV (MJ VALVE, TYP.)
7. MJ VALVES NOT REQUIRED.

TYPICAL LOCATIONS OF THRUST BLOCKS

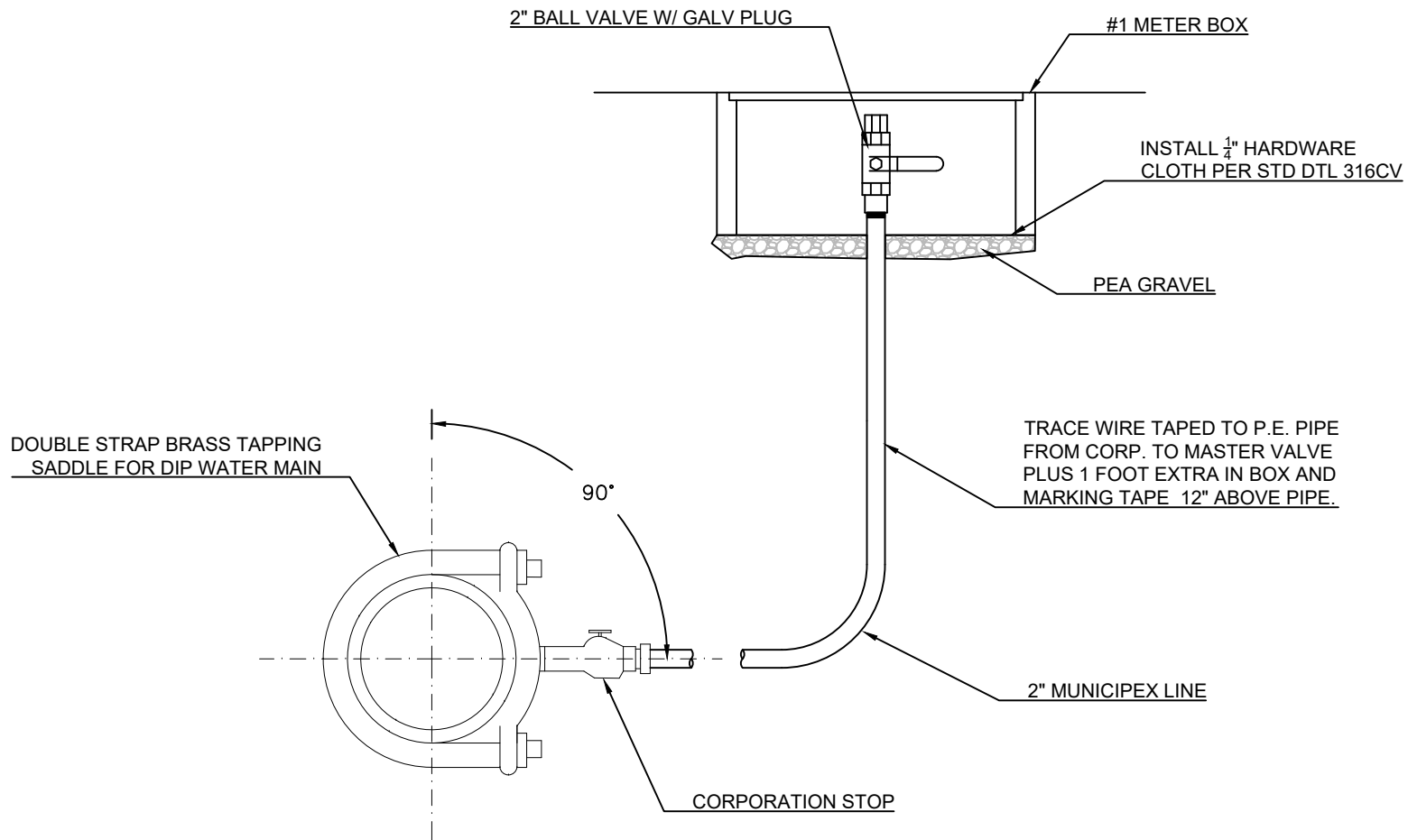


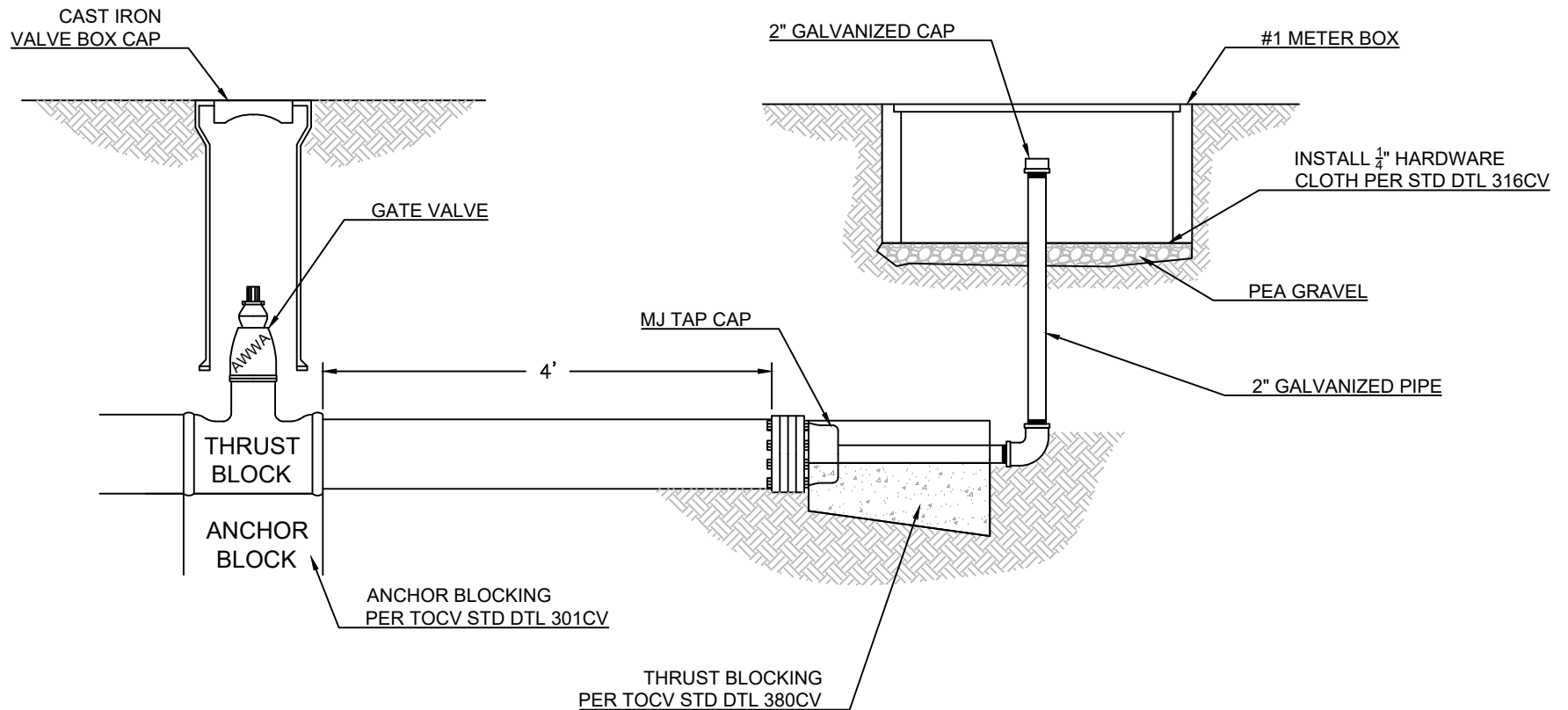
NOTES:

1. TABLE IS BASED ON 200 P.S.I. TEST PRESSURE AND 3,000 LBS./SQ. FT. SOIL. IF CONDITIONS ARE FOUND TO INDICATE SOIL BEARING IS LESS, THE AREAS SHALL BE INCREASED ACCORDINGLY.
2. AREAS FOR PIPES LARGER THAN 16" SHALL BE CALCULATED FOR EACH PROJECT.
3. FORM ALL NON-BEARING VERTICAL SURFACES.
4. THRUST BLOCKS ARE TO EXTEND TO UNDISTURBED GROUND. CONCRETE TO BE CLASS 'C', SECT. 725.

MINIMUM THRUST BLOCK AREA REQUIRED (YxW) (SQ. FT.)

PIPE SIZE	WATER PIPE	
	TEE, DEAD END, 90° BEND	45° & 22 1/2° BENDS
4" OR LESS	3	3
6"	4	3
8"	6	3
10"	10	5
12"	14	7
16"	24	12



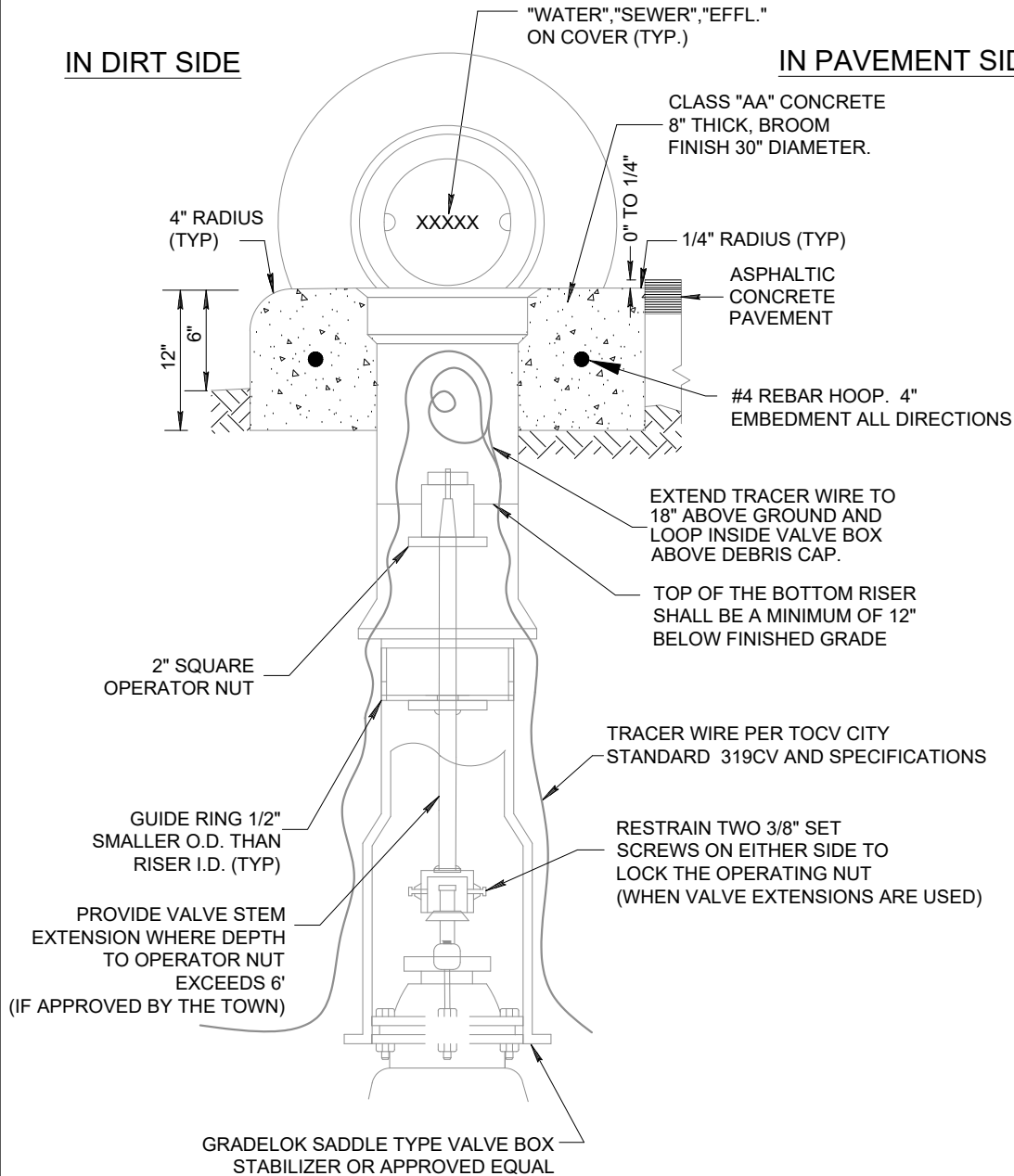


NOTES:

1. ALL GALVANIZED UNDERGROUND PIPE AND BOLTS TO BE WRAPPED
2. SEE STD DTL 316CV FOR BOX INSTALLATION

IN DIRT SIDE

IN PAVEMENT SIDE



NOTES:

1. VALVE BOX SHALL BE ADJUSTED TO THE FINISHED GRADE AFTER PLACING OF THE FINISH PAVEMENT SURFACE.
2. USE PARKSON TYLER #6855, APCO OR EQUAL DEEP SKIRTED LID (4" OR MORE) TYPE, SLIDING ADJUSTABLE CAST IRON VALVE BOX C.I. MIN. T.S. 30,000 P.S.I.
3. ALL VALVES CONNECTED TO EXISTING MAINS ARE TO BE OPERATED BY AGENCY PERSONNEL ONLY.
4. ALL STEEL FOR EXTENSION TO HAVE SHOP PRIME COAT ZINC CHROMATE, AND ONE HEAVY APPLICATION NO-OX-10 "A" IN ACCORDANCE WITH MANUFACTURE'S DIRECTION.
5. DEBRIS CAP PER MAG DETAIL 392.
6. VALVE BLOCKING REQUIRED PER TOCV STANDARD DETAIL 301CV.

DEBRIS CAP COLOR TABLE	
VALVE TYPE	COLOR
IN-LINE-RW	BLACK
HYDRANT	BLUE
BUTTERFLY	YELLOW
ZONE	RED
FIRE LINE	WHITE
EFFLUENT	PURPLE
SEWER FORCE MAIN	GREEN



**TOCV STANDARD
DETAIL**

VALVE BOX

REVISED:
4/11/2023

DETAIL No:
391CV



Agenda Item Submission Form – Section I

Meeting Date: 9/20/2023

- ☒ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Public Works

Staff Resource/Contact Person: Martin Smith, CIP Project Manager

Agenda Title (be exact): Approval and Award of FY24 Pavement Preservation Project to Cactus Asphalt in an amount not to exceed \$600,000.

List Attached Documents: Project bid, 1GPA contract, site map

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

- ☐ Town Manager: Ted Soltis ☐ Department Head: Ken Krebbs
☐ Town Attorney Comments: _____
☐ Risk Management: _____
☐ Finance Department
Fiscal Impact:
Budget Code: 03-480-20-871400 Amount Remaining: \$600,000
Comments: _____

Background Information: During the FY24 budget process Council approved up to \$600,000 for chip seal in Area 5 of the Town's master Chip Seal Program. For this project we will be partnering with Cactus Asphalt and utilizing a joint purchasing agreement through 1GPA. Under this agreement, chip sealing Area 5 in its entirety was quoted at \$1,190,835.15. Staff reduced the project scope to fit within the allowed budget. The roadways within Area 5 being chip sealed this fiscal year are:

- | | | |
|---------------------|-------------------|------------------|
| • Quarterhorse Lane | • Fir Street | • Diamond S Road |
| • Stolen Boulevard | • Spruce Street | • Murdock Road |
| • Fort Apache Road | • Glenrose Drive | |
| • Pearl Drive | • Old Church Road | |

Cactus Asphalt's quote to complete this work is \$583,352.87. This provides an allowance of \$16,647.13 should an unexpected expense arise. Cactus Asphalt is currently performing chip seal work in Yavapai County. They have

reduced the cost of key project components to help with overall project cost and have waived all mobilization costs (an \$8K value) if allowed to start this work immediately after the Yavapai County work is completed.

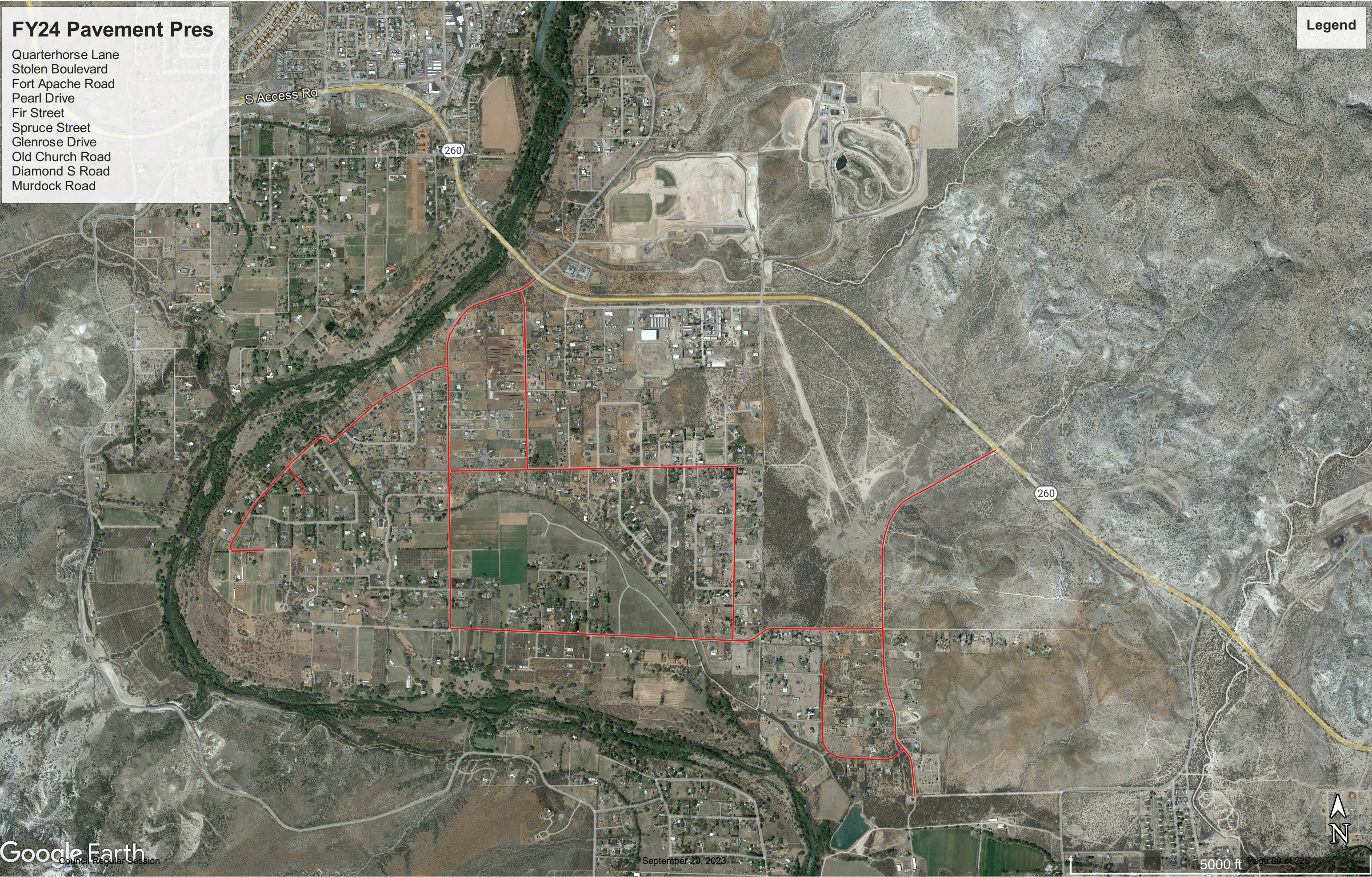
Recommended Action (Motion): Move to award the FY24 Pavement Preservation Project to Cactus Asphalt in an amount not to exceed \$600,000.

Instructions to the Clerk:

FY24 Pavement Pres

- Quarterhorse Lane
- Stolen Boulevard
- Fort Apache Road
- Pearl Drive
- Fir Street
- Spruce Street
- Glenrose Drive
- Old Church Road
- Diamond S Road
- Murdock Road

Legend





To:	TOWN OF CAMP VERDE	Contact:	Martin Smith
Address:	P.O. BOX 710 CAMP VERDE, AZ 86322	Phone:	928-567-6631
Project Name:	Camp Verde Fall 2023 Chip Seal	Bid Number:	
Project Location:	Various Roadways, Camp Verde, AZ	Bid Date:	8/23/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
76	Polymer Modified Asphalt Chip Seal - Mobilization	0.00	EACH	\$4,000.00	\$0.00
77	Polymer Modified Asphalt Chip Seal (CRS-2P Emulsion, LV Chips)	120,202.00	SY	\$3.56	\$427,919.12
82	Fog Seal Or Tack Seal - Mobilization	0.00	EACH	\$1,000.00	\$0.00
83	Fog Seal Or Tack Seal: Discount This Estimate Only (Regula Price \$0.40/SF)	1,081,820.00	SF	\$0.05	\$54,091.00
134	Striping And Safety - Mobilization - Acrylic Striping	0.00	EACH	\$450.00	\$0.00
136	Striping And Safety - Restripe: Acrylic 4" Wide	73,495.00	LF	\$0.53	\$38,952.35
137	Striping And Safety - Restripe: Acrylic 6" Wide	13,249.00	LF	\$0.80	\$10,599.20
138	Striping And Safety - Restripe: Acrylic 8" Wide	178.00	LF	\$1.00	\$178.00
139	Striping And Safety - Restripe: Acrylic 12" Wide *18" Striping Paid At 1.5X Qty = 20 LF 18" Stripe	30.00	LF	\$1.50	\$45.00
156	Striping And Safety - 6' Arrows	1.00	EACH	\$150.00	\$150.00
240	Construction Survey - Non-Registered Surveyor, 2 Men And Equipment	16.00	HR	\$350.00	\$5,600.00
241	Asphalt Cleaning/Prep: Discount This Estimate Only (Regula Price \$0.18/SF)	1,081,820.00	SF	\$0.01	\$10,818.20
242	Traffic Control	10.00	DY	\$3,500.00	\$35,000.00
				Total Bid Price:	\$583,352.87

Notes:

- **Proposal Based off 1GPA Asphalt Products and Services 22-15P-01**
- **Mobilization not charged if Cactus can start this work after the Yavapai County Project Scheduled during Spetmber 2023**
- Standard Terms and Conditions to follow.
- All scheduling contingent upon mutual agreement of Owner and Cactus Asphalt.
- Prices above based on completing each task in one mobilization. If an additional mobilization is required, charges may apply.
- Quoted prices are valid for 14 days unless otherwise noted, PO or letter of intent to award required to lock pricing past 14 days. Final material pricing expires 3 months from quote date with PO or LOI.
- Cactus is not responsible for notification, nor removal of vehicles and property from work areas.
- Cactus will require this proposal with exclusions be included in any contractual agreement.
- Unit prices above include all applicable State, County & City taxes for contracting.
- In the event that quantities differ from above, billing will reflect agreed upon measured quantities.
- **EXCLUSIONS (Unless Otherwise Specified):** Permits, Plans, Engineering, As-Builts, Testing, Inspection, Clear & Grubb, Grading, Landscape Repairs, Weed Killer, Crack Routing, Crack-Sealing, Curb Line/Joint Sealing, Asphalt Patching, ABC, Landscape Materials, Vegetation Replacement, Preservative Seals, Prime Coats, Concrete Structures, Irrigation/Pipe Work, All Underground Items, Utility Removal or Relocation, Drywells, Rip/Rap, Structural Backfill, Curb Painting, New Signage, Parking Bumpers Removal or Replacement, Import, Export, Excavation, Subgrade Stabilization, Removal of Debris Generated by Other Trades, Erosion Control, SWPPP, Thickened Pavement Edge, Project Information Sign And Any Special Insurance Requirements.

Paving • Seal Coating • Crack Sealing • Patching • Chip Sealing • Fabric Overlay • More

Contractors Licenses: AZ – 194430 • NV – 0040581 • NM – 022995 • UT – 944049-5501
t 623-907-2800 f 623-907-2900 cactusasphalt.com 8211 W. Sherman St. Tolleson, AZ 85353



To:	TOWN OF CAMP VERDE	Contact:	Martin Smith
Address:	P.O. BOX 710	Phone:	928-567-6631
	CAMP VERDE, AZ 86322	Fax:	
Project Name:	Camp Verde Fall 2023 Chip Seal	Bid Number:	
Project Location:	Various Roadways, Camp Verde, AZ	Bid Date:	8/23/2023

- Asphalt materials pricing is based on the current months ADOT index for Bituminous materials. There are strong indicators that there will be significant increases in asphalt prices going forward. Adjustments to the quoted prices for paving items will be made and finalized 14 days prior to the time of scheduled paving operations with appropriate notification, documentation and communication.
- AZROC 194430-A General Engineering
- As of February 2023 Cactus Asphalt, Southwest Slurry Seal and American Pavement Preservation of Nevada have merged under one banner to form one of the largest and premier pavement preservation groups in the Southwest. If you have received a bid or proposal from Cactus Asphalt, Southwest Slurry Seal and/or American Pavement Preservation of Nevada for the same project, please contact us immediately and deem the second and third proposal "non-responsive".

Terms and Conditions: Due to the complex nature of private utility locating, please review the agreement: Cactus Asphalt will consider our performance in any claim that may arise. We are not responsible for any nonconductive line. (Non-Metallic, PVC, Water Line, Etc.) We are not responsible for any conductive lines with no accessible connection point. We are not responsible for conductive lines that do not appear on blueprints, maps, or as-builts provided by customer. We are not responsible for locating lines where no blueprints, maps, or as-builts provided are by customer prior to locating. Cactus Asphalt is not responsible for any damages related from Blue Stake Ticket Services. Owners/Clients are reminded that per AZ One Call Law, AZ Blue Stake Center must be notified, and all affected utility owners must respond prior to commencement of excavation.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Cactus Asphalt Authorized Signature: _____ Estimator: Jeff Smith
--	--

8/23/2023 10:52:03 AM

Page 2 of 4

Paving • Seal Coating • Crack Sealing • Patching • Chip Sealing • Fabric Overlay • More

Contractors Licenses: AZ – 194430 • NV – 0040581 • NM – 022995 • UT – 944049-5501

† 623-907-2800 † 623-907-2900 cactusasphalt.com 8211 W. Sherman St. Tolleson, AZ 85353

TERMS AND CONDITIONS

GENERAL

Owner shall timely notify Cactus Asphalt (Cactus) in writing when the premises will be ready for work to commence, and shall give unobstructed access to all areas where work is to be done. Any necessary towing and costs of delays shall be the responsibility of the owner.

Cactus is not responsible for any utility lines (water, electric, sprinkler, communications, cable, etc.) which may lie within eighteen inches (18") of the surface. Owner is responsible for supplying all known layouts of any such utility lines which are known to exist. Cactus is not responsible for damage to undisclosed, unknown or improperly placed lines.

If Cactus encounters any different site condition or concealed condition, including but not limited to underground utilities, debris, ground water, underground storage tanks, hazardous material, "hard dig" soils, or any material or substance regulated by federal, state, local law, ordinance, or regulation, any other environmental, health or safety issue, or concern, or other conditions, that were unknown to Cactus before submission of this Proposal, the contract price shall be equitably adjusted to compensate Cactus for any additional work performed or damages incurred as a result of any such conditions. At Cactus' sole discretion, Cactus may stop all work on the project, until the parties have reached an agreement, in writing, concerning any such equitable adjustment, and Cactus shall have no obligation to perform any work which, as determined by Cactus, directly or indirectly involves any environmental, health or safety risk or hazard.

The Owner is responsible for ensuring that all surfaces are kept in a condition acceptable to the application of the agreed upon product. This includes ensuring that all automatic sprinklers that may place water on the surface are turned off. Any delay caused by failure to perform the above may result in additional expense to the owner.

Cactus is not responsible for ponding water where grade is less than 2%.

Owner is to provide a water source that is acceptable to Cactus and is sufficient for performing the work.

Cactus is fully licensed and insured. All Cactus employees are covered by Worker's Compensation Insurance.

Unless otherwise agreed in writing, the prices contained within this agreement do not include the costs of permits or bonds.

WARRANTY

All work performed by Cactus is covered by a one year warranty on workmanship. Normal wear and tear, abuse, weather, and other acts of God are excluded.

PAYMENT AND TAXES

By law, taxes may only be waived upon receipt of a valid exemption certificate. Taxes are determined in accordance with the jurisdiction where the work is performed. The owner is responsible for payment of all taxes.

Unless otherwise stated within this agreement, all payment is due upon transmittal of invoice. In addition to other terms contained elsewhere in this proposal, Owner agrees to pay a service charge at the rate of 2% per month on all accounts that become 10 days past due. All costs of collection, as well as attorney's fees, will be added to the balance and interest due.

Cactus reserves the right (without further notice) to suspend or terminate this agreement if work is stopped for 30 or more days because of a failure to make progress payments or other delay not caused by Cactus. In such event Cactus reserves the right to recover payment for all work performed, including reasonable overhead, profit and damages under the contract.

This agreement shall be governed by and construed in accordance with Arizona law, and any lawsuit or arbitration arising from this agreement must be filed in Maricopa County, Arizona. If any provision of this agreement is determined invalid or unenforceable by a court of competent jurisdiction, that provision alone will be deemed stricken and the remainder of the agreement will be enforced.

Any dispute arising from this agreement, not timely resolved after good faith negotiation, will be submitted, at Cactus's sole discretion, to mediation, binding arbitration, or litigation in state court. If mediation is elected, its completion is an express condition precedent to Cactus's election of binding arbitration or state court litigation. If Cactus elects arbitration, the arbitration will be governed by and conducted in accordance with the Arizona Revised Uniform Arbitration Act at A.R.S. §12-1501, et seq.

A property owner has the right to file a written complaint with the Arizona Registrar of Contractors for an alleged violation of A.R.S. § 32-1154(A). Any such complaint must be filed within the applicable time period set forth in A.R.S. § 32-1155(A). The Registrar's phone number is (602) 542-1525, and its website address is <http://www.azroc.gov/>.

COMPETITIVE • COMPLIANT • COLLABORATIVE



1Government Procurement Alliance

VENDOR WELCOME PACKET

A Guide to Help 1GPA Vendors Provide Quality Goods & Services to 1GPA Members

1Government Procurement Alliance

1910 W. Washington St. Phoenix, AZ 85009
(866) 306-3893

1GPA.org

WELCOME TO YOUR 1GPA CONTRACT

We would like to welcome your company to the 1GPA Team, together working to serve our Members throughout the United States. This Welcome Packet has been arranged to answer some of your most frequently asked questions about working with 1GPA.

1Government Procurement Alliance is a nonprofit governmental purchasing cooperative that allows public agencies to take advantage of existing public contracts to purchase the goods and/or services that they need at the most competitive prices. 1GPA has awarded your contract utilizing a lead public agency following the purchasing procedures mandated by state, federal laws and regulations.

Your contract contains terms and conditions that your company and representatives must be aware of. They must also be aware of the products, services and prices included on the contract award. We strongly suggest that you provide copies of your contract to all members of your organization that will be working with the contract (this would include all Accounting Personnel).

There are absolutely no fees for entities to become a Member of 1GPA and utilize our Contracts. We are funded through the 1% administration fee remitted by our vendors/contractors. This fee is based on the total purchase amounts for products and services provided to our Members. This fee is not paid on the cost of freight/shipping charges, taxes, permits, and bonds.

At 1GPA, we believe relationship building is an essential practice in any business. Paired with the professionalism and customer service that clients expect in the private sector, your contract offers governmental entities pooled purchasing power and maximum use of budget dollars. With 1GPA, we offer one of the LOWEST administrative fees in the nation, and this can mean a tremendous savings to your customer! Helping 1GPA Members accomplish their budget goals, while always abiding by the purchasing procedures mandated by state laws and regulations, is what we do best!

Revised 9/30/2021

YOUR 1GPA CONTRACT

Contract Examination

1GPA contracts are public documents. In accordance with State law, they are available for inspection by all interested parties, including competitors. Contact 1GPA for details on public records requests and inspection of contract documents.

Pricing

Review the contract language (original solicitation), look at your pricing and ensure your sales team is aware of your contract pricing, discounts, terms and conditions, etc.

1GPA contract pricing can be a fixed price, percentage off of a specified price list, or a combination of both (depending on your contract terms). If your contract uses a discount off price list, you must provide 1GPA with the new price lists as they are issued to you. Preferred method of accessibility to your price lists is through a hosted website.

If your contract pricing is fixed pricing, the only time that fixed price contracts can be adjusted would be on the anniversary of your contract. However, in rare circumstances when a legitimate, verifiable cost increase clearly affects the contractor's ability to sell at the current price, 1GPA may consider fixed price increases at times other than the contract anniversary date. Fixed prices can be lowered at any time. See your contract for details.

Contact 1GPA directly for your questions about the contract's terms, or for assistance with pricing updates.

1GPA is audited each year. In the course of the audit, prices on purchase orders will be randomly checked against our contracts.

Product Additions / Deletions

Your contract allows you to add products or services as long as the additions are within the scope of the contract, are similar to, or an extension of, the products or services originally awarded. The requested additions must be priced or discounted at the same or to a greater rate as the original award.

1GPA reserves the right to review proposed additions to contracts, and to accept them or reject them as determined applicable under the contract and that serves our Members' best interests.

For proposed contract amendments, please contact 1GPA for a contract amendment request form and other details on the process.

Revised 9/30/2021

Contract Renewal / Cancellation

The following criteria have been established (but are not limited to) for renewal of 1GPA Contracts:

- ▶ The vendor's products and/or services must continue to meet the standards expected by our Members
- ▶ Contracts that Members use regularly.

1GPA may choose not to renew a contract if:

- ▶ The vendor has experienced a change in ownership
- ▶ The vendor fails to comply with the terms and conditions of the contract (incorrect quotes, performance problems, invoice problems, etc.)
- ▶ The vendor fails to comply with remittance of usage reports.
- ▶ 1GPA has experienced difficulties in administering or monitoring the contract.
- ▶ The contract is not utilized.

1GPA may choose to cancel a contract if:

- ▶ The vendor has violated one or more terms, conditions or agreements under which the contract was awarded.
- ▶ The contract is subject to unresolved written complaints.
- ▶ Selling at non-contract prices.
- ▶ The vendor fails to comply with remittance of usage reports.
- ▶ The contract is not utilized.

Vendors must avoid such violations to ensure continuation of their contracts.

Vendor Name, Address, Phone Number / Point of Contact(s) Changes

In the event of a company name change, you must provide documentation to 1GPA for approval. Documentation must be provided as to why the name change is necessary. This documentation must be provided on your company letterhead.

It is imperative in the event of any other changes (address/phone number/point of contact(s)) you notify 1GPA as soon as possible. A contract amendment request form will need to be submitted with back-up documentation for review.

Geographic Coverage

The contract allows for national coverage. The contract shall be governed by, construed, and enforced in accordance with the laws of each state in which the 1GPA Member is conducting business under this contract. It is the responsibility of the awarded vendor and member to ensure this solicitation and ensuing contract complies with the State laws in which they are conducting business regarding use of a cooperative contract.

Revised 9/30/2021

PROMOTING AND MARKETING YOUR 1GPA CONTRACT

Your company has just been awarded a 1GPA contract. Now what?

Now that you have received your award letter with your 1GPA Contract Number, you are able to begin to market this new tool. While this contract is a great sales tool for your organization, the award itself does not guarantee any business. 1GPA simplifies the purchase process for our Members, making it easier for them to do business with you. However, it is up to you to make our Members aware of your contract and the benefits that they can derive from it.

This contract enables the 1GPA Member to purchase the supplies, equipment and/or services that they use every day without having to go through the entire solicitation process themselves. **WE ARE THE EASY BUTTON!** All of this and peace of mind knowing that they have access to your best pricing available, current industry solutions, a professional vendor, and unparalleled customer service.

For the convenience of our Members, your complete 1GPA Contract Due Diligence file is able to be downloaded from within our exclusive Member Portal. If you would like a copy of your Contract Due Diligence file in order to supply your customer with a copy, please reach out to a 1GPA representative and they will assist you.

1GPA stands ready with professional assistance and your company as our vendor partner to assist all public entities with their critical mission.

At your request, 1GPA can assist with your national training needs. If a representative of 1GPA presence and participation are requested and requires national travel, the vendor is required to pay for airfare, hotel and transportation. For your virtual training needs please contact us for further information.

Who Can Use 1GPA Contracts?

Eligible using Members include school districts, charter schools, universities, colleges, cities, towns, municipalities, counties, states, local governments, federal government, Native American communities, fire districts, any other political subdivision. A list of our current Members is available upon request. All of our Members are eligible to purchase from the 1GPA Contracts. Please contact us if you are unsure if a customer is a 1GPA Member.

Revised 9/30/2021

What if Your Prospective or Existing Customer is Not Currently a Member of 1GPA?

You can either direct your customer to follow one of the steps below or please contact us if you would like for us to contact your customer directly. We would be happy to personally reach out and introduce them to the many benefits of becoming a Member of 1GPA.

How to Direct Your Customer to Become a Member of 1GPA – 2 Options:

- ▶ Contact a 1GPA Representative and they will talk your customer through.
- ▶ Direct your customer to go to: <https://www.1gpa.org/become-a-member>. This will then take you to our Membership Agreement. After following their organization's approval process, they are all set. They are emailed a PDF version of the executed Membership Agreement and so is 1GPA.

Why Choose 1GPA?

We know that you have many choices for cooperative purchasing. Our team strives to continuously provide you and your customer (our Member) with great contracts and outstanding customer service. With 1GPA you can be assured that your customer is going to receive:

- ▶ Complimentary Membership
- ▶ First in Class Member Support
- ▶ Industry Leading Vendors
- ▶ Quality Products and Services at National Pricing
- ▶ Ability to Work Directly with Quality Vendors
- ▶ Process Orders Quickly and Easily

Our goal is to work hand in hand with you and your customer to ensure that compliance and complete satisfaction are met. Come to know 1GPA and awaken to a new type of contract.

Revised 9/30/2021

THE FORMULA FOR SUCCESS

1

Register with 1GPA.

There are no fees, commitments or order minimums when you register with us! Eligible entities include school districts, charter schools, universities, colleges, cities, towns, municipalities, counties, states, local governments, federal government, Native American communities, fire districts, and any other political subdivision.

2

Browse Contracts

Visit the 1GPA website for a quick search of contracts and vendors. The complete contract due diligence is available within our exclusive Member Portal where you have the ability to review contract documents, original vendor responses and current pricing. There are multiple filters within our Member Portal that enable you to search by commodity or vendor name.

3

Contact Vendor

All of the contact information for our vendors is easily found within our Member Portal. You are able to contact and work with the vendor directly or if you prefer you can contact a member of our team and we will reach out to the vendor and have them contact you. Either way, we are here to serve you!

4

Send PO to Vendor

Once the determination has been made to utilize a particular vendor, you are able to issue the PO and/or contract directly to the vendor of choice.

Revised 9/30/2021

- ▶ **Purchase Orders/Contracts** – All purchase orders and/or contracts issued to your company in reference to 1GPA shall be submitted at the same time as the usage report. All purchase orders and/or contracts should be zipped in a single file and submitted as an attachment in the same email as the usage report in which they are referenced. 1GPA is audited on an annual basis and documentation is necessary for compliance. Failure to submit purchase orders and/or contracts may result in contract cancellation.
- ▶ **Invoicing of Administrative Fee** – Upon receipt of your usage report, 1GPA will generate an invoice which is calculated as: Administrative Fee (1%) multiplied by the Total Sales Transactions as stated in the Usage Report. Your company's failure to remit administrative fees in a timely manner consistent with the contract's requirements may result in 1GPA exercising any recourse available under the contract or as provided for by law. All administrative fees not paid when due shall bear interest at a rate of 1.5% per month until paid in full.
- ▶ Administrative Fees shall be paid to "1GPA" and mailed to:

1910 W. Washington Street
Phoenix, AZ 85009
- ▶ For more information on Processing Purchase Orders, the Usage Reports or the Administrative Fee, its calculation, submission or use, contact Michelle Aiken at maiken@1gpa.org.

VENDOR NAME

CONTRACT NUMBER:

REPORTING PERIOD

		<i>From:</i> <i>To:</i>
--	--	-------------------------

#	Date of Purchase Order / Contract	Entity Name	State	Purchase Order / Contract Number	Amount (Before Tax, Bond & Freight)	Admin Fee Due
TOTAL					\$	\$

Revised 9/30/2021

WHERE DO I GO FOR HELP?

Contract Questions:

Ken Carter
Executive Director

602.770.8428 | kcarter@1gpa.org

Claudia Leon
Director of Procurement

602.625.0902 | cleon@1gpa.org

Rebecca Seifert
Procurement Specialist

480.524.2593 | rseifert@1gpa.org

Lynn Hagen
Contract Specialist

480.432.8197 | lhagen@1gpa.org

Accounting / Purchase Order & Invoice Questions:

Michelle Aiken
Executive Assistant

480.235.9090 | maiken@1gpa.org

Marketing Questions:

Jill Boyle
Texas Regional Manager

512.970.0179 | jboyle@1gpa.org

Angela Lechter
Business Development

602.777.1129 | alechter@1gpa.org

General Questions:

Christy Knorr
Vice President

480.399.6366 | cknorr@1gpa.org

Revised 9/30/2021

BIDDER'S BID AND CONTRACT ACCEPTANCE

The Undersigned hereby certifies understanding and compliance with the requirements in the General Terms and Conditions. Bidder further agrees to furnish the material and/or service in compliance with all terms, conditions, specifications, and amendments in the solicitation and any written exceptions in the Bid.

860-0363424
Federal Employer Identification Number

CACTUS Asphalt
Company Name

BRYAN GLAZER
Printed Name

Managing Partner
Title

gabram@cactusasphalt.com
Primary Email (for Contract Inquiries)

Bryan Glazer
Authorized Signature

8211 W. Sherman St
Address

Tolleson AZ 85353
City, State Zip

623-907-7800
Company Telephone Number

Taylor Thomson
Accounting / AP Contact Name

billing@cactusasphalt.com
Accounting / AP Email

The Contractor shall not commence any billable work or provide any material or service under this contract until Contractor receives a purchase order/contract from a 1GPA member. The Contractor agrees to comply with the requirements of submitting Usage Reports and Purchase Orders and/or Contracts to 1GPA. The contractor shall provide monthly or quarterly (arrangements to be made with 1GPA) reconciliation reports based on all contract activity to 1GPA. Contractor will be invoiced from these reports. Invoices are due upon receipt.

1GPA'S BID AND CONTRACT ACCEPTANCE

The Bid is hereby accepted:

The Contractor is now bound to sell the materials and/or services offered to and accepted by 1GPA in accordance with the solicitation, including all terms, conditions, specifications, amendments, etc.

This contract shall henceforth be referred to as 22-15P- 01, Asphalt Products and Services

Awarded this 31st day of May 2022

This contract shall be effective this 28th day of June 2022

1GPA

Signature: Christy Knorr Date: 5/31/2022

Printed Name: Christy Knorr Title: Vice President

Approved By: Mary C. O'Brien Accommodation School/Pinal County ESA

Signature: Jill M Broussard Date: 5/31/2022

Printed Name: Jill M Broussard Title: Superintendent

REGIONAL PRICE ADJUSTMENT

IFB 22-15P Asphalt Products and Services

Company Name: Cactus Asphalt

Instructions: Please enter Y or N under the first column for all regions that your firm is able to provide services to if awarded a contract. Bidder should complete the pricing increases/decreases as percentages applied to prices listed in the Asphalt Products and Services pricing table in the Pricing section of this project on the OpenGov Procurement online portal. Any specific limitations, exclusions, or notes may be provided in the space provided below.

If your firm offers varying rates by region for states other than Arizona, please provide the information on Tab 2 - Other Regions, otherwise, leave Tab 2 blank.

ARIZONA REGIONS

#	Description of Arizona Regions	Does your Firm service this Region?	Additional Cost % for Region (If applicable)	Limitations / Exclusions / Comments:
1	East Region- Gila, Navajo & Apache	Y	25.00%	
2	East Region- Greenlee, Graham	Y	25.00%	
3	Greater Phoenix Region- Maricopa	Y	10.00%	
4	North Region- Yavapai & Coconino	Y	20.00%	
5	North West Region- Mohave	Y	25.00%	
6	South Region- Pinal, Pima, Cochise & Santa Cruz	Y	30.00%	
7	West Region- Yuma & La Paz	Y	25.00%	

NATIONAL REGIONS- BY STATE

#	Description of Arizona Regions	Does your Firm service this Region?	Additional Cost % for Region (If applicable)	Limitations / Exclusions / Comments:
1	Alabama	N		
2	Alaska	N		
3	Arkansas	N		
4	California	N		
5	Colorado	N		
6	Conneticut	N		
7	Delaware	N		
8	Florida	N		
9	Georgia	N		
10	Hawaii	N		
11	Idaho	N		
12	Illinois	N		
13	Indiana	N		
14	Iowa	N		
15	Kansas	N		

REGIONAL PRICE ADJUSTMENT

IFB 22-15P Asphalt Products and Services

Company Name: Cactus Asphalt

Instructions: Please enter Y or N under the first column for all regions that your firm is able to provide services to if awarded a contract. Bidder should complete the pricing increases/decreases as percentages applied to prices listed in the Asphalt Products and Services pricing table in the Pricing section of this project on the OpenGov Procurement online portal. Any specific limitations, exclusions, or notes may be provided in the space provided below.

If your firm offers varying rates by region for states other than Arizona, please provide the information on Tab 2 - Other Regions, otherwise, leave Tab 2 blank.

16	Kentucky	N		
17	Louisiana	N		
18	Maine	N		
19	Maryland	N		
20	Massachusetts	N		
21	Michigan	N		
22	Minnesota	N		
23	Mississippi	N		
24	Missouri	N		
25	Montana	N		
26	Nebraska	N		
27	Nevada	N		
28	New Hampshire	N		
29	New Jersey	N		
30	New Mexico	N		
31	New York	N		
32	North Carolina	N		
33	North Dakota	N		
34	Ohio	N		
35	Oklahoma	N		
36	Oregon	N		
37	Pennsylvania	N		
38	Rhode Island	N		
39	South Carolina	N		
40	South Dakota	N		
41	Tennessee	N		
42	Texas	N		
43	Utah	N		
44	Vermont	N		
45	Virginia	N		
46	Washington	N		
47	West Virginia	N		
48	Wisconsin	N		
49	Wyoming	N		

REGIONAL PRICING - OTHER
IFB 22-15P Asphalt Products and Services

Company Name: **Cactus Asphalt**

Instructions: For all regional areas for states other than Arizona, bidder should complete the pricing increases/decreases as percentages applied to prices listed in the Asphalt Products and Services pricing table in the Pricing section of this project on the OpenGov Procurement online portal. Any specific limitations, exclusions, or notes may be provided in the space provided below.

STATE: _____

#	Region Description	Additional Cost % for Region (If applicable)	Limitations / Exclusions / Comments:
1			
2			
3			
4			
5			
6			
7			

STATE: _____

#	Region Description	Additional Cost % for Region (If applicable)	Limitations / Exclusions / Comments:
1			
2			
3			
4			
5			
6			
7			

STATE: _____

#	Region Description	Additional Cost % for Region (If applicable)	Limitations / Exclusions / Comments:
1			
2			
3			
4			
5			
6			
7			

STATE: _____

REGIONAL PRICING - OTHER

IFB 22-15P Asphalt Products and Services

Company Name:

Cactus Asphalt

Instructions: For all regional areas for states other than Arizona, bidder should complete the pricing increases/decreases as percentages applied to prices listed in the Asphalt Products and Services pricing table in the Pricing section of this project on the OpenGov Procurement online portal. Any specific limitations, exclusions, or notes may be provided in the space provided below.

#	Region Description	Additional Cost % for Region (If applicable)	Limitations / Exclusions / Comments:
1			
2			
3			
4			
5			
6			
7			



Contract Extension/Amendment



April 5, 2023

Cactus Asphalt
8211 W. Sherman Street
Tolleson, AZ 85353
Attn: Jeff Abram (jabram@cactusasphalt.com)

Re: Extension Agreement for Contract #22-15P-01, Asphalt Products and Services

The above referenced contract is hereby mutually extended for an additional one (1) year period until June 28, 2024. This is the second year of a potential five-year agreement. **Please indicate your desire to extend your contract by completing and emailing back the signed Contract Extension along with the following documentation:**

- ☒ Updated Certificate of Insurance (see terms and conditions of contract to ensure compliance).
- ☒ Proof/Verification of ROC Licensing in good standing (if applicable).
- ☐ Proof of any other applicable licensing related to your contract. *N/A*
- ☒ Proof/Verification of good standing with Arizona Corporation Commission or other State's comparable Corporations/Business Division or Secretary of State (as applicable).
- ☒ Updated Contact Information Sheet completed.

Please check ONE of the following appropriate boxes regarding pricing:

- ☐ No price updates at this time. Current pricing on file is accurate.
- ☐ Our contract utilizes a firm-fixed price list. We are providing an updated fixed price list for 1GPA's review (attached).
- ☐ Our contract pricing is based on a percentage discount off list price. We have provided new price lists for 1GPA's review. Please see the attached updates. *Note: Percentage Discounts remain the same as per contract terms and conditions.*
- ☒ We have provided an updated cost form that includes adjustments to our labor and services rates for 1GPA's review.

If any of the boxes were checked regarding pricing updates; please include a brief description of the update here:

Increase in Trucking, Aggregate & Polymer base materials.
Request to Add Type III Micro and Slurry Hems

Page 1 of 2

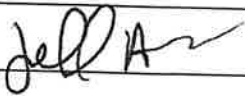
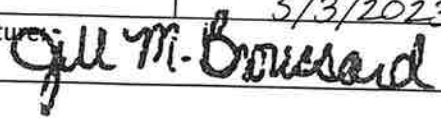
Revised 12.12.2022

It is the contractor's responsibility to keep all pricing up to date and on file with 1GPA. All price changes must be provided to 1GPA for review and utilizing the same format provided in the contractor's original proposal.

By signing this document, vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and in accordance with ARS § 35-394, the vendor is not currently and for the duration of the contract will not use the forced labor of ethnic Uyghurs in the People's Republic of China including goods, services, contractors, subcontractors or suppliers thereof.

In addition, please verify that your company is providing usage reports as per the terms of your contract. If you have any questions or concerns regarding these reports, please feel free to contact Michelle Aiken by email: maiken@1GPA.org.

Except as otherwise expressly provided in this amendment, all of the terms and conditions of the Contract remain unchanged and in full force and effect.

Vendor Acceptance/Signature: 	
Printed Name: Jeff Abram	
Title: Director PM/Estimating/Sales	Date: 4/25/2023
1GPA Authorized Signature: 	
Printed Name: Christy Knorr	
Title: Vice President	Date: 5/3/2023
Pinal County ESA Authorized Signature: 	
Printed Name: Jill Broussard	
Title: Superintendent	Date: 5/8/2023

[Page intentionally left blank]



Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

- ☒ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Utilities

Staff Resource/Contact Person: Jeff Low

Agenda Title (be exact): Approval of staff to submit a FEMA FY2023 Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) Notice of Intent (NOI) grant application to the Arizona Department of Emergency Management Agency in an amount of \$1,084,340.00 for West Clear Creek Flood Mitigation Study.

List Attached Documents: Project Vicinity Map

Estimated Presentation Time: 0 minutes

Estimated Discussion Time: 0 minutes

Reviews and comments Completed by:

- ☐ Town Manager: _____ ☒ Department Head: Jeff Low
☐ Town Attorney Comments: _____
☐ Risk Management: _____

- ☒ Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____

Comments: This is a non-budgeted grant and the required match is \$271,085. The Town can utilize Yavapai County Flood Control District Funding for a three-year period, which would cover our match. We can also use in-kind staff work and participate in community outreach costs regarding the project. This is for design and would roll over into construction with a future grant/match.

Background Information: On March 22, 2023, the West Clear Creek area experienced flooding and Verde Lakes Road was overtopped and inundated. The road was closed for over a month while the Town made repairs to make the road drivable again. This section of roadway has been damaged by flooding on multiple events during the past few decades.

The West Clear Creek area has experienced flooding and debris buildup over time. The current effective flood study for the area is 1984.

The goal of the West Clear Creek Flood Mitigation Study is as follows:

Selected Alternative:

The Project will entail improved Verde Lakes Drive roadway and culvert crossings for approximately 0.4-mile of transportation corridor. Tasks comprising the Phase I Project Scope of Work include: Field Reconnaissance and Data Collection; Supplemental Ground Survey; Geotechnical Exploration; Preparation of Design Plans and Supporting Design Documents; Meetings and Coordination; Public Outreach and Project Management. Phase I Project tasks are discussed below.

Task 1. Field Reconnaissance and Data Collection

Field reconnaissance will be conducted to identify and assess stream, drainage, roadway, utility, land-use, and watershed conditions impacting the Verde Lakes Drive crossing of West Clear Creek and the broader, general project area.

Relevant hydrologic and hydraulic data and area-specific information will be collected, compiled, and reviewed. As part of the data collection effort, a CAD base file will be developed, which will show LiDAR topographic mapping and other general data necessary for the design effort. Coordination with utility companies will be conducted, and potential conflicts identified. Field reconnaissance and data collection efforts will be fully documented in the design report.

Task 2. Supplemental Ground Survey

Supplemental ground survey will be conducted for drainage/roadway/utility features not adequately defined in the existing LiDAR data. A ground survey may be obtained for features such as culvert inverts, roadway edge-of-pavement, and utility crossings. The ground survey will be performed by an AZ-registered surveyor.

Task 3. Geotechnical Exploration

Geotechnical exploration will be conducted to determine subsurface conditions related to scour analyses, pavement design, and earthwork for cut/fill placement. A geotechnical engineering report will be provided to include discussions of the field and laboratory testing programs, subsurface conditions, and design recommendations.

Task 4. Preparation of Design Plans and Supporting Design Documents

Conceptual Level of Design (10% Level of Design)

An alternatives analysis will be performed and a conceptual level of design showing approximate roadway and drainage improvements will be provided to the Town for review and comment. The conceptual design is intended to identify the following: 1) approximate location, size, and alignment of improvements; 2) anticipated performance of improvements; 3) opinion of probable construction costs; 4) potential utility conflicts; and 5) an estimate for acquiring rights-of-way or easements. The conceptual design will include appropriate plan views of improvements. Profile views will be included as necessary.

30% Level of Design

Based on Town and Public comments on the conceptual design plans, a 30% level of design for roadway and drainage improvements will be completed. The 30% level of design is to include draft plans and opinion of probable construction costs. The 30% design plans will include the following: a cover sheet with vicinity map; sheets index; general notes; horizontal control plan; and plan and profile sheets. Key design parameters, calculations, information, and assumptions will be documented in the 30% Design Report.

60% Level of Design

Based on Town comments on the 30% design plans, a 60% level of design for roadway and drainage improvements

will be completed. The 60% level of design is to include draft plans, draft specifications, draft general conditions, and opinion of probable construction costs.

The 60% design plans will include the following: a cover sheet with vicinity map; sheets index; general notes; survey control sheet, horizontal control plan; demolition plans; typical sections; plan and profile sheets; and traffic control plans. Key design parameters, information, and assumptions will be documented in a 60% Design Report.

90% Level of Design

The review comments provided by the Town on the 60% plans will be resolved and a 90% level of design for roadway and drainage improvements will be completed. The 90% level of design is to include draft-final plans, draft-final specifications, draft-final general conditions, and opinion of probable construction costs. The 90% design plans will include the following: a cover sheet with vicinity map; sheets index; general notes; survey control sheet; horizontal control plan; demolition plans; typical sections; plan and profile sheets; miscellaneous details; signing and striping; and traffic control plans. Key design parameters, calculations, information, and assumptions will be documented in the 90% Design Report.

100% (Final) Level of Design

The 90% review comments will be resolved as the final roadway and drainage plan set is completed. The final (100% level) design will include final plans, final specifications, and opinion of probable construction costs. These documents will be sealed by an Arizona Professional Engineer. The final (100%) design plans will include "For Construction" information provided in the 90% design plans. Key design parameters, calculations, information, and assumptions will be documented in the Final Design Report.

Task 5. Environmental Compliance

Environmental compliance with the National Environmental Policy Act (NEPA) and USACE Section 401/404 permitting will be maintained. Active coordination with USACE and submittal of 401/404 permit documentation will be performed. A Section 404 Individual Permit is anticipated.

Task 6. FEMA Conditional Letter of Map Revision

A Conditional Letter of Map Revision (CLOMR) documenting proposed improvements to Verde Lakes Drive will be prepared and submitted for approval to FEMA for review and approval.

Task 7. Stakeholder and Community Outreach

Stakeholder and community outreach will be conducted to solicit project area information, identify areas of high interest and/or drainage concern, determine alternatives that are most favorable with the public, etc. Outreach efforts will be conducted via handouts, flyers, and in-person and/or virtual public meetings.

Task 8. Meetings and Coordination

Regularly scheduled and as-needed meetings and coordination will take place either through a phone call, virtual meeting, or meeting at the Town's facility.

Task 9. Project Management

Project Management is the active process of planning, organizing, and managing resources toward the successful accomplishment of the activities listed in Task 1 through Task 8. The Project Manager for the project will coordinate with the Town with respect to project management and technical activities.

The total design cost is estimated at \$1,084,340.00. This grant request requires a match of 25%. The budget for the design would be \$813,255.00 of grant funds and then the additional \$271,085.00 to complete the project will more than satisfy the match.

Town in kind matching will included:

- Aerial topographic mapping and 2-D Hydrologic and Hydraulic analyses conducted under the Town-Wide Areas Drainage Master Study
- Future Yavapai County Flood Control Funding
- Staff in-kind work.

Staff will be recommending working with Wilson Engineering on the project should the Town Receive the Grant. Wilson Engineering has completed our current Town-Wide Area Drainage Master Study and is familiar with the project area and flood issues in need of mitigation.

Additionally, once the design phase grant has been awarded the Town will be in line for a follow up construction phase grant.

Recommended Action (Motion): Approval for staff to submit a FEMA FY2023 Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) Notice of Intent (NOI) grant application to the Arizona Department of Emergency Management Agency in an amount of \$1,084,340.00 for West Clear Creek Flood Mitigation Study.

Instructions to the Clerk:

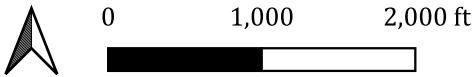


TOWN OF CAMP VERDE

VERDE LAKES DRIVE PHASE 1 -
DESIGN IMPROVEMENT FOR WEST
CLEAR CREEK CROSSING

395 S. Main St.
Camp Verde, AZ 86322

- Legend**
- Verde Lakes Community
 - Camp Verde Town Limit
 - ➔ Flow line



VERDE LAKES COMMUNITY
LOCATION AND VICINITY MAP

SHEET 1 OF 1

AUGUST 2023

Notes:

Revisions:

[Page intentionally left blank]



Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Pre-Session Agenda

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title: *Public Hearing followed by Discussion, Consideration and Possible Approval for Job # 253062, a Liquor License Application for Acquisition of Control for Alcantara LLC-Alcantara Vineyards and Winery located at 3445 Grapevine Way, Camp Verde, AZ 86322* Staff Resource: Cindy Pemberton

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

List Attached Documents: *Copy of Application, Local Governing Body Recommendation*

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by: N/A

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

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

Comments:

Background Information

ARS §4-203.F states that if a person other than those persons originally licensed acquires control over a license or licensee, the person shall file a notice of the acquisition with the Director within 15 days after such acquisition of control and a list of officers, director or other controlling persons on a form prescribed by the Director....The Local Governing Body may protest the acquisition of control within sixty days based on the capability, reliability and qualification of the person acquiring control. (See Attached) Posting of the Application is not required by law.

Recommended Action (Motion):

Approve Job # 253062, a Liquor License Application for Acquisition of Control for Alcantara LLC-Alcantara Vineyards and Winery located at 3445 Grapevine Way, Camp Verde, AZ 86322

Instructions to the Clerk: Process application and send to Department of Liquor License

State of Arizona
Department of Liquor Licenses and Control

Job#
253062
Cottonwood

Created 08/08/2023 @ 10:42:07 AM

Local Governing Body Report

LICENSE

Number: 13133010 Type: 013 FARM WINERY
Name: ALCANTARA VINEYARDS & WINERY
State: Pending
Issue Date: Expiration Date: 08/31/2024
Original Issue Date: 10/03/2006
Location: 3445 S GRAPEVINE WAY
COTTONWOOD, AZ 86326
USA
Mailing Address: PO BOX 4017
CAMP VERDE, AZ 85322
USA
Phone: [REDACTED]
Alt. Phone: [REDACTED]
Email: AELIQUORLICENSE@GMAIL.COM

Currently, this license has pending applications.

AGENT

Name: JUANITA ALICIA ESPARZA
Gender: Female
Correspondence Address: PO BOX 4017
CAMP VERDE, AZ 85322
USA
Phone: [REDACTED]
Alt. Phone:
Email: AELIQUORLICENSE@GMAIL.COM

OWNER

Name: ALCANTARA LLC
Contact Name: JUANITA ALICIA ESPARZA
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: L10825161 State of Incorporation: AZ
Incorporation Date: 06/18 2003
Correspondence Address: PO BOX 4017
CAMP VERDE, AZ 85322
USA
Phone: [REDACTED]
Alt. Phone:
Email: AELIQUORLICENSE@GMAIL.COM

Officers / Stockholders

Page 4 of 8

Name:	Title:	% Interest:
CC-POSSE LLC	MEMBER	
JM ADVENTURES LLC	MEMBER	

ALCANTARA LLC - MEMBER

Name: JM ADVENTURES LLC
 Contact Name: JUANITA ALICIA ESPARZA
 Type: LIMITED LIABILITY COMPANY
 AZ CC File Number: State of Incorporation:
 Incorporation Date:
 Correspondence Address: PO BOX 4017
 CAMP VERDE, AZ 85322
 USA
 Phone: [REDACTED]
 Alt. Phone:
 Email: AELIQUORLICENSE@GMAIL.COM

CC-POSSE LLC - MEMBER MGR

Name: CYRIL CHIOSA
 Gender: Female
 Correspondence Address: PO BOX 4017
 CAMP VERDE, AZ 85322
 USA
 Phone: [REDACTED]
 Alt. Phone:
 Email: CCHIOSA@ORCHARDCOS.COM

ALCANTARA LLC - MEMBER

Name: CC-POSSE LLC
 Contact Name: JUANITA ALICIA ESPARZA
 Type: LIMITED LIABILITY COMPANY
 AZ CC File Number: State of Incorporation:
 Incorporation Date:
 Correspondence Address: PO BOX 4017
 CAMP VERDE, AZ 85322
 USA
 Phone: [REDACTED]
 Alt. Phone:
 Email: AELIQUORLICENSE@GMAIL.COM

BRADSHAW FAMILY TRUST - TRUSTEE

Name: MARFELIN BRADSHAW
 Gender: Female
 Correspondence Address: PO BOX 4017
 CAMP VERDE, AZ 85322
 USA
 Phone: [REDACTED]
 Alt. Phone:
 Email: ABBY13@AOL.COM

JM ADVENTURES LLC - MEMBER

Name: BRADSHAW FAMILY TRUST
Contact Name: JUANITA ALICIA ESPARZA
Type: TRUST
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: PO BOX 4017
CAMP VERDE, AZ 85322
USA
Phone: [REDACTED]
Alt. Phone:
Email: AELIQUORLICENSE@GMAIL.COM

BRADSHAW FAMILY TRUST - TRUSTEE

Name: JOHN CURTIS BRADSHAW
Gender: Male
Correspondence Address: PO BOX 4017
CAMP VERDE, AZ 85322
USA
Phone: [REDACTED]
Alt. Phone:
Email: J.BRADSHAW@RASEDONA.COM

APPLICATION INFORMATION

Application Number: 253062
Application Type: Acquisition of Control
Created Date: 07/31/2023 *CJm*

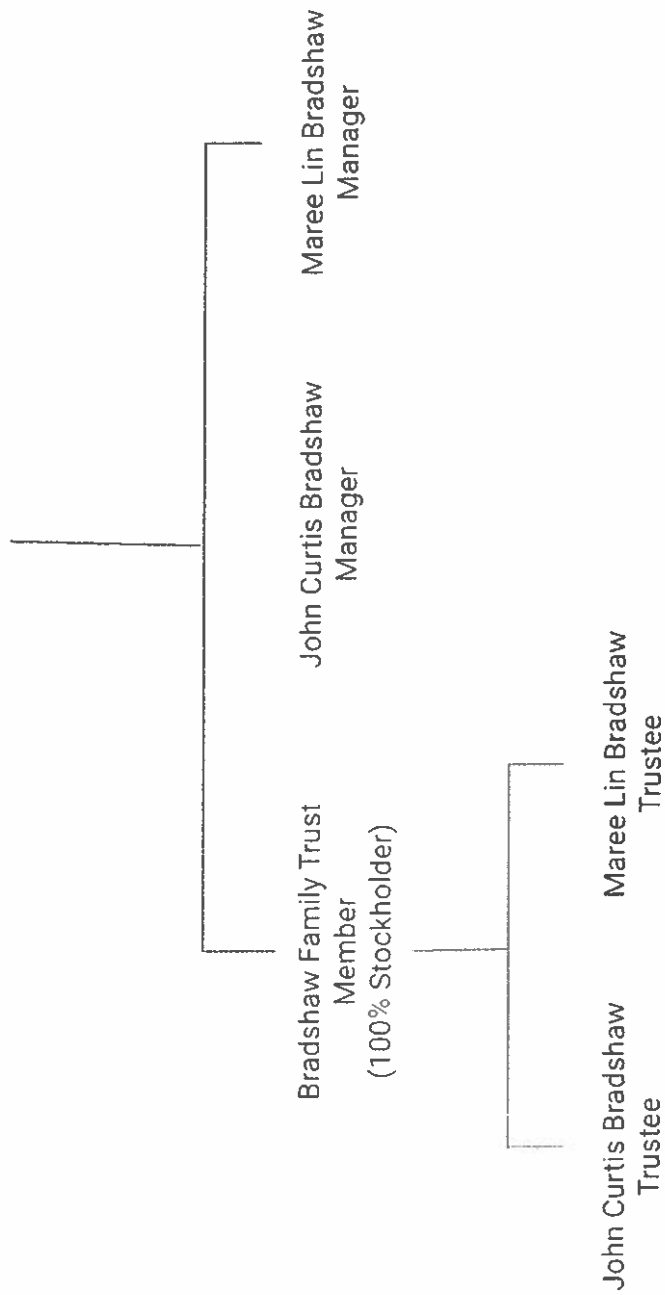
QUESTIONS & ANSWERS

013 Farm Winery

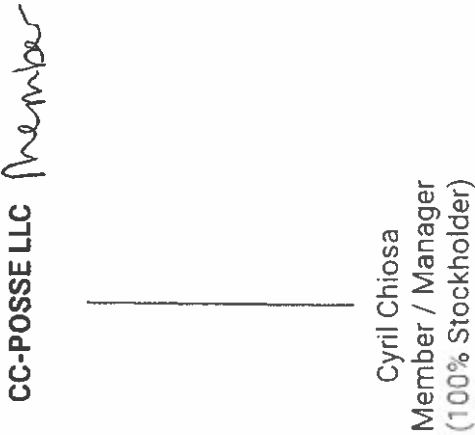
- 3) Have you submitted questionnaires? Each person listed must submit a questionnaire and mail in a fingerprint card along with a \$22. processing fee per card
Yes
- 4) Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation?
Yes
If Yes, what City, Town or Tribal Reservation is this Business located in?
SEDONA

Alcantara LLC
↓

JM ADVENTURES LLC member



'23 JUL 31 09:11 AM 2:43





Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

Local Governing Body Recommendation
A.R.S. § 4-201(C)

1. City or Town of: Camp Verde Liquor License Application #: Job 253062
(Circle one) (Arizona application #)
2. County of: Yavapai City/Town/County #: Yavapai
3. If licensed establishment will operate within an "entertainment district" as described in A.R.S. § 4-207(D)(2),
n/a n/a
(Name of entertainment district) (Date of resolution to create the entertainment district)
- A boundary map of entertainment district must be attached.
4. The Camp Verde Common Council at a Regular meeting held on the 20 of
(Governing body) (Regular or special) (Day)
September, 2023 considered the application of Alcantara-
(Month) (Year) (Name of applicant)
for a license to sell spirituous liquor at the premises described in application Job#253062
(Arizona liquor license application #)
for the license series #: type Acquisition of control as provided by A.R.S § 4-201.
(I.e.: series #10: beer & wine store)

ORDER OF APPROVAL/DISAPPROVAL

IT IS THEREFORE ORDERED that the license APPLICATION OF Alcantara
(Name of applicant)
to sell spirituous liquor of the class and in the manner designated in the application, is hereby recommended
for _____
(Approval, disapproval, or no recommendation)

TRANSMISSION OF ORDER TO STATE

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department
of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona.

Dated at _____ on _____
(Location) (Day) (Month) (Year)

(Printed name of city, town or county clerk)

(Signature of city, town or county clerk)



Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested

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

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title: Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 10 (Beer and Wine)) Liquor License Application #249322 for Family Dollar #25150 located at 633 Finnie Flat Road, Camp Verde, AZ 86322.

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

List Attached Documents: Copy of Application, Local Governing Body Recommendation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by: N/A

☒ Department Head: Cindy Pemberton ☐ Town Attorney Comments: N/A

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

Background Information

Staff received a liquor license application on 08-03-2023. Staff made several attempts to contact the business for payment and finally spoke to someone on 08-14-2023 who indicated they would mail the filing fee of \$250.00. We received the fee on August 21, 2023 and was posted the necessary paper work as required by law for 20 days. All fees associated with the application have been paid. Staff has not received any comments or concerns from the public regarding the application.

Recommended Action (Motion):

Approve a Class 10 (Beer and Wine)) Liquor License Application #249322 for Family Dollar #25150 located at 633 Finnie Flat Road, Camp Verde, AZ 86322.

Instructions to the Clerk: Process application and send to Department of Liquor License

RECEIVED
AUG - 3 2023
Camp Verde
7-28-23
DB

State of Arizona
Department of Liquor Licenses and Control

Created 07/28/2023 @ 10:53:32 AM

Local Governing Body Report

LICENSE

Number: Type: 010 BEER AND WINE STORE
Name: FAMILY DOLLAR #25150
State: Pending
Issue Date: Expiration Date:
Original Issue Date:
Location: 633 FINNIE FLAT ROAD
CAMP VERDE, AZ 86322
USA
Mailing Address: 500 VOLVO PARKWAY
ATTN: 8TH FLOOR ALCOHOL / TOBACCO TEAM
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

AGENT

Name: ANITA MARTINEZ
Gender: Female
Correspondence Address: 500 VOLVO PARKWAY
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

OWNER

PD
8-21-2023

Name: FAMILY DOLLAR, LLC
Contact Name: RAFAEL GALVAN JR
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: 23489731 State of Incorporation: NC
Incorporation Date: 02/27/2023
Correspondence Address: 500 VOLVO PARKWAY
ATTN: 8TH FLOOR ALCOHOL / TOBACCO TEAM
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

Officers / Stockholders

Name:	Title:	% Interest:
FAMILY DOLLAR STORE HOLDINGS LLC	MEMBER	100.00
HARRY RASHAD SPENCER	ASST SECRETARY	
PETER ALLEN BARNETT	PRESIDENT	
ROGER WAYNE DEAN	VP	

FAMILY DOLLAR STORES INC - Shareholder

Name: DOLLAR TREE INC
Contact Name: BRENDA E SALLARD
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 500 VOLVO PARKWAY
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

**FAMILY DOLLAR, LLC - ASST SECRETARY
FAMILY DOLLAR STORES INC - ASST
SECRETARY
FAMILY DOLLAR STORE HOLDINGS LLC - ASST
SECRETARY**

Name: HARRY RASHAD SPENCER
Gender: Male
Correspondence Address: 500 VOLVO PARKWAY
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

**FAMILY DOLLAR STORE HOLDINGS LLC -
Shareholder**

Name: FAMILY DOLLAR STORES INC
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: F08710462 State of Incorporation: NC
Incorporation Date: 04/01/1999
Correspondence Address: 500 VOLVO PARKWAY
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

**FAMILY DOLLAR, LLC - VP
FAMILY DOLLAR STORE HOLDINGS LLC - VP
FAMILY DOLLAR STORES INC - VP**

Name: ROGER WAYNE DEAN
Gender: Male
Correspondence Address: 500 VOLVO PARKWAY
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

**FAMILY DOLLAR, LLC - PRESIDENT
FAMILY DOLLAR STORES INC - PRESIDENT
FAMILY DOLLAR STORE HOLDINGS LLC -
PRESIDENT**

Name: PETER ALLEN BARNETT
Gender: Male
Correspondence Address: 500 VOLVO PARKWAY
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: PBARNETT@FAMILYDOLLAR.COM

FAMILY DOLLAR, LLC - MEMBER

Name: FAMILY DOLLAR STORE HOLDINGS LLC
Contact Name: VARIOUS AGENTS
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 500 VOLVO PARKWAY
CHESAPEAKE, VA 23320
USA
Phone: [REDACTED]
Alt. Phone:
Email: AB-LICENSING@DOLLARTREE.COM

APPLICATION INFORMATION

Application Number: 249322
Application Type: New Application
Created Date: 06/20/2023

DS

QUESTIONS & ANSWERS

010 Beer and Wine Store

- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Provide name, address, and distance of nearest school.
(If less than one (1) mile note footage)
ARIZONA J/Sr High School, 452 Finnie Flat Rd, Capm Verde, AZ 86322 749ft
- 3) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
Property Tenant
- 4) Is there a penalty if lease is not fulfilled?
Yes
What is the penalty?
Please see Tenants Default attachement.
- 5) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 6) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals
NONE
- 7) Are there walk-up or drive-through windows on the premises?
No
- 8) Does the establishment have a patio?
No
- 9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No

DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
ALIEN STATUS	ABC24743 - CITIZENSHIP.pdf	06/20/2023
DIAGRAM/FLOOR PLAN	25150 AZ Floor plan.pdf	06/20/2023
ORGANIZATIONAL DOCUMENTS	Arizona Flowchart.pdf	06/20/2023
ORGANIZATIONAL DOCUMENTS	Family Dollar, LLC Certificate of Registration 02.27.23- AZ.pdf	06/20/2023
ORGANIZATIONAL DOCUMENTS	Family Dollar, LLC Foreign Registration Statement 02.14.23- AZ.pdf	06/20/2023
MISCELLANEOUS	Anita Martinez Signed Basic .pdf	06/20/2023
MISCELLANEOUS	Anita Martinez Signed Management.pdf	06/20/2023
ALIEN STATUS	ABC24743 - DM Driver's License (02430931xBE13C).pdf	06/20/2023
QUESTIONNAIRE	Agent Questionnaire.pdf	06/20/2023
MISCELLANEOUS	25150 AZ Lease 2012 Part I (1).pdf	06/20/2023
MISCELLANEOUS	25150 AZ Lease 2012 Part II.pdf	06/20/2023
MISCELLANEOUS	25150 AZ Lease 2012 Part III.pdf	06/20/2023
MISCELLANEOUS	25150 AZ Amendment 2013.pdf	06/20/2023
MISCELLANEOUS	25150 AZ Amendment 2015.pdf	06/20/2023
QUESTIONNAIRE	Officers signed questionnaires.pdf	06/20/2023

separate claims based on their respective interests even if a single award for all damages is given by the public authority.

17. TENANT'S DEFAULT.

a. The occurrence of any one or more of the following (after expiration of any applicable notice and cure period) will, at the sole option of Landlord, constitute an "Event of Default" under this Lease:

(i) A failure by Tenant to pay any Basic Rent when due; provided, however, for up to two (2) times during a Lease Year, if any payment of Basic Rent is not received when due, Landlord will notify Tenant in writing (a "Basic Rent Late Notice"), and Tenant will have ten (10) calendar days from the date of receipt of the Basic Rent Late Notice to make full payment of the Basic Rent. If any Basic Rent is not received when due after Landlord has delivered to Tenant the applicable Basic Rent Late Notices as hereinabove required, or if Tenant fails to pay any Basic Rent within the required time period after receipt of the applicable Basic Rent Late Notice, then such failure will constitute an Event of Default;

(ii) A failure by Tenant to pay any Additional Rent when due; provided, however, for up to two (2) times during any Lease Year, if any payment of Additional Rent is not received when due, Landlord will notify Tenant in writing (an "Additional Rent Late Notice"), and Tenant will have ten (10) calendar days from the date of receipt of the Additional Rent Late Notice to make full payment of the Additional Rent. If any Additional Rent is not received when due after Landlord has delivered to Tenant the applicable Additional Rent Late Notices as hereinabove required, or if Tenant fails to pay any Additional Rent within the required time period after receipt of the applicable Additional Rent Late Notice, then such failure will constitute an Event of Default; provided, however, that any failure to pay any amount of Additional Rent that is disputed by Tenant in good faith shall not constitute an Event of Default hereunder;

(iii) Tenant fails to perform or observe any other material provision or condition of this agreement to be performed or observed by Tenant, and Tenant fails to commence to cure the default within thirty (30) calendar days after receipt of notice of the default from Landlord (or such other period as may be explicitly set forth herein) or having commenced to cure the default, Tenant fails to diligently pursue the curing of the default thereafter;

(iv) any material representation or warranty made by Tenant herein proves to have been incorrect when made in any material respect;

(v) Tenant shall (A) voluntarily be adjudicated a bankrupt or insolvent, (B) seek or consent to the appointment of a receiver or trustee for itself or for all or a portion of the Leased Premises, (C) file a petition seeking relief under the bankruptcy or other similar laws of the United States, any state or any jurisdiction, or (D) make a general assignment for the benefit of creditors;

(vi) a court shall enter an order, judgment or decree appointing, without the consent of Tenant, a receiver or trustee for it or for the Leased Premises or a portion thereof or approving a petition filed against Tenant which seeks relief under the bankruptcy or other similar laws of the United States, any state or any jurisdiction, and such order, judgment or decree shall remain undischarged or unstayed ninety (90) calendar days after it is entered;

(vii) Tenant shall be liquidated or dissolved or shall begin proceedings towards its liquidation or dissolution; or

(viii) the estate or interest of Tenant in the Leased Premises or any portion thereof shall be levied upon or attached in any proceeding and such estate or interest is about to be sold or transferred or such process shall not be vacated or discharged within ninety (90) calendar days after it is made.

Subject to paragraph (b) below, upon the occurrence of an Event of Default, Landlord may exercise any right or remedy now or hereafter existing by law or in equity or may cure the Event of Default, and Tenant shall reimburse Landlord for all actual reasonable costs and expenses incurred by Landlord undertaking such cure. Without limiting the foregoing, Landlord may declare the term ended and enter into the Leased Premises by due process of law, and expel Tenant and repossess and enjoy the Leased Premises as though this Lease had by its terms expired. If Landlord terminates this Lease pursuant to this Section, then Tenant will peaceably surrender the Leased Premises to Landlord. Landlord shall use reasonable efforts to mitigate its damages, including, without limitation, reletting the Leased Premises in Landlord's reasonable business judgment for a commercially reasonable rent taking into consideration the condition of the Leased Premises and general market conditions. Notwithstanding the foregoing, no termination of this Lease will relieve Tenant from the obligation to pay rent and other charges due under this Lease for the remainder of the then current term as though this Lease had not been terminated for as long as the Leased Premises are vacant and for any deficiency between the rent and other charges due under this Lease for the remainder of the then current term and the rent and other charges due under any new lease if the Leased Premises are relet. The rent or deficiency in rent, as applicable, and other charges will be paid by Tenant as such obligations would have become due under this Lease in monthly or other periodic installments. In addition, Tenant will be liable for the reasonable costs of reletting the Leased Premises, but those costs will not include any attorneys' fees to negotiate a lease with a new tenant or any costs to alter or improve the Leased Premises for a new tenant.

b. The intention of this Section 17(b) is to set forth certain special provisions applicable to Events of Default of the nature referenced in Sections 17(a)(ii), (iii) and/or (iv) of this Lease (each, upon expiration of any applicable notice and cure periods, a "Parcel Event of Default") and to Landlord's rights and remedies upon the occurrence of

Parcel Events of Default. This Section 17(b) has no application to other Events of Default under this Lease and is not intended to alter or limit Landlord's rights and remedies with respect to such other Events of Default or, except as specifically set forth in this Section 17(b), for any other purpose. Subject to the foregoing, Landlord and Tenant agree that, notwithstanding anything to the contrary contained in this Lease, if, and for so long as, no more than 5 Parcel Events of Default have occurred and are then continuing during a Lease Year, then, on account of any Parcel Event of Default during such Lease Year, Landlord may not exercise any termination and/or dispossession rights and remedies available to it under this Lease on account of such Parcel Event(s) of Default against any Parcel other than the Parcel to which the aforesaid Parcel Event(s) of Default relate. If, however, more than 5 Parcel Events of Default occur and are then continuing during a Lease Year, Landlord shall be entitled to exercise all rights and remedies available to it under this Lease on account of such then continuing Parcel Event(s) of Default, provided that Landlord may only exercise termination and/or dispossession rights and remedies on account of such Parcel Event(s) of Default against either (i) any one or more of the Parcels to which such continuing Parcel Event(s) of Default relate or (ii) all Leased Premises covered by this Lease.

For the purposes of the restrictions on Landlord's exercise of remedies as set forth in this Section 17(b), a Parcel Event of Default shall no longer be considered "continuing" if (i) Tenant has cured such default or (ii) Landlord has terminated the Lease with respect to any Parcel(s) to which such Parcel Event(s) of Default relate.

18. SURRENDER OF POSSESSION. Upon the termination of this Lease, Tenant will surrender the Leased Premises broom clean and in good repair, ordinary wear and tear, damage by fire or other casualty and Landlord's maintenance and repair obligations excepted.

19. EXCLUSIVE USE. Landlord agrees that Landlord and any entity controlled by Landlord or any partner or principal of Landlord will not lease (or permit the leasing or subleasing of) or sell any space on any property contiguous with or connected to the Leased Premises or any portion thereof owned by or controlled by Landlord or any entity controlled by Landlord or any partner or principal of Landlord to any discount store occupying less than 40,000 square feet operated by or under the name of Wal-Mart, Dolgencorp or Dollar General, Dollar Tree, or any entity controlled by, affiliated with or related to any of them (each, a "Competitor"). If there is a breach of this Section by Landlord, then Tenant's rights and remedies will include, but not be limited to, the right at any time thereafter to elect to terminate this Lease with respect to the affected Parcel, and upon such election, this Lease will be terminated with respect to such Parcel only. So long as such breach exists and Tenant has not terminated this Lease with respect to the relevant Parcel, Tenant shall be entitled to a credit against the subsequent installment of Basic Rent in the amount of the positive difference, if any, between the monthly installment of Basic Rent allocable to such Parcel and 1/12th of 2% of Tenant's estimated Gross Sales at such Parcel (i.e., the amount by which Basic Rent exceeds 2% of Gross Sales for the relevant month). Tenant shall, within 120 days after the end of its Fiscal



Family Dollar Inc. Flowchart

Dollar Tree, Inc.
(100% Stockholder)
NASDAQ: DLTR



Family Dollar Stores, Inc.
(100% Stockholder)

Controlling Officers:

President: Peter Barnett

Vice President & Treasurer: Roger Dean

Assistant Secretary: Harry Spencer



Family Dollar Stores Holdings, LLC
(100% Stockholder)

Controlling Officers:

President: Peter Barnett

Vice President & Treasurer: Roger Dean

Assistant Secretary: Harry Spencer



Family Dollar, Inc.
(100% Stockholder)

Controlling Officers:

President: Peter Barnett

Vice President & Treasurer: Roger Dean

Assistant Secretary: Harry Spencer



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

Local Governing Body Recommendation
A.R.S. § 4-201(C)

1. City or Town of: CAMP VERDE Liquor License Application #: 249322
(Circle one) (Arizona application #)
 2. County of: YAVAPAI City/Town/County #: YAVAPAI
 3. If licensed establishment will operate within an "entertainment district" as described in A.R.S. § 4-207(D)(2),
N/A
(Name of entertainment district) (Date of resolution to create the entertainment district)
- A boundary map of entertainment district must be attached.
4. The Camp Verde Common Council at a Regular meeting held on the 20th of
(Governing body) (Regular or special) (Day)
September, 2023 considered the application of Family Dollar #25150
(Month) (Year) (Name of applicant)
for a license to sell spirituous liquor at the premises described in application #249322
(Arizona liquor license application #)
for the license series #: type 010 Beer and Wine as provided by A.R.S. § 4-201.
(I.e.: series #10: beer & wine store)

ORDER OF APPROVAL/DISAPPROVAL

IT IS THEREFORE ORDERED that the license APPLICATION OF Family Dollar #25150
(Name of applicant)
to sell spirituous liquor of the class and in the manner designated in the application, is hereby recommended
for _____
(Approval, disapproval, or no recommendation)

TRANSMISSION OF ORDER TO STATE

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona.

Dated at _____ on _____, _____, _____
(Location) (Day) (Month) (Year)

(Printed name of city, town or county clerk)

(Signature of city, town or county clerk)

[Page intentionally left blank]



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Special Session

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact): Public Hearing followed by Discussion, Consideration, and Possible approval of a Class B Bingo License for American Legion Post 93 located at 286 S 3rd Street, Camp Verde, AZ 86322.

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

List Attached Documents: Copy of Application for Bingo License for American Legion Post 93

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

☐ Department Head: ☐ Town Attorney Comments: N/A

Finance Review: ☐ Budgeted ☐ Unbudgeted ☐ N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ *Amount Remaining:* _____

Comments:

Background Information: Staff received the application on 08-24-2023 from Rodney Corbin, reviewed the application and meets all statute requirements.

Recommended Action (Motion): Approve Class B Bingo License for American Legion Post 93 located at 286 S 3rd Street, Camp Verde, AZ 86322.

Instructions to the Clerk

- Type or print in black ink and complete all information requested on this form. If you do not, your application will be returned. All information is subject to verification. If you need more space, attach additional sheets.
- All bingo licenses expire one year from the date of issue. To continue conducting live bingo games, you must renew your license prior to the expiration date pursuant to A.R.S. §§ 5-403(C) and 5-410.

1 Applicant's Name American Legion Post 93	
2a Mailing Address 286 S 3rd St	
2b City Camp Verde	State ZIP Code AZ 86322
3a Administrative Office Location 286 S 3rd St	
3b City Camp Verde	State ZIP Code AZ 86322
4a Name of Contact Person Cathy Scippel	4b Telephone No. 602-332-1253
4c E-mail Address [REDACTED]	4c Fax No. NONE

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

REVENUE USE ONLY. DO NOT MARK IN THIS AREA.

88

81 PM

80 RCVD

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

- ☐ Charitable
 ☐ Social
 ☐ Religious
 ☒ Veterans
 ☐ Fraternal
 ☐ Volunteer Fire Department
 ☐ Homeowners Association
 ☐ Nonprofit Ambulance Service

6 Class B and Class C license applicants only applying as a qualified organization, provide parent or auxiliary information:

6a Parent Name American Legion Post 93	6b Auxiliary Name
Address - Number and Street, Rural Rt., Apt. No. 286 S 3rd St	Address - Number and Street, Rural Rt., Apt. No.
City State ZIP Code Camp Verde AZ 86322	City State ZIP Code

7 Class B and Class C license applicants only applying as a qualified organization, list the current officers or Board of Directors of the organization:

7a Name Stewart Phelan	7b Name Randy Bruce
Title Commander	Title Finance Officer
Address - Number and Street, Rural Rt., Apt. No. [REDACTED]	Address - Number and Street, Rural Rt., Apt. No. [REDACTED]
City State ZIP Code Camp Verde AZ 86322	City State ZIP Code Camp Verde AZ 86322
7c Name Rick Powers	7d Name
Title Sr Vice Commander	Title
Address - Number and Street, Rural Rt., Apt. No. [REDACTED]	Address - Number and Street, Rural Rt., Apt. No.
City State ZIP Code Camp Verde AZ 86322	City State ZIP Code

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

Checking Account Number	Bank Name	Bank Branch
-------------------------	-----------	-------------

Continued on page 2 →

FOR OFFICIAL USE ONLY PURSUANT TO A.R.S. § 5-404.A

- **License Applicants:** Complete lines 2, 3, and 4. Submit with entire license package to local governing body.
- **Local Governing Body:** Complete and return with license package to the Department of Revenue Bingo Section. A.R.S. §§ 5-409 and 5-410

☒ New Application ☐ Change of Location		Date 7-7-23		License Number	
From (Name of local governing body) American Legion Post 93					
Address (number and street, PO Box) 286 S 3rd St					
City Camp Verde		State AZ		ZIP Code 86322	
Phone No. (with area code) 928-567-6154					
REVENUE USE ONLY. DO NOT MARK IN THIS AREA.					
				88	
				81 PM	
				80 RCVD	

- This is to certify that on _____ a hearing was conducted pursuant to Arizona Revised Statute, Title 5, Chapter 4, in the matter of:
☐ Application for a bingo license by the following applicant.
☐ Application for a bingo license location transfer.
- Applicant's Name** _____
- Location/Address where live bingo will be conducted:**

City _____	State _____	ZIP Code _____
-------------------	--------------------	-----------------------
- Fill in the time on the days live bingo will be played:**

SUN	MON	TUE	WED	THUR	FRI	SAT
☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.
☐ p.m.	☐ p.m.	☐ p.m.	☐ p.m.	☐ p.m.	☐ p.m.	☐ p.m.
- Who is your live bingo supplier?** _____
- Recommendation for the application:** ☐ Approved ☐ Disapproved
- Specific reasons for disapproval are hereby listed pursuant to A.R.S. § 5-404.1:**

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

PRINTED NAME _____

SIGNATURE _____

DATE _____

TITLE _____

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007

☎ (602) 716-7801

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

Licensee's Name <i>American Legion Post #93</i>		License Number	
Position (check the appropriate boxes): ☐ Manager ☒ Supervisor ☐ Proceed Coordinator ☐ Assistant		REVENUE USE ONLY. DO NOT MARK IN THIS AREA.	
Affiant's Name <i>Stewart Phelan</i>		88	
Social Security Number	Date of Birth		
Address			
City <i>Camp Verde</i>	State <i>AZ</i>	ZIP Code <i>86322</i>	
Home Phone No. (with area code)	Work Phone No. (with area code)		
		81 PM	80 RCVD

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

Member? ☒ Yes ☐ No	Date Joined Organization <i>1-1-14</i>
Officers? ☒ Yes ☐ No	Officer Title <i>Commander</i>
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):	

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

Stewart Phelan
Signature of Affiant

7-11-23
Date

Please mail to:
Arizona Department of Revenue
1600 W Monroe Street, Division Code 22
Phoenix, AZ 85007

(602) 716-7801

**Arizona Form
830**

Affidavit

Bingo

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

Licensee's Name <i>American Legion Post 93</i>		License Number	
Position (check the appropriate boxes): ☒ Manager ☐ Supervisor ☒ Proceed Coordinator ☐ Assistant			
Affiant's Name <i>Cathy Seippel</i>		REVENUE USE ONLY. DO NOT MARK IN THIS AREA. 88	
Social Security Number		Date of Birth	
Address			
City <i>Camp Verde</i>	State <i>AZ</i>	ZIP Code <i>86322</i>	
Home Phone No. (with area code)	Work Phone No. (with area code)		
	81 PM 80 RCVD		

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

Member? ☒ Yes ☐ No	Date Joined Organization <i>5/30/1999</i>
Officers? ☒ Yes ☐ No	Officer Title <i>Member at Large Adviser</i>
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):	

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

Cathy Seippel
 Signature of Affiant

7-7-23
 Date

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007

☎ (602) 716-7801

Arizona Form 830

Affidavit

Bingo

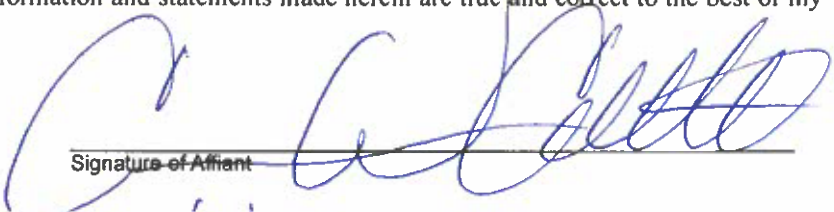
This affidavit must be completed by each person who wishes to assist in the conduct of any game of bingo. If any information is blank or incorrect, the affidavit will be returned to you. All information is subject to verification. Disclosure of your Social Security Number (SSN) is voluntary. This information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

Licensee's Name <u>American Legion Post # 93</u>		License Number	
Position (check the appropriate boxes). ☐ Manager ☐ Supervisor ☐ Proceed Coordinator ☒ Assistant		REVENUE USE ONLY. DO NOT MARK IN THIS AREA.	
Affiant's Name <u>Cameron Collette</u>		88	
Social Security Number	Date of Birth		
Address			
City <u>CAMP VERDE</u>	State <u>AZ</u>	ZIP Code <u>86372</u>	
Home Phone No. (with area code)	Work Phone No. (with area code)	81 PM	80 RCVD

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

Member? ☒ Yes ☐ No	Date Joined Organization <u>11-21-20</u> YY
Officers? ☐ Yes ☒ No	Officer Title <u>Member</u>
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):	

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


 Signature of Affiant
8/5/2023
 Date

Please mail to:
Arizona Department of Revenue
1600 W Monroe Street, Division Code 22
Phoenix, AZ 85007

(602) 716-7801

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

Licensee's Name <u>American Legion Post 93</u>	
Position (check the appropriate boxes): ☐ Manager ☒ Supervisor ☐ Proceed Coordinator ☐ Assistant	

License Number

Affiant's Name <u>SUSAN HAND</u>		
Social Security Number	Date of Birth	
Address		
City <u>CAMP VERDE</u>	State <u>AZ</u>	ZIP Code <u>86322</u>
Home Phone No. (with area code)	Work Phone No. (with area code)	

REVENUE USE ONLY. DO NOT MARK IN THIS AREA.	
88	
81 PM	80 RCVD

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

Member? ☒ Yes ☐ No	Date Joined Organization <u>JUN 1993</u>
Officers? ☒ Yes ☐ No	Officer Title <u>AUXILIARY PRESIDENT</u>
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):	

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

Susan Hand
Signature of Affiant

7-13-2024
Date

Please mail to:
Arizona Department of Revenue
1600 W Monroe Street, Division Code 22
Phoenix, AZ 85007

☎ (602) 716-7801

**Arizona Form
830**

Affidavit

Bingo

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

Licensee's Name <i>American Legion Post 93</i>			License Number 	
Position (check the appropriate boxes): ☐ Manager ☐ Supervisor ☐ Proceed Coordinator ☒ Assistant			REVENUE USE ONLY. DO NOT MARK IN THIS AREA. 88 81 PM 80 RCVD	
Affiant's Name <i>Richard Powers</i>				
Social Security Number 		Date of Birth 		
Address 				
City <i>Camp Verde</i>		State <i>AZ.</i>	ZIP Code <i>86322</i>	
Home Phone No. (with area code) 		Work Phone No. (with area code) 		

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

Member? ☒ Yes ☐ No		Date Joined Organization <i>01-06-2020</i>	
Officers? ☒ Yes ☐ No		Officer Title <i>SR Vice</i>	
Do you have an affidavit on file for any other licensee? ☐ Yes ☐ No If "Yes", list license number(s):			

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

Richard D. Powers
 Signature of Affiant

7-11-2023
 Date

Please mail to:
Arizona Department of Revenue
1600 W Monroe Street, Division Code 22
Phoenix, AZ 85007

☎ (602) 716-7801

FOR OFFICIAL USE ONLY PURSUANT TO A.R.S. § 5-404.A

- **License Applicants:** Complete lines 2, 3, and 4. Submit with entire license package to local governing body.
- **Local Governing Body:** Complete and return with license package to the Department of Revenue Bingo Section. A.R.S. §§ 5-409 and 5-410

☒ New Application
 ☐ Change of Location

Date

License Number

From (Name of local governing body)

Address (number and street, PO Box)

City

State

ZIP Code

Phone No. (with area code)

REVENUE USE ONLY. DO NOT MARK IN THIS AREA.

88

81 PM

80 RCVD

- 1 This is to certify that on _____ a hearing was conducted pursuant to Arizona Revised Statute, Title 5, Chapter 4, in the matter of:
- ☐ Application for a bingo license by the following applicant.
- ☐ Application for a bingo license location transfer.

2 Applicant's Name

American Legion Post 93

3 Location/Address where live bingo will be conducted:

286 S 3rd St

City

Camp Verde

State

AZ

ZIP Code

86322

4 Fill in the time on the days live bingo will be played:

SUN	MON	TUE	WED	THUR	FRI	SAT
☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.
☐ p.m.	2:00 ☒ p.m.	☐ p.m.	2:00 ☒ p.m.	2:00 ☒ p.m.	2:00 ☒ p.m.	2:00 ☒ p.m.

5 Who is your live bingo supplier?

6 Recommendation for the application: ☐ Approved ☐ Disapproved

7 Specific reasons for disapproval are hereby listed pursuant to A.R.S. § 5-404.1:

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

PRINTED NAME

SIGNATURE

DATE

TITLE

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007

(602) 716-7801

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

Licensee's Name <u>American Legion Post #93</u>		License Number 	
Position (check the appropriate boxes): ☐ Manager ☐ Supervisor ☐ Proceed Coordinator ☒ Assistant			
Affiant's Name <u>THOMAS W DIMOCK</u>			
Social Security Number 		Date of Birth <u>14</u>	
Address 			
City <u>CAMP VERDE</u>		State <u>AZ</u>	
Home Phone No. (with area code) 		ZIP Code <u>86322</u>	
Work Phone No. (with area code) 		REVENUE USE ONLY. DO NOT MARK IN THIS AREA. <u>88</u> <u>81</u> PM <u>80</u> RCVD	

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

Member? ☒ Yes ☐ No		Date Joined Organization <u>1978</u>	
Officers? ☐ Yes ☒ No		Officer Title 	
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):			

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

Thomas W Dimock
Signature of Affiant

8-4-23
Date

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007

☎ (602) 716-7801

Applicant's Name (as shown on page 1)

American Legion Post 93

APPLICATION FOR BINGO LICENSE

19 Expected bingo expenses:

a Mortgage: \$ 0 per month

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

b Rent: \$ 0 per ☐ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

c Janitorial Services: \$ 400.00 per ☒ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

d Accounting Services: \$ 0 per ☐ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

e Security Services: \$ 0 per ☐ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

f Bingo Supplies: \$ per

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

Cactus Bingo Supply LLC
3210 E. Roeser Rd Suite 15
1-800-544-0984
Phoenix AZ 85040

20 Who is your live bingo supplier? (For all bingo supplies). Do you foresee purchasing/renting machines as "technological aids for your live bingo games?"

Cactus Bingo Supply / yes

Continued on page 5 →

Applicant's Name (as shown on page 1)

American Legion

APPLICATION FOR BINGO LICENSE

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

Cathy Seippel
APPLICANT'S SIGNATURE

7-7-23
DATE

Member at Large Adviser
TITLE

Please mail to:
Arizona Department of Revenue
1600 W Monroe Street, Division Code 22
Phoenix, AZ 85007
☎ (602) 716-7801

REVENUE USE ONLY. DO NOT MARK IN THIS AREA.

☐ Approved		☐ Disapproved		☐ Class A License	☐ Class B License	☐ Class C License
Reviewer's Name (please print)	Date	License Number	Effective Date	Expiration Date		

American Legion Post 93

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

Account Number [REDACTED]	Bank Name National Bank	Bank Branch [REDACTED]
------------------------------	----------------------------	---------------------------

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

10a Name Stewart Phelan	10b Name Catherine Seippel
Title Commander	Title Member at Large Adviser

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

11a Name Catherine Seippel	11b Name Sue Hand
Title Member at Large Adviser	Title President Aux

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

Name Catherine Seippel	Title Member at Large Adviser
---------------------------	----------------------------------

13 List the name(s) of the person(s) who will serve as supervisor. If applying as a qualified organization, each person must be a member of the applicant. Each person must submit an affidavit. If additional names are required, please attach affidavits.

13a Name Stewart Phelan	13b Name Sue Hand
Title Commander	Title President

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

14a Name Cameron Collette	14b Name Sue Hand
14c Name Thomas W. Dimack	14d Name Catherine Seippel

15 Street address of the PHYSICAL location where live bingo will be played:

--

16 Games of Bingo must not exceed 5 days a week. Indicate the time on each respective day that live bingo will be played:

SUN	MON	TUE	WED	THUR	FRI	SAT
☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.	☐ a.m.
☐ p.m.	☒ p.m.	☐ p.m.	☒ p.m.	☒ p.m.	☒ p.m.	☒ p.m.

Continued on page 3 →

Applicant's Name (as shown on page 1)

American Legion Post #93

APPLICATION FOR BINGO LICENSE

17 Indicate the type of premises where bingo will be played. Check one box:

a ☒ Neither rent nor mortgage will be paid from bingo funds.b ☐ Rented or leased. Attach rental affidavit and copy of rental agreement.

Landlord's Name	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code

c ☐ Owned solely by the organization. Attach copy of mortgage, deed of trust, purchase agreement, escrow agreement, or other related document:

Holder of Mortgage	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code

d ☐ Owned jointly with other organization. Attach copy of mortgage, deed of trust, purchase agreement, escrow agreement, or other related document:

1) Holder of Mortgage	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code
2) Co-Owner Holder:	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code
3) Co-Owner Holder:	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code

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

18a Name <u>NONE</u>	18b Name <u>NONE</u>
Address – Number and Street, Rural Rt., Apt. No.	Address – Number and Street, Rural Rt., Apt. No.
City State ZIP Code	City State ZIP Code

Continued on page 4 →

This Application for Bingo License Packet includes:

- Arizona Form 833 — Application for Bingo License
- Arizona Form 830 — Affidavit
- Arizona Form 832 —
Endorsement by Local Governing Body

It is advisable that you obtain and review a copy of the Arizona Revised Statutes on "Games of Bingo" and the Administrative Rules prior to initiating an application. These documents outline qualifications and requirements for obtaining a bingo license and may be obtained from:

- www.azleg.gov/ and
- www.azsos.gov/public_services/table_of_contents.htm

All forms must be complete and legible. *Please type or print using black ink only.* Forms are available in a fillable pdf format at Arizona Department of Revenue (ADOR) web site www.azdor.gov. Be sure to include on your application a telephone number where you (or another party responsible for the games) can be reached during the day.

The bingo license package for new license and appropriate fees must be sent to and approved by the local governing body (the city council for incorporated cities or the county board of supervisors for unincorporated areas) prior to submission to the ADOR Bingo Section. Upon their approval or disapproval, the local governing body will forward the license package to the ADOR Bingo Section.

Endorsement by Local Governing Body Form

Complete lines 2, 3, and 4 of *Arizona Form 832, Endorsement by Local Governing Body* and submit to your local governing body with the bingo license package. **A bingo license cannot be issued until this form is received by the ADOR Bingo Section.**

As part of the review of your application for a bingo license, the ADOR **Bingo Section will conduct an analysis of any purchase agreement for either equipment and/or real property to determine that such agreement is bona fide.** This analysis is conducted pursuant to A.R.S. 5-406.F. The Bingo Section does not "approve" these agreements as to content or other legal ramifications. You are strongly advised to consult with independent legal counsel to determine your rights and obligations under these agreements.

If you need additional forms or have any questions, please call the ADOR Bingo Section in Phoenix at (602) 716-7801.

CHECKLIST:

Send copies of all documents listed below unless otherwise noted. Before mailing, check to make sure that you have included the following:

- 1 ☐ **Original** completed Application for Bingo License (Arizona Form 833).
- 2 ☐ **Original** completed affidavits (Arizona Form 830). Class B and Class C applicants must include a completed affidavit for each person participating in the conduct of your games. Class A applicants must include a complete affidavit for each person participating as a manager, proceeds coordinator and supervisors.
- 3 ☐ Rental agreement if more than one licensee is using the same rented premises in which to hold bingo.
- 4 ☐ Application for Special Bonus Game (Arizona Form 831) available at www.azdor.gov. If you do not conduct special bonus games do not complete the application.
- 5 ☐ License fee payable to the Arizona Department of Revenue:

License Type	Fee
Class A	\$10.00
Class B	\$50.00
Class C	\$200.00

- 6 ☐ The local governing body fee will be payable to the appropriate local governing entity:

License Type	Fee
Class A	\$5.00
Class B	\$25.00
Class C	\$50.00

- 7 ☐ If applying as a **qualified organization**, a current membership list must be submitted and must indicate initial membership dates for all members of the applicant organization. Any person from any branch of the applicant who will be participating in the operation of bingo games must be included on the membership list.
- 8 ☐ If applying as a **qualified organization**, the following must be submitted: charter documents, articles of incorporation, corporate bylaws, articles of association, minutes of the establishment meeting, and minutes of meetings for two years (two months of each year) immediately prior to the date of application for the applicant, parent and auxiliary.
- 9 ☐ Purchase agreement for real property (where applicable).
- 10 ☐ Purchase agreement/bill of sale for bingo equipment and supplies.
- 11 ☐ **Original** local governing body endorsement.



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Special Session

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact): Public Hearing followed by Discussion, Consideration, and Possible approval of a Class B Bingo License for Veterans of Foreign Wars Post 6739 located at 277 W State Highway 260, Camp Verde, AZ 86322.

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

List Attached Documents: Copy of Application for Bingo License for Veterans of Foreign Wars Post 6739

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

☐ Department Head: ☐ Town Attorney Comments: N/A

Finance Review: ☐ Budgeted ☐ Unbudgeted ☐ N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ *Amount Remaining:* _____

Comments:

Background Information: Staff received the application on 08-21-2023 from Rodney Corbin, reviewed the application and meets all statue requirements.

Recommended Action (Motion): Approve Class B Bingo License for Veterans of Foreign Wars Post 6739 located at 277 W State Highway 260, Camp Verde, AZ 86322.

Instructions to the Clerk

- Type or print in black ink and complete all information requested on this form. If you do not, your application will be returned. All information is subject to verification. If you need more space, attach additional sheets.
- All bingo licenses expire one year from the date of issue. To continue conducting live bingo games, you must renew your license prior to the expiration date pursuant to A.R.S. §§ 5-403(C) and 5-410.

1 Applicant's Name <i>Veterans of Foreign Wars Post 6739</i>		
2a Mailing Address <i>P.O. Box 1528</i>		
2b City <i>Camp Verde</i>	State <i>AZ.</i>	ZIP Code <i>86322</i>
3a Administrative Office Location <i>277 W. State Hwy 260</i>		
3b City <i>Camp Verde</i>	State <i>AZ.</i>	ZIP Code <i>86322</i>
4a Name of Contact Person <i>Cathy Skippel</i>	4b Telephone No. [REDACTED]	
4c E-mail Address [REDACTED]	4c Fax No. [REDACTED]	

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

REVENUE USE ONLY. DO NOT MARK IN THIS AREA.

88

81 PM

80 RCVD

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

- ☐ Charitable
 ☐ Social
 ☐ Religious
 ☒ Veterans
 ☐ Fraternal
 ☐ Volunteer Fire Department
 ☐ Homeowners Association
 ☐ Nonprofit Ambulance Service

6 Class B and Class C license applicants only applying as a qualified organization, provide parent or auxiliary information

6a Parent Name <i>Veterans of Foreign Wars Post 6739</i>	6b Auxiliary Name <i>VFW Post 6739 Auxiliary</i>
Address - Number and Street, Rural Rt., Apt. No. <i>277 W. State Hwy 260 #1528</i>	Address - Number and Street, Rural Rt., Apt. No. <i>277 W. State Hwy 260 #1528</i>
City <i>Camp Verde</i> State <i>AZ.</i> ZIP Code <i>86322</i>	City <i>Camp Verde</i> State <i>AZ.</i> ZIP Code <i>86322</i>

7 Class B and Class C license applicants only applying as a qualified organization, list the current officers or Board of Directors of the organization:

7a Name <i>Stewart Phekar</i>	7b Name <i>Rodney Corbin</i>
Title <i>Commander</i>	Title <i>Quartermaster</i>
Address - Number and Street, Rural Rt., Apt. No. [REDACTED]	Address - Number and Street, Rural Rt., Apt. No. [REDACTED]
City <i>Camp Verde</i> State <i>AZ.</i> ZIP Code <i>86322</i>	City <i>Glendale</i> State <i>AZ.</i> ZIP Code <i>85304</i>
7c Name <i>Carlyle Paulser</i>	7d Name <i>Harold McCormack</i>
Title <i>Senior Vice Commander</i>	Title [REDACTED] <i>Junior Vice Commander</i>
Address - Number and Street, Rural Rt., Apt. No. [REDACTED]	Address - Number and Street, Rural Rt., Apt. No. [REDACTED]
City <i>Rimrock</i> State <i>AZ.</i> ZIP Code <i>86335</i>	City <i>Camp Verde</i> State <i>AZ.</i> ZIP Code <i>86322</i>

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

Checking Account Number [REDACTED]	Bank Name <i>National Bank of Arizona</i>	Bank Branch <i>Camp Verde Branch</i>
---------------------------------------	--	---

RECEIVED

Veterans of Foreign Wars

APPLICATION FOR BINGO LICENSE

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

Account Number	Bank Name	Bank Branch
----------------	-----------	-------------

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

10a Name Stewart Phelan	10b Name Melody Turner
Title Commander	Title Auxiliary SR. Vice

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

11a Name Stewart Phelan	11b Name Melody Turner
Title Commander	Title Auxiliary SR. Vice

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

Name Stewart Phelan	Title Commander
------------------------	--------------------

13 List the name(s) of the person(s) who will serve as supervisor. If applying as a qualified organization, each person must be a member of the applicant. Each person must submit an affidavit. If additional names are required, please attach affidavits.

13a Name Melody Turner	13b Name
Title Auxiliary SR. Vice	Title

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

14a Name Stewart Phelan	14b Name
14c Name Commander	14d Name

15 Street address of the PHYSICAL location where live bingo will be played:

--

16 Games of Bingo must not exceed 5 days a week. Indicate the time on each respective day that live bingo will be played:

SUN	MON	TUE	WED	THUR	FRI	SAT
2:30 ☐ a.m. ☒ p.m.	☐ a.m. ☐ p.m.	4:00 ☐ a.m. ☒ p.m.	☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.

Continued on page 3 →

Veterans of Foreign Wars Post 6739

17 Indicate the type of premises where bingo will be played. Check one box:

a ☒ Neither rent nor mortgage will be paid from bingo funds.b ☐ Rented or leased. Attach rental affidavit and copy of rental agreement.

Landlord's Name	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code

c ☐ Owned solely by the organization. Attach copy of mortgage, deed of trust, purchase agreement, escrow agreement, or other related document:

Holder of Mortgage	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code

d ☐ Owned jointly with other organization. Attach copy of mortgage, deed of trust, purchase agreement, escrow agreement, or other related document:

1) Holder of Mortgage	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code
2) Co-Owner Holder:	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code
3) Co-Owner Holder:	Address – Number and Street, Rural Rt., Apt. No.		
Telephone Number (with area code)	City	State	ZIP Code

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

18a Name	18b Name
Address – Number and Street, Rural Rt., Apt. No.	Address – Number and Street, Rural Rt., Apt. No.
City State ZIP Code	City State ZIP Code

Continued on page 4 →

Veterans of Foreign Wars

19 Expected bingo expenses:

a Mortgage: \$ 0 per month

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

b Rent: \$ 0 per ☐ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

c Janitorial Services: \$ 0 per ☐ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

d Accounting Services: \$ 0 per ☐ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

e Security Services: \$ 0 per ☐ month ☐ hour ☐ occasion

Payable to	Address - Number and Street, Rural Rt., Apt. No.		
Telephone number (with area code)	City	State	ZIP Code

f Bingo Supplies: \$ 250.00 per year

Payable to Amazon - American Games	Address - Number and Street, Rural Rt., Apt. No. 504 34th Ave.		
Telephone number (with area code) [REDACTED]	City Council Bluffs, IA.	State	ZIP Code 51501

20 Who is your live bingo supplier? (For all bingo supplies). Do you foresee purchasing/renting machines as technological aids for your live bingo games?

American Games. Yes

Continued on page 5 →

Veterans of Foreign Wars

APPLICATION FOR BINGO LICENSE

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

Melody Turner

DATE

7/7/2023

TITLE

BAR MANAGER / AUX. SR. VICE

Please mail to:

Arizona Department of Revenue
1600 W Monroe Street, Division Code 22
Phoenix, AZ 85007
☎ (602) 716-7801

REVENUE USE ONLY. DO NOT MARK IN THIS AREA.

☐ Approved☐ Disapproved☐ Class A License☐ Class B License☐ Class C License

Reviewer's Name (please print)

Date

License Number

Effective Date

Expiration Date

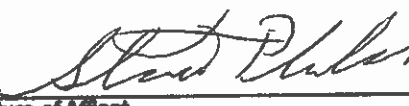
This affidavit must be completed by each person who wishes to assist in the conduct of any game of bingo. If any information is blank or incorrect, the affidavit will be returned to you. All information is subject to verification. Disclosure of your Social Security Number (SSN) is voluntary. This information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

Licensee's Name <i>Veterans of Foreign Wars Post 6739</i>		License Number 	
Position (check the appropriate boxes): ☒ Manager ☐ Supervisor ☐ Proceed Coordinator ☐ Assistant		REVENUE USE ONLY. DO NOT MARK IN THIS AREA. 	
Affiant's Name <i>Stewart Phelan</i>			
Social Security Number 	Date of Birth 		
Address 			
City <i>Camp Verde</i>	State <i>AZ</i>		
Home Phone No. (with area code) 	Work Phone No. (with area code) 		81 PM
			80 RCVD

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

Member? ☒ Yes ☐ No	Date Joined Organization <i>1-1-2007</i>
Officers? ☒ Yes ☐ No	Officer Title <i>Commander</i>
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):	

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


 Signature of Affiant

8-4-23
 Date

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007

☎ (602) 716-7801

FOR OFFICIAL USE ONLY PURSUANT TO A.R.S. § 5-404.A

- **License Applicants:** Complete lines 2, 3, and 4. Submit with entire license package to local governing body.
- **Local Governing Body:** Complete and return with license package to the Department of Revenue Bingo Section. A.R.S. §§ 5-409 and 5-410

☐ New Application ☐ Change of Location

Date

License Number

From (Name of local governing body)

Address (number and street, PO Box)

City

State

ZIP Code

Phone No. (with area code)

REVENUE USE ONLY. DO NOT MARK IN THIS AREA.

88

81 PM

80 RCVD

1 This is to certify that on _____ a hearing was conducted pursuant to Arizona Revised Statute, Title 5, Chapter 4, in the matter of:

- ☐ Application for a bingo license by the following applicant.
☐ Application for a bingo license location transfer.

2 Applicant's Name

Veterans of Foreign Wars

3 Location/Address where live bingo will be conducted:

277 W state Hwy 260

City

Camp Verde

State

AZ

ZIP Code

86322

4 Fill in the time on the days live bingo will be played:

SUN	MON	TUE	WED	THUR	FRI	SAT
2:30 ☐ a.m. ☒ p.m.	☐ a.m. ☐ p.m.	4:00 ☐ a.m. ☒ p.m.	☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.

5 Who is your live bingo supplier?

6 Recommendation for the application: ☐ Approved ☐ Disapproved

7 Specific reasons for disapproval are hereby listed pursuant to A.R.S. § 5-404.1:

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

PRINTED NAME

SIGNATURE

DATE

TITLE

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007
 ☎ (602) 716-7801

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

Licensee's Name <i>Veterans of Foreign Wars Post 6739</i>		License Number 	
Position (check the appropriate boxes): ☒ Manager ☒ Supervisor ☒ Proceed Coordinator ☐ Assistant			
Affiant's Name <i>Melody Turner</i>			
Social Security Number 		Date of Birth 	
Address 			
City <i>Camp Verde</i>		State <i>AZ</i>	
Home Phone No. (with area code) 		Work Phone No. (with area code) 	
ZIP Code <i>86322</i>			

REVENUE USE ONLY. DO NOT MARK IN THIS AREA

88

81 PM

80 RCVD

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

Member? ☒ Yes ☐ No	Date Joined Organization <i>01-01-2019</i>
Officers? ☒ Yes ☐ No	Officer Title <i>Auxiliary Senior Vice</i>
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):	

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

Melody Turner
 Signature of Affiant

7-31-23
 Date

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007

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

Licensee's Name <i>Veterans of Foreign Wars</i>		License Number 	
Position (check the appropriate boxes): ☒ Manager ☐ Supervisor ☐ Proceed Coordinator ☐ Assistant		REVENUE USE ONLY. DO NOT MARK IN THIS AREA. 	
Affiant's Name <i>Cathy Scippel</i>			
Social Security Number 	Date of Birth 		
Address 			
City <i>Camp Verde</i>	State <i>AZ</i>	ZIP Code <i>86322</i>	
Home Phone No. (with area code) 	Work Phone No. (with area code) 		

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

Member? ☒ Yes ☐ No	Date Joined Organization <i>5/30/1999</i>
Officers? ☒ Yes ☐ No	Officer Title <i>National Supreme President</i>
Do you have an affidavit on file for any other licensee? ☐ Yes ☒ No If "Yes", list license number(s):	

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

Cathy Scippel

 Signature of Affiant

7-7-23

 Date

Please mail to:
 Arizona Department of Revenue
 1600 W Monroe Street, Division Code 22
 Phoenix, AZ 85007

- 
- 1) Money to Be Used For
 - 2) Camp Verde School
 - 3) Rainbow Acres School
 - 3) Boy Scouts
 - 4) Girl Scouts
 - 5) Child Displacement
 - 6) Supporting Our Vets any & all
 - 7) Camp Verde ~~Adult~~ Adult Reading Program
 - 8) Hope Women's Center

[Page intentionally left blank]



Agenda Report Form – Section I

Meeting Date:

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Town Manager's Office

Staff Resource/Contact Person: Ted Soltis, Town Manager

Agenda Title (be exact): Discussion, Consideration, and Possible Approval of a Town of Camp Verde "Code of the West"

List Attached Documents: The "Code of the West"

Estimated Presentation Time: 5

Estimated Discussion Time: 10

Reviews and comments Completed by:

- ☐ Town Manager: _____ ☐ Department Head: _____
☐ Town Attorney Comments: _____
☐ Risk Management: _____
☐ Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____
Comments: _____

Background Information: The Town of Camp Verde "Code of the West" (Code) is designed to help those considering buying property in Camp Verde to make an educated and informed decision. Similar documents have been adopted by other Arizona communities including the Town of Wickenburg, Gila County, and Coconino County to name a few.

The original recommendation to develop a "Code of the West" for Camp Verde came from an August 4, 2022 Planning and Zoning Commission meeting as part of a 'Right to Farm' ordinance discussion. At that meeting, Nancy Higginbotham, Georgia May, Jessica Oium, and Mary Phelps organized an effort to prepare a similar document for use by the Town. After the initial draft was presented, Town staff provided edits on the document you have before you today.

The document provides information on several areas including:

- Property Access



Town of Camp Verde Code of the West

How to avoid surprises and to be a good neighbor when buying, building, and/or developing.

The "Code of the West" was first chronicled by western novelist Zane Grey. Men and women who settled the western frontier were bound by an unwritten code of conduct. In keeping with that spirit, we offer this information to help people who have chosen to build and/or to live in our western rural community.

Welcome to Camp Verde

Life in this western rural community is rich and rewarding, treasured by both residents who have been here for generations and by those who have recently moved here. It is important that new property owners and homeowners know that life here is different than life in the "big city." The town government cannot provide the same level of service that larger metropolitan areas can. The information included in this version of the "Code of the West" is designed to help you make an educated and informed decision as you consider purchasing or developing land here. The residents of Camp Verde are proud of their commitment to maintaining a true western town and of keeping it a great place to visit and reside. Your desire to relocate here is proof of our success. Please understand that the way things were done where you came from are often the reason you left. We have no desire to recreate the reasons you left your former community.

What Kind of Access Is Available to Properties Located Within the Town Limits?

The fact that you can drive to your property does not necessarily guarantee that you, your guests, or emergency service vehicles (police, ambulance, fire truck, etc.) can get there easily. Please consider the following:

- Response times for emergency service vehicles cannot be guaranteed.
- There can be problems with the legal aspects of access, especially if you have access through a wash or across someone else's property. Make sure you have a legal easement, not just a verbal agreement. You may want to get legal advice if you have questions regarding your access.
- The Town of Camp Verde maintains approximately 144 miles of paved and three miles of unpaved roads, with many properties served by private roads that are not maintained. Some roads that have been used for many years by the public are not maintained by the Town (no grading or

repair of damages resulting from natural disasters). Make sure you know what kind of maintenance is available and who pays for it.

- Many large construction vehicles cannot navigate small, narrow, and primitive roads. If you plan to build, check construction access. Private driveways should be wide and sturdy enough to support emergency and construction related vehicles.
- If your driveway or private road accesses a Town road, you may need a right-of-way use permit. Call the Town of Camp Verde's Community Development Department (928-554-0050) to find out. If your access is directly onto a County road, State road, Forest Service road, or a Yavapai Apache Nation road, you will need to check with the applicable entity to get a right-of-way use permit.
- In some outlying areas, school bus transportation is not provided. Call the Camp Verde Unified School District Office (928-567-8000) to find the school bus boarding area nearest your property.
- In adverse weather, some roads may become impassable. You may need a four-wheel drive vehicle and perhaps another mode of transportation to travel during these times.
- Gravel and dirt roads generate dust. If you mind that, you may not want to be in an area only accessible by gravel or dirt roads, and for which no paving is planned. If you have a question about whether roads are scheduled for improvement, check with the Town of Camp Verde's Public Work's Department (928-554-0820).
- Unpaved roads are not always smooth and are often slippery when they are wet. You may experience an increase in vehicle maintenance costs when you regularly travel on rural roads. Many of our roads have never been paved, and it is our desire to keep our rural identity and cooler temperatures by keeping them unpaved. The Town has neither the desire nor the funds for paving every road. If you believe the dust from unpaved roads is unhealthy, you are encouraged to find property in another area of the Town.
- Property that is currently undeveloped may not be undeveloped forever. Check applicable documents--plats, zoning, master plan--to see what uses may be allowed. You may check, for example, with the County Assessor's office to determine if uses have been changed since a plat was recorded. You can also talk with the Town of Camp Verde Planning Department (928-554-0050) about the process that properties undergo for land use changes, and how you will be notified if changes are proposed in your area.
- Newspaper, parcel, overnight package delivery, and U.S. mail delivery may not be available to rural areas. Check with the applicable agencies that provide these services before assuming you can get delivery.
- It may be more expensive and time consuming to build a rural residence due to a variety of issues, like additional delivery fees and costs related to the additional time required to reach your site.

How About Sewer, Water (including Wells and Irrigation Ditches), Electricity, Telephone, Cable T.V., Trash Pickup, Internet, Natural Gas and Propane?

Utilities that are available in larger communities may not be available in our rural community. Please think about these potential situations:

- The availability of telephone and internet communication can be delayed, particularly in the more remote areas of the Town. It may be difficult or impossible to obtain a separate line for FAX or computer modem uses, and in some areas cellular telephones do not operate. Check with the local service provider to find out what services are available. High speed internet may only be available by satellite or other non-wired systems or may not be available at all. If high-speed internet is important to you, please check availability.
- If sewer service is available to your property, contact the Town of Camp Verde's Sewer Department (928-595-7888) to obtain connection and maintenance costs.
- If sewer service is not available, you will be using or will have to install an individual sewage system. If there is an existing individual sewage system, have the septic tank pumped and inspected by a reliable service. Call the Yavapai County Department of Environmental Services (928-771-3214) to get information about obtaining a permit or an inspection.
- If a water supply is available to your property, find out who supplies it, what the costs are to connect, and the monthly service cost. Be sure you know what water rights are available with your property and pertinent facts such as: Is there a well permit? Is it registered? Do I need to file a Statement of Claim (SOC) with the Arizona Department of Water Resources (ADWR)? If water is provided by a well located off your property, do you have an easement allowing you to access and repair it? If you plan to drill a well, contact the Arizona Department of Water Resources (602-771-8500). You will want to find out both the time frame and expense.
- Having a well permit does not guarantee that there will be water where you drill. Consider potential drilling and installation costs in your development planning.
- The Arizona Department of Water Resources, not the Town of Camp Verde, issues well permits. You can apply directly to the Department, through their Phoenix office (602-771-8500), at www.azwater.gov, or by contacting a local well driller who can complete and submit the application for you.
- Camp Verde has several irrigation ditches that supply water to certain properties throughout the community. If your property has an irrigation ditch, you will need to contact the Arizona Department of Water Resources (ADWR) to file a Statement of Claim, and you will need to contact the ditch owner, as ditches are privately owned. The ditch owner may charge you an annual fee for water use. In addition, there is generally an easement on both sides of the ditch so that the owner can enter and maintain it if needed. There is also a general expectation that the property owner/resident will maintain the portion of ditch on their property. The following is a list of contacts for the larger ditches:
 - o Verde Ditch – Al Dupuy aldupuy@aldinc1.com
 - o OK Ditch - Todd Scantlebury scantini1@me.com
 - o Eureka Ditch - Zach Hauser speckfarms@gmail.com
 - o Diamond S Ditch - Zach Hauser speckfarms@gmail.com
 - o Wingfield #1 - Irene Rezzonico rezzo@commspeed.net

- o Pioneer Ditch - Zach Hauser speckfarms@gmail.com
 - o Wingfield #4 - Zach Hauser speckfarms@gmail.com
- Electric and natural gas service may not be available in remote areas of the Town. Check with each of these service providers to make sure you have the services you want before you commit to a construction project. Electricity is provided by Arizona Public Service (APS) (800-253-9405). Natural gas is provided by UniSource Energy Services (877-837-4968).
 - Propane is available from vendors that will deliver to your property on either a regular or an as-needed basis. Vendors: Verde Propane (928-646-6693); Ferrellgas (928-567-3274); and AmeriGas (928-567-4099).
 - Your utility service lines may have to cross private property. Make sure the proper easements are in place to allow lines to be extended to your property.
 - If you have special electric power requirements, check with the service provider to ensure that they can be provided.
 - The cost of electrical service usually includes both a fee to connect into the system (which may require extensive line installation if none exists) and a monthly charge for energy consumed. Check with the service provider about both expenses in your area.
 - Power outages can occur in outlying areas more often than in developed areas. In addition to affecting your lights, these outages may also disrupt your computer internet connection and your water if you have a well with an electric pump.
 - Many remote areas of the Town are not wired for cable TV or internet service.
 - Trash service is not provided by the Town of Camp Verde. Area providers are: Patriot Disposal - www.patriotdisposal.com , 928-775-9000; Taylor Waste - www.taylorwaste.com , 928-649-2662; Waste Management - www.wm.com , 928-649-2662.
 - The Camp Verde transfer station (928-713-8910) located at 2600 E. Highway is managed by Yavapai County. This transfer station accepts many, but not all, materials and collects a load-based fee. Yavapai County also operates the Gray Wolf Regional Landfill (866-909-4458) located at 23355 E. Highway 169 in Dewey should you have materials not accepted by the Camp Verde transfer station. They also charge a disposal fee.

What Issues Should I be Aware of that May Affect My Property?

Many issues can affect your property, in addition to those concerning utilities and access. It's important to research them before purchasing land.

- Many property owners do not own the mineral rights under the surface of their land. By federal law, owners of mineral rights have the right to extract the minerals, even if that activity changes "surface characteristics." It is important that you know what minerals may be located under your land and who owns them. Check your deed. If you do not understand it, you may want to contact an attorney or other professional to assist you.

- You may wish to obtain the services of a licensed Arizona surveyor to ensure the accuracy of your property boundaries. Fences that separate properties may or may not be on legal boundary lines. A survey of the land is the only way to check the location of your property lines.
- Whether you want to construct a home, a guest house, subdivide, or open a business, your plans may require a variance, zone change, site plan review, a special use permit, a right-of-way use permit, an individual sewage system permit, a building permit, a sign permit, a zoning clearance, or other requirements. Check with the Town of Camp Verde Community Development Department (928-554-0050) to find out what you need and when you'll need it.
- Many subdivisions and planned developments have Covenants, Conditions and Restrictions (C.C. & R's) along with design guidelines that restrict the use of the property. Find out if there are C.C. & R's by asking your realtor or by checking with Yavapai County Recorder's Office (928-771-3244). Make sure you can live with the rules of the subdivision. The by-laws of the Association should outline how the organization operates and how dues are set, collected, and spent.
- Other property owners may have easements which require you to allow construction of roads, power lines, water lines, sewer lines and other utilities across your land, possibly restricting your development and building options. There may be easements that have not been recorded but are "historic." Title abstracts and title insurance companies or an attorney can help you obtain this information.
- Trails. In order to protect our western lifestyle, the Camp Verde Parks and Recreation (928-554-0820) is involved in creating and protecting a system of trails. Whether or not your property allows for keeping horses, it may have an easement for trails. These easements allow for access from areas in Town to recreational areas on public lands and are considered vital to protecting our western lifestyle. In many municipalities, properties with direct trail access have been shown to be more desirable to buyers. Arizona Revised Statute §12-55S limits property owners' liability for accidents by persons recreating across property. If your property contains a trail easement it may not be fenced, blocked, or made impassable, even if it appears to be infrequently used or unused. Intentionally creating hazards on trails to eliminate use does create liability on your part for any resulting accidents. If having a trail easement across your property concerns you, or if you are bothered by hikers, cyclists, or equestrian traffic, you may want to consider property located away from a trail or in another area.
- Homeowners and property owner associations are often responsible for the maintenance of roads, utilities, and other common elements in subdivisions. Check the subdivision's covenants/deed restrictions to learn who has that responsibility. Check with your realtor or neighbors to learn if the association is functioning. A dysfunctional or non-existent association can cause problems for you, and even involve you in expensive litigation. Dues are almost always a requirement for subdivisions that have an Association.

Ranching and the Keeping of Livestock

- Keeping farm animals in appropriate locations and circumstances is consistent with the Town's rural character; however, the number, size, type, or manner in which animals are maintained shall not impair the enjoyment or use of nearby properties or violate legal restrictions to which the

properties are subject. Any lot where farm livestock are kept must not be less than one-half acre (21,780 sq ft.) in area. Fowl (chickens, ducks, geese, turkeys, and peacocks) rabbits, and guinea pigs, which are cared for by the property owner or occupant are not limited to a maximum number. Keeping of other types of livestock requires special zoning districts, and you need to contact the Town of Camp Verde Community Development Department (928-554-0050). If you choose to live next to ranching and/or farming operations on property that is zoned for livestock, you may be affected by them. Learn how you can be a good neighbor to this important part of our community's history and character. If you are interested in keeping these type of animals yourself, please read any C.C. & R.'s that belong to your property as they may provide information regarding whether or not these animals are allowed. You are also advised to read Arizona Revised Statute Title 3 Article 8, "No-Fence Districts."

- Ranchers often work in the early morning or evening hours, especially during hot summer months, and under lights. Occasionally, adjoining ranching activities such as, but not limited to, roping and branding, may disturb your otherwise quiet surroundings.
- If you are traveling on dirt and graveled roads adjacent to ranch or rural lands, drive slowly and with care as horses and cattle may be on the road.
- Ranch livestock as well as recreational livestock may cause odors and noise which are objectionable to some people. If you find them annoying or are offended by the proximity to, odor of, or sight of manure or flies, you may want to find property in another area of Town that is not zoned for livestock nor adjacent to property zoned for livestock.
- Horseback riders occasionally ride on public roads. When you encounter a rider, slow down, and be cautious. The delay will cost you only a few minutes. Enjoy the scene. This is the "real west" and is an important part of the character of our western rural community.
- Private arenas located in the Town of Camp Verde:
 - Arena Del Loma, located at 1738 Arena Del Loma.
 - Camp Verde Equestrian Center, located at 1495 E Hideout Arena Lane. See www.campverdearena.com or contact 928-821-0476.
 - Jackpot Ranch, located at 2025 W Reservation Loop Road. See www.jackpotranch.org or contact 602-253-1812.
 - Nashwa Farms Equestrian Center, located at 3500 W Mahoney Road. See www.nashwafarms.com or contact 602-695-8523.
- Occasionally horses will deposit manure on roads. This manure will dry up and be gone in a few days. Neither the rider nor the Town is under obligation to remove the manure.

You Can't Mess with Mother Nature and Expect to Get Off Easily

Western rural residents can expect to experience more challenges with the "elements" than residents who live in densely populated urban areas.

- Desert vegetation is a wonderful environmental amenity but can also endanger your home in case of wildfire. The local Copper Canyon Fire and Medical District (928-567-9401) can offer practical recommendations to help you protect your home from fire, as well as the surrounding

vegetation, if your house catches on fire. If you start a wildfire, you could be found legally responsible for paying the costs of putting it out. Helping to prevent a catastrophe before it happens benefits you as well as your neighbors and the environment.

- Steep slopes can slide in wet weather. Large rocks can also roll down and present a danger.
- In heavy rain, crossing washes can be dangerous, so avoid crossing them during these times.
- You may be required to have a Geotechnical Study before you can obtain an individual sewage system permit or a building permit. Collapsing and expansive soils can damage foundations and even twist steel I-beams.
- A property owner who builds a home near a dry wash may find that when it rains the water will drain through the house. The topography of the land determines where the water will go.
- A property owner who builds or buys a home on or near a slope may find that when it rains the water will drain in/or around the house. Again, the topography of the land can tell you where the water will go.
- A property owner who builds close to a slope leading to a river or creek may find the slope becomes unstable and erodes over time. Ground stabilization efforts may be needed to prevent property loss.
- A property owner who lives adjacent to the Verde River, West Clear Creek, or other waterways, may experience individuals swimming, canoeing, kayaking, or participating in other creek-side activities. You have the right to protect your property by posting “No Trespassing” or other deterrent signs; however, you may not impede the flow of water or of access via public property or easements by creating obstructions, dams, etc.
- A property owner who lives along the Verde River, West Clear Creek, or other waterways should be aware that periodic flooding may occur. Flood prone areas are subject to flood insurance requirements. Flood related Information is available from the Federal Emergency Management Agency (FEMA) at www.fema.gov.

Wildlife

Nature can provide you with wonderful neighbors; however, some may require extra care when you are building and living in rural or remote areas. Coyotes, javelina, foxes, skunks, bobcats, squirrels, and deer can sometimes be annoying, destructive, or even dangerous, so it’s a good idea to familiarize yourself with them.

- Threatened and endangered species may be present in certain areas. Check with the Arizona Game and Fish Department (602-942-3000z) or www.azgfd.gov if you have concerns for your area.
- Living in a western rural area may also place you into contact with poisonous wildlife including a variety of snakes, scorpions, and spiders. Be aware of what actions you should take if you encounter any of these desert dwellers.

A Few Final Thoughts

- Though the Town of Camp Verde receives sales tax revenue collected by local businesses, the amount collected does not cover the costs of services provided. Other revenue sources subsidize the lifestyles of those who live in our western rural community.
- Please take the time and effort to study the history of the Town of Camp Verde. This will give you an understanding and appreciation for those who settled the area. It is our hope that through this understanding, you will approach your construction and development in a thoughtful and sensitive manner, to protect our community, our natural resources, and our western historic way of life.
- Information in this “Town of Camp Verde Code of the West” is not exhaustive. There likely will be issues that occur, or that you encounter, that are not included here.
- This “Code” is provided by the Town of Camp Verde with the sincere hope that the information in it will help you as you build, develop, and live in Camp Verde.

Commonly Looked for Numbers

- Arizona Blue Stake: 800-782-5348
- Arizona Department of Water Resources: 602-771-8500
- Arizona Public Service (APS) (Electricity): 602-250-1247
- Copper Canyon Fire & Medical District: 928-567-9401
- Gray Wolf Regional Landfill: 866-909-4458
- Propane Service:
 - o AmeriGas: 928-567-4099
 - o Verde Propane: 928-646-6693
 - o Ferrellgas: 928-567-3274
- Town of Camp Verde:
 - o Building Inspector: 928-554-0050
 - o Community Development: 928-554-0050
 - o Marshal Office: 928-554-8300
 - o Public Works Department: 928-554-0820
 - o Sewer Department: 928-595-7888
 - o Town Hall: 928-554-0000
- Transfer Station (Trash): 928-713-8910
- Trash Service:
 - o Patriot Disposal: 928-775-9000
 - o Taylor Waste: 928-649-2662
 - o Waste Management: 928-649-2662
- UniSource Energy Services (Natural Gas): 877-837-4968
- United States Postal Services: 800-275-8777
- Unified School District Office: 928-567-8000
- Yavapai County:
 - o Assessor: 928-639-8121
 - o Development Services: 928-639-8151
 - o Environmental Services: 928-771-3214



Town of Camp Verde Mayor and Council

Dee Jenkins, Mayor. Marie Moore, Vice Mayor.

Jackie Baker, Councilor. Wendy Escoffier, Councilor. Robin Godwin, Councilor.

Cris McPhail, Councilor. Jessie Murdock, Councilor.

Special thanks for crafting the Camp Verde “Code of the West” to

Nancy Higginbotham

Georgia May

Jessica Oium

Mary Phelps

Your commitment to our community is invaluable.

- Utilities (water, sewer, wells, irrigation, electricity, telephone, cable, trash, internet, natural gas, and propane)
- What someone can do on their property
- Ranching and keeping of livestock
- Commonly needed phone numbers

While this document contains a great deal of information on the most asked questions, it is not all inclusive and questions or issues may arise that are not addressed. Additional phone numbers are provided at the end of document to assist those seeking information that may not have been covered.

As stated earlier, the Code is provided with the hope of helping those that look to build, develop or live in our community. Camp Verde has a long history as a western town that is hoped to be retained as our community continues to grow and evolve.

Recommended Action (Motion): Approve the Town of Camp Verde “Code of the West” to assist those considering buying property in Camp Verde to make an educated and informed decision.

Instructions to the Clerk: None.

[Page intentionally left blank]



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: September 20, 2023

☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Special Session

Requesting Department: Utilities Department

Staff Resource/Contact Person: Jeff Low

Agenda Title (be exact): Discussion, Consideration and Possible Approval of Resolution 2023-1118 , A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the Town of Camp Verde ("Town") to enter into an intergovernmental agreement with the Yavapai County Flood Control District ("District") for financial contributions from the District to the Town of Camp Verde Fiscal Year 2023-2024; and authoring the Mayor and Staff to take any all steps necessary to accomplish the above.

List Attached Documents: Resolution 2023-1118 and Intergovernmental Agreement with YCFCD

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minute

Reviews Completed by:

☒ Department Head: Jeff Low ☒ Town Attorney Comments: IGA Similar to Last Years

Finance Review: ☒ Budgeted ☐ Unbudgeted ☐ N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: Funding from Yavapai County Flood Control District

Amount Remaining: \$0

Comments:

Background Information:

The Yavapai County Flood Control District provide annual funding to jurisdictions within the County that request flood control related projects. The Utilities Department has requested funding for this budget year for a variety of potential projects:

Town of Camp Verde Area Drainage Master Study (close out items)
West Clear Creek Flood Study – Verde Lakes Road Improvement Design
Dickison Circle Drainage Improvement
Storm Water Management Plan Update
Howard Road Drainage Improvement
Verde Lakes Northwest Corner Drainage Improvement
Sports Complex Entrance Champion Trail Entrance Improvement
Salt Mine Road Drainage Improvements

Not all of these project will be completed, but this gives staff the option to choose from a variety of projects where the funds can be spent within this year's budget.

This item will be on the agenda for the October 4, 2023, County Board of Supervisors Meeting.

Recommended Action (Motion): Move to approve Resolution 2023-1118 , A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the Town of Camp Verde ("Town") to enter into an intergovernmental agreement with the Yavapai County Flood Control District ("District") for financial contributions from the District to the Town of Camp Verde Fiscal Year 2023-2024; and authoring the Mayor and Staff to take any all steps necessary to accomplish the above.

Instructions to the Clerk:

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
TOWN OF CAMP VERDE
FOR THE FISCAL YEAR 2023-2024 FINANCIAL CONTRIBUTION
FROM THE DISTRICT TO THE TOWN FOR FLOOD CONTROL
IMPROVEMENTS

THIS INTERGOVERNMENTAL AGREEMENT BETWEEN THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE TOWN OF CAMP VERDE FOR THE FISCAL YEAR 2023-2024 FINANCIAL CONTRIBUTION TO THE TOWN FOR FLOOD CONTROL IMPROVEMENTS (the “Agreement”) is entered into, effective this 6th day of September 2023, between the Yavapai County Flood Control District, a political subdivision of the State of Arizona (the “DISTRICT”), and the Town of Camp Verde, Arizona, a municipal corporation of the State of Arizona (the “TOWN”). The District and the Town are sometimes collectively referred to as the “Parties” or individually as a “Party.”

RECITALS

WHEREAS:

- A. The DISTRICT is a special taxing district legally created in the State of Arizona and organized by Yavapai County to include and govern its jurisdiction.
- B. The DISTRICT administers the Federal Emergency Management Agency (“FEMA”) Regulations under the National Flood Insurance Program.
- C. The Yavapai County Board of Supervisors is the Board of Directors of the DISTRICT.
- D. The TOWN lies within the legal boundaries of the DISTRICT.
- E. The DISTRICT, the TOWN, and Yavapai County (“County”) are separate and distinct political subdivisions, but each can provide for the benefit of the other(s), for the benefit of public health, safety, and welfare, and other public purposes.
- F. The DISTRICT and the TOWN have authority to enter into Intergovernmental Agreements pursuant to Arizona Revised Statutes (“A.R.S.”) § 11-952, § 48-3603, and § 9-240, and TOWN’s Code.
- G. Among other things, the DISTRICT receives tax proceeds as general funding for the planning, construction, and maintenance of flood control improvements.
- H. Under the budgeting process for the DISTRICT, a category of “Contributions” (hereinafter “Funds”) has been established, setting aside monies that may be utilized by the various political subdivisions located within the boundaries of Yavapai County.

- I. The DISTRICT has approved and budgeted Funds to provide funding assistance for flood mitigation work and is authorized to expend such Funds for flood control projects (including storm water control) to political subdivisions for projects so long as the projects are flood or drainage related, cost-effective, a benefit to the County, the DISTRICT, and the political subdivision and are in accordance with FEMA regulations.
- J. The TOWN has experienced storm water control and flooding problems for a number of years in various locations and seeks to mitigate such problems to increase safety and protect public and private property and persons within the TOWN.
- K. The TOWN seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by constructing any or all of the following drainage improvements within the Incorporated Town limits (hereinafter collectively referred to as the “Project”):
- Town of Camp Verde Area Drainage Master Study (close out items)
 - West Clear Creek Flood Study – Verde Lakes Road Improvement Design
 - Dickison Circle Drainage Improvement
 - Storm Water Management Plan Update
 - Howard Road Drainage Improvement
 - Verde Lakes Northwest Corner Drainage Improvement
 - Sports Complex Entrance Champion Trail Entrance Improvement
 - Salt Mine Drainage Improvements
- L. The TOWN desires to receive DISTRICT Funds for the 2023-2024 fiscal year to be used for its Project.
- M. The DISTRICT has budgeted Funds to support the Project in an amount not to exceed One Hundred and Fifty-Five Thousand Dollars (\$155,000.00) for fiscal year 2023-2024 which begins on July 1, 2023.

AGREEMENTS

NOW THEREFORE, for good and valuable consideration, including consideration of the mutual promises, terms, and conditions hereinafter set forth, including the mutual promises and obligations to be performed by the Parties hereto, IT IS AGREED BETWEEN THE TOWN AND THE DISTRICT AS FOLLOWS:

I. PURPOSE

The purpose of this Agreement is to authorize the DISTRICT to pay and contribute to the TOWN Funds in support of the TOWN’s Project. Such funding for fiscal year 2023-2024 shall not exceed One Hundred and Fifty-Five Thousand Dollars (\$155,000.00).

II. COMMENCEMENT, DURATION, AND TERMINATION

The effective date is as set forth on page one (1) of this Agreement. Performance under this Agreement shall commence following the effective date and shall terminate upon the earliest of:

- A. The completion of the Project as determined by the TOWN;
- B. The exhaustion of the Funds allocated to the TOWN for the Project;
- C. June 30, 2024; (however, the TOWN shall have until July 31, 2024, to request Funds and the DISTRICT shall provide Funds as described in this Agreement); or
- D. The mutual agreement of the Parties.

If this Agreement terminates for any reason, any unused portion of the Funds shall not be available to the TOWN without further agreement of the Parties.

III. RESPONSIBILITIES OF PARTIES

A. The TOWN shall:

- 1. Be solely responsible for the design, engineering, bidding, right-of-way acquisition, supervision, construction, inspection, administration, and project management of the Project and for contracting directly for all Project work.
- 2. If plans are used to bid, provide the DISTRICT a copy of the final Project plans.
- 3. Use the Funds for the Project in fiscal year 2023-2024.
- 4. Use the Funds exclusively for costs associated with the Project described above.
- 5. When requesting Funds from the DISTRICT, provide detailed invoices with supporting documentation for the request(s).
- 6. Request Funds from the DISTRICT on or before July 31, 2024 (for work completed in fiscal year 2023-2024).
- 7. Be responsible for the proper disbursement of the Funds provided by the DISTRICT.
- 8. Be responsible for maintaining the Project and the resulting improvements.

B. The DISTRICT shall:

- 1. Make Funds available to the TOWN for the Project as approved by the Board of Directors.
- 2. Provide funding as available and appropriate upon proper request(s) by the TOWN.
- 3. Pay properly invoiced requests monthly or on an alternate schedule as agreed to by the TOWN and DISTRICT.
- 4. Pay properly invoiced requests for work completed by the TOWN in fiscal year 2023 - 2024 so long as TOWN's requests are received by the DISTRICT on or before July 31, 2024.

C. The DISTRICT and TOWN mutually agree:

- 1. That they recognize the Funds to be used by Parties pursuant to this Agreement are tax funds. The agreements herein for funding are based upon projected tax funds to be received. In the event the projected income is not received, there is the possibility that some or all of the Funds anticipated by this Agreement and set forth herein will not be available. All monetary obligations under this agreement shall be subject to annual budget approval of the respective governing bodies of the parties. A failure of either party's governing body to approve funding for payment of any obligation hereunder shall constitute grounds for termination of this agreement.

2. The Project is the sole responsibility of the TOWN, and not of the DISTRICT or the County. All real property upon which the Project work will occur is within the TOWN limits and not owned or under the control of the DISTRICT or County.

VII. INDEMNIFICATION

To the fullest extent permitted by law, the TOWN agrees to defend, indemnify, and hold harmless the DISTRICT, its Board of Directors, officers, employees, agents, or other representatives, the County, its Board of Supervisors, officers, employees, agents, or other representatives from any and all claims for damages or otherwise arising under this Agreement and from any negligent acts of the Town, its officers, employees, agents, or other representatives. This Indemnification provision shall survive the termination of this Agreement.

VIII. OTHER PROVISIONS

- A. NOTICE. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by certified mail, return receipt requested, addressed as follows:

TOWN OF CAMP VERDE
Interim Town Manager
473 South Main Street, Suite102
Camp Verde, AZ 86322

DISTRICT
Yavapai County Flood Control District Director
1120 Commerce Drive
Prescott, AZ 86305

- B. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties with respect to the subject matters herein, and may be amended, modified, or waived only by written instrument signed by both Parties.
- C. CONFLICT OF INTEREST. This contract is subject to the cancellation provisions of A.R.S. § 38-511.
- D. SEVERABILITY. In case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained therein.
- E. NON-DISCRIMINATION. The Parties shall comply with Executive Order 2023-01, which mandates that all persons, regardless of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color,

sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status.

F. EMPLOYMENT VERIFICATION. Both parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. § 23-214 and § 41-4401 (together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach of this Agreement, and the parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor or subcontractor employee of either who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

G. LAWS. The Parties shall each be fully responsible for compliance with all statutes ordinances, codes, regulations, rules, court decrees, or other laws (hereinafter “Laws”) applicable to it as part of fully performing the Project with regards to their respective roles. This Agreement shall not relieve either Party of any obligation or responsibility imposed upon it by Laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year specified below.

YAVAPAI COUNTY
FLOOD CONTROL DISTRICT

TOWN OF CAMP VERDE

James Gregory, Chairman Date
Board of Directors
Yavapai County Flood Control District

Dee Jenkins, Mayor Date
Town of Camp Verde

ATTEST:

Kim Kapin Date
Clerk of the Board of Directors

Cindy Pemberton Date
Town Clerk

BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
TOWN OF CAMP VERDE.

RESOLUTION NO. 2023-1118

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE TOWN OF CAMP VERDE (“TOWN”) TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT (“IGA”) (TOWN CONTRACT NO. 2023-181) WITH THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT (“DISTRICT”) FOR FINANCIAL CONTRIBUTIONS FROM THE DISTRICT TO THE CITY FOR FISCAL YEAR 2023-24; AND AUTHORIZING THE MAYOR AND STAFF TO TAKE ANY AND ALL STEPS NECESSARY TO ACCOMPLISH THE ABOVE.

RECITALS:

WHEREAS, the Town of Camp Verde (“Town”) and the Yavapai County Flood Control District (“District”) wish to enter into an intergovernmental agreement (“IGA”) (City Contract No. 2023-181); and

WHEREAS, the District is proposing to allocate an amount not to exceed one hundred fifty five thousand dollars (\$155,000.00) to the Town for Fiscal Year 2023-24 for flood mitigation work; and

WHEREAS, the CITY seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by constructing General Drainage Improvements within the Incorporated Town limits (hereinafter collectively referred to as the “Project”); and,

WHEREAS, the Town desires to receive District funds for the 2023-24 fiscal year to be used for the Town’s Project; and,

WHEREAS, it is in the best interests of the Town to enter into this IGA with the District.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1. THAT the Town hereby approves entering into an IGA (Town Contract No. 2023-181) with the District.

Section 2. THAT the Mayor and Staff are hereby authorized to execute the IGA (Town Contract No. 2023-181) between the Town and the District, and to take any and all steps deemed necessary to accomplish the above.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the Town of Camp Verde this ____ day of _____, 2023.

DEE JENKINS, Mayor

ATTEST:

APPROVED AS TO FORM:

CINDY PEMBERTON
Town Clerk

TRISH STUHAN
Town Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Cindy Pemberton, being the duly appointed, qualified Town Clerk of the Town of Camp Verde, Yavapai County, Arizona, certify that the foregoing Resolution No. 2023-181 is a true, correct and accurate copy of Resolution No. 2024-1118 passed and adopted at a Voting Meeting of the Council of the Town of Camp Verde, Yavapai County, Arizona, held on the _____ day of _____, 2023, at which a quorum was present and, by a _____ vote, _____ voted in favor of said resolution.

Given under my hand and sealed this _____ day of _____, 2023.

Seal

Town Clerk



Agenda Item Submission Form – Section I

Meeting Date: Town Council: Wednesday, September 20, 2023

- ☐ Consent Agenda
 ☒ **Decision Agenda**
☐ Executive Session Requested
☐ Presentation Only
 ☐ Action/Presentation
 ☐ Pre-Session Agenda

Requesting Department: Community Development

Staff Resource/Contact Person: Cory Mulcaire, Planner

Public Hearing; Agenda Title: Discussion, consideration and possible approval of Resolution 2023-1116, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving Use Permit 202300310, A Use Permit application for Cinda and Criselda Rajkovic for veterinary services office located at 3455 North Prospectors Lane (parcel 403-18-001K)

List Attached Documents:

Resolution 2023-1116 with Appendix A, Conditions

- A. Letter of Intent
- B. Site Plan
- C. Excerpt from Planning and Zoning Commission Minutes 8/24/2023
- D. Animal Guardian Network Use Permit
- E. Power Point Presentation

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Executive Summary: Cinda and Cris Rajkovic have applied for a Use Permit to allow them to operate a veterinary clinic out of their residence located at 3455 N. Prospectors Lane. The business operation would include traditional veterinary services as well as an animal rescue. To operate the animal rescue part of the business, the applicants have requested an increase to the animal count for parcel 403-18-001K from 84 to 150 points.

The property is zoned RR-2A (Residential-Rural; 2 acres minimum) and as such veterinary services are only permitted in this zoning district via a Use Permit. The veterinary clinic would primarily focus on small and medium sized animals and will serve Camp Verde and surrounding areas both for traditional veterinary services, which emergency veterinary services, as well as animal rescue.

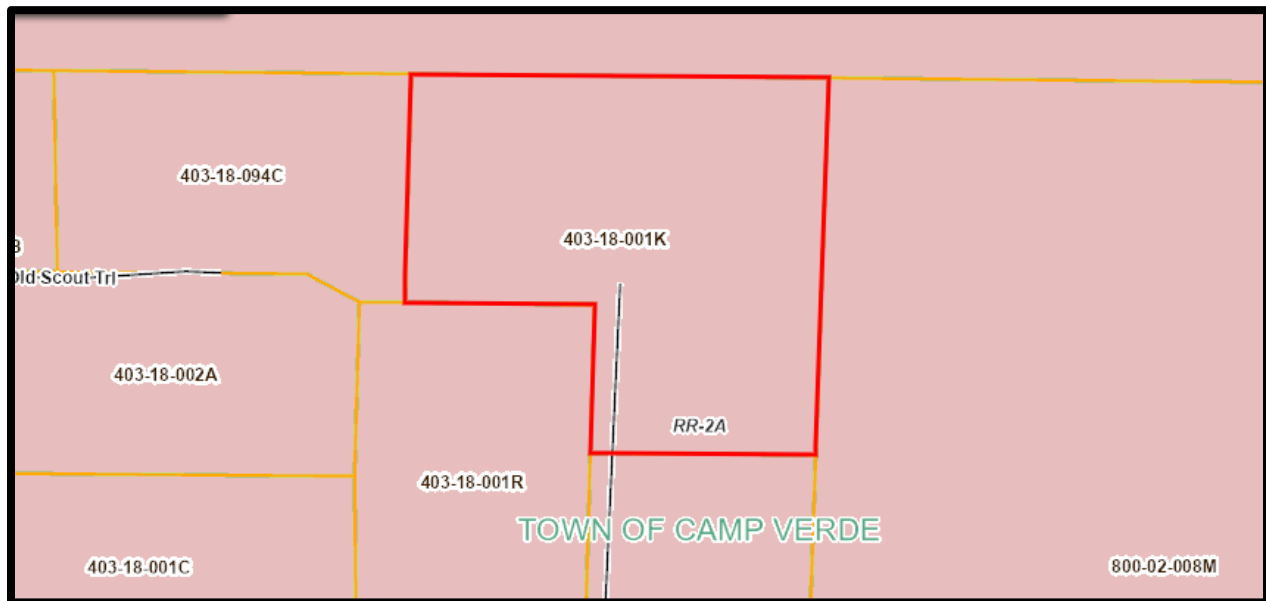
Staff and the Planning and Zoning Commission recommend this Use Permit be approved by Council with the nine (9) conditions detailed in Appendix A which is part Resolution 2023-1116.

Property Information:

File No.	20230310
Location	3455 North Prospectors Lane
Parcel	403-18-001K
Owner	Criselda and Cinda Rajkovic
Applicant/s	Criselda and Cinda Rajkovic
Site Size	3.5 acres (currently allowed 84 animal points)
Zoning Designation	RR-2A
Current Land Use	Residential
Surrounding Properties	North: Coconino National Forest South: RR-2A; Residential and Vacant East: RR-2A; Residential West: Coconino National Forest



Zoning Map:



Application: The Rajkovic family purchased the property in 2014 and have spent the last seven (7) years making improvements. Cinda currently operates her veterinary services out of Golden Bone Pet Products in Sedona, Arizona. She specializes in stem cell therapy, platelet rich plasma, and cold laser therapy. In addition, the Rajkovics work with *Runnin' W Wildlife Rescue* (<https://runninw.org/our-mission>), as well as Arizona Game and Fish to help rehabilitate injured wildlife. They also rescue and rehabilitate injured pets to prepare them for adoption.

The applicants in their letter of intent state: *"We are now proposing to use the property for a small veterinary clinic for small animals that would serve Camp Verde and the surrounding areas. We would be seeing no more than 15 pets per day and no less than 1 pet per day. We would be working 4 days a week and our hours would be 10am - 5pm Monday through Thursday by appointment only. The impact from traffic would be minimal."*

"We would also use the property to house rescued animals, most of which are alpacas and a few llamas. These animals are quiet and poop in one or two piles which are not difficult to keep cleaned up. There are also two BLM mustang horses, a BLM donkey and birds which are kept inside an indoor aviary to keep the noise down. There are 4 wolf dogs that have no other home to go to and that is our limit."

"We are currently listed as a 501C nonprofit, and we are on the permit for Game and Fish injured wildlife for Runnin W Wildlife in Cornville. We will typically have one injured animal at a time and then they go back to Runnin W Wildlife in Cornville. In addition, we help Sedona Humane Society and Verde Valley Humane Societies with small dogs that have been seriously injured or are not able to be adopted to avoid euthanasia. The injured dogs are cared for until they are healthy enough to be adopted."

"We do occasionally have volunteers come help at the property but not more than 5 at a time and at the most twice a week. Right now, it is one person once a week."

The applicants are requesting a Use Permit to allow them to relocate Golden Bone Wellness Center to Camp Verde. This relocation will allow them to better serve the community with their veterinary and animal rescue services.

The Planning and Zoning Commission held a public hearing on August 24, 2023, and two (2) citizens came to support the Use Permit. The Planning and Zoning Commission unanimously

recommended approval of the Use Permit with minor modifications related to fly control and waste removal (Attachment A).

Discussion: The veterinary clinic has two (2) primary functions. The first is traditional veterinary services which includes 24-hour emergency services. The second is for an animal rescue. It is the animal rescue portion of their intended use which prompts the applicant to request an increase in the animal points for their parcel, from 84 to 150 points.

Based on the 3.5-acre property, their current animal point count is 84 which allows them to have seven (7) large animals such as horses or donkeys (or some combination of small and large animals). The applicants have requested an increase to 150 animal points which will allow them to keep 13 larger animals such as horses or cows. However, the applicants note their rescue includes a mix of animals, such as horses, donkeys, alpacas, and llamas.

Currently, the applicants have 3 horses and 1-donkey and about 12 Llamas and Alpacas on their property. Except for an emergency, the applicants do not intend to increase their long term housing or care of larger animals such as horses, donkeys or cows. Instead, they work closely with Guardian Animal Rescue and Jackpot Ranch to house-keep these larger animals.

Primarily, their requested increase of animal points will be used for Llams and Alpacas.

For reference, the current animal points assigned for these animals are:

Horses, Mules, Donkeys:	12 points
Llamas:	6 points
Alpacas:	3 points

Please note that dogs and birds are not included in the animal point counts.

Planning and Zoning Commission Public Hearing: The Planning and Zoning Commission held a public hearing regarding this proposed Use Permit on Thursday, August 24, 2023.

Two neighbors-citizens spoke in support of this Use Permit. No one has voiced opposition to this Use Permit.

The Commission unanimously recommends the Mayor and Council approve this Use Permit with the nine (9) specified conditions.

Public Comment: No comments have been received either in support or opposition of this Use Permit.

Zoning Ordinance: There are three (3) sections of the Planning and Zoning Ordinance that are applicable to this permit:

- a) Section 103, Definition of Terms,
- b) Section 203.D.2.b – R-R District (Conditional Uses), and
- c) Section 601-Zoning Decisions.

These are discussed below. **Staff Responses are written in maroon below.**

1. Section 103, Definition of Terms:

VETERINARY SERVICES: *Establishments of licensed veterinary practitioners primarily engaged in the practice of veterinary medicine, dentistry, or surgery for animals; and establishments primarily engaged in providing testing services for licensed veterinary practitioners.*

Staff Response: The proposed use of the property for Veterinary Services meets the definition from the Planning and Zoning Ordinance listed above.

2. Section 203.D.2.b. – R-R District (Conditional Uses)

2 *Uses and Structures Subject to Use Permit*

B. Veterinary Services.

Staff Response: Through approval of a Use Permit, a veterinary service center would be allowed to operate at 3455 North Prospectors Lane. Note that a veterinary services clinic is a conditionally permitted use in an RR-2A, RS, and C1 District with approval of a Use Permit. Veterinary Services are allowed by right in a C2 or C3 Use District.

3. Section 601 – Zoning Decisions, specifically 601.C provides guidance on the application and approval process for all Use Permits.

1. *Review and Approval*

a. *Use Permits will be granted only upon a finding by the Council that the use covered by the permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.*

b. *Use Permits may contain specific limitations on the scope, nature, and duration of the use, as deemed proper in accordance with the following criteria:*

- 1) *Any significant increase in vehicular or pedestrian traffic;*
- 2) *Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;*
- 3) *Contribution to the deterioration of the neighborhood or the downgrading of property values which is in conflict with goals, objectives, or policies of the General Plan;*
- 4) *Compatibility with existing surrounding structures and uses; and*
- 5) *Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the general public.*

Staff Response: The Use Permit is in conformity with the policies of the General Plan. The premises driveway has Aggregate Base (AB) which will help control the dust. With the facility being by appointment only, nuisance arising from the emission of odor, gas, noise, vibration, heat, or glare should be minor. Although there will be a slight increase in vehicular traffic, the veterinary clinic will be by appointment only – this will limit vehicular traffic. In addition, with adoption of the conditions

recommended by staff (Attachment A), impacts from the proposed use should adequately limit impacts on the existing surrounding structures and uses. The property is surrounded on two (2) sides by Coconino National Forest, as well as the surrounding Residential Uses being on large parcels.

- c. *The burden of proof for satisfying the above requirements shall rest with the applicant. A refusal of a Use Permit shall not be interpreted as the denial of right, conditional or otherwise.*
- d. *Where an applicant involves a definite development scheme, the applicant must submit a layout and landscape plan, building elevations and other pertinent data as may be requested, and the Council may condition the Use Permit to fully carry out the provisions and intent of the Zoning Ordinance.*
- e. *The Use Permit is valid and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.*

Staff Response: The key criteria referenced above allows for conditions to ensure the proposed use, "...will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general..." With incorporation of the proposed conditions, staff believe that approval of this use permit will not be detrimental to persons residing or working in the vicinity.

General Plan: 2016 General Plan. Middle Verde Character Area.

Businesses:

- *Agriculture*
- *Event Venues*
- *Farms*
- *Group Care Facilities*
- *Home Occupations*
- *Public Facilities*
- *RV Parks*

Staff Response: Although not specifically listed in the General Plan for the Middle Verde Character Area businesses, a Veterinary Clinic is compatible with farms, agriculture, and the large rural-residential parcels.

Existing Use Permits: Staff were unable to locate any other Use Permits for Veterinary Services within the Town of Camp Verde. Currently, all veterinary clinics in town operate in the C2 Zoning District, where the use is allowed "by right" (no Use Permit required). However, in 2017 the Council approved a Use Permit for the Animal Guardian Network to operate as an animal rescue. Similar to this application, the Animal Guardian Network Use Permit provided an increased animal point count. This facility is also in the Middle Verde Character Area (Attachment E).

The following have been completed by staff or the applicant:

- A neighborhood meeting was held by the applicants on April 27, 2023.
- The Town mailed a letter providing notice of this public hearing and proposed Use Permit to all parcels within 300' of this parcel on July 17, 2023.
- A public hearing notice was placed in the Verde Independent Newspaper on August 6, 2023, and August 9, 2023.
- A public hearing notice was posted at the property on July 24, 2023.
- A meeting agenda was posted at Town Hall and Bashas' on August 17, 2023.
- A public hearing was held by the Planning and Zoning Commission on August 24, 2023. The Commission unanimously recommended Council approve the Use Permit.

Recommended Action (Motion): Motion to approve Resolution 2023-1116, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving Use Permit 202300310, A Use Permit application for Cinda and Criselda Rajkovic for veterinary services office located at 3455 North Prospectors Lane (parcel 403-18-001K).



RESOLUTION NO. 2023-1116

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING USE PERMIT 202300310, A USE PERMIT APPLICATION FOR CINDA AND CRISELDA RAJKOVIC FOR VETERINARY SERVICES OFFICE LOCATED AT 3455 NORTH PROSPECTORS LANE (PARCEL 403-18-001K).

WHEREAS, the Planning & Zoning Ordinance and Subdivision Regulations, provide criteria under Section 601.C, Zoning Decisions, Use Permit Approvals, for the orderly use of the land in conformity with the General Plan and Town standards; and

WHEREAS, a request for approval of Use Permit 202303010 was filed by Cinda and Criselda Rajkovic, owners of parcel 403-18-001K; and

WHEREAS, the purpose of the Use Permit is to allow the property owners in the RR-2A District to develop and operate veterinary services; and

WHEREAS, a neighborhood meeting was held by the applicant on April 27, 2023, that was advertised and posted according to state law; and

WHEREAS, the request was reviewed by the Planning and Zoning Commission in a Regular Session on August 24, 2023, in a public hearing that was advertised and posted according to state law, a 300-foot notice was mailed out to neighbors on July 24, 2023, a public hearing notice was posted in the Camp Verde Bugle on August 6 and 9, 2023; and the site was posted on March 29, 2023; and

WHEREAS, the Planning and Zoning Commission provided a recommendation to the Mayor and Common Council of approval to proceed with the Use Permit for Veterinary Services, with assurance of compliance with the General Plan, Planning and Zoning Ordinance, and the conditions listed in Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:

- A. The Council finds that the use covered by the Use Permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in vicinity to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.
- B. The Council finds that the Use Permit is valid and operable for an indefinite period of time, with a review of compliance at 12 months, 36 months, and ten (10) years, and that no use may be modified, changed, altered or increased in intensity, in any manner that

conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

- C. The proposed Use Permit is in conformity with the Town of Camp Verde General Plan and Planning and Zoning Ordinance and is hereby approved for an indefinite period of time and in accordance with the letter of intent and site plan shown in Exhibit B and legal description shown in Exhibit C.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 20th DAY OF SEPTEMBER 2023.

Dee Jenkins, Mayor

Attest:

Approved as to form:

Cindy Pemberton, Town Clerk

Trish Stuhan-Town Attorney

Exhibit A

Conditions of Use Permit

1. The applicant shall comply with the requirements contained in the submitted project narrative and application materials, unless modified by these conditions.
2. The permit shall run with the land in perpetuity, unless the use is discontinued for a period of six (6) months, or the permit is voided according to the procedures outlined below.
3. Unless modified by these conditions, or the narrative and application materials, the applicant shall comply with all Town Code, Zoning Ordinance, and other laws and requirements. This includes obtaining building permits for all new improvements, as required by the Chief Building Official and Building Code.
4. Weather permitting, large animal manure shall be picked up, contained in a 4-yard dumpster and removed weekly. The lid of the dumpster is to remain closed at all times.
5. Fly control is to be used, wet soil shall be avoided. Some examples of fly control could include, Fly Predators, Simplify, or Diatomaceous Earth.
6. The hours of operation for the veterinary services shall be limited to 7 am to 6 pm, with the exception of emergency animal drop offs.
7. The days of operation for the veterinary services will be Monday through Friday.
8. The applicant shall comply with Section 10-2-1 of the Town Code (Declaration of Nuisance) which states:

Property and Hazards: No use or structure shall be operated or maintained in such a manner as to be an explosive fire hazard; nor cause smoke, soot, dust, radiation, odor, noise, vibration, heat, glare, toxic fumes, or other negative impact on the community to be emitted into the atmosphere at any time to such an extent as to constitute a nuisance; contribute to neighborhood deterioration; nor divert water-carried waste or pollutants into any open water course or groundwater supply. Any such condition determined by the Town to constitute imminent peril to public health, safety or welfare shall be ceased immediately.

9. Town staff shall be allowed to enter the property to investigate complaints received that are related to use of the property. These may include, but are not limited to, noise, odor, dust, insects, and other potential nuisances. Town inspections will only be performed to investigate potential violations of the use permit, zoning ordinance, or other town ordinances. Town staff will provide advance notice to and coordinate with the property owner or manager to schedule inspections.

To the Planning and Zoning Commission of Camp Verde,

We own a 3.5-acre property in Camp Verde off Middle Verde Road on the west side. We are bordered on two sides by state land. We have been here since 2014 and have made many improvements to the property. We are now proposing to use the property for a small veterinary clinic for small animals that would serve Camp Verde and the surrounding areas. We would be seeing no more than 15 pets per day and no less than 1 pet per workday. We would see no more than 2 clients at a time as we will only have 2 exam rooms. Our work week will be 4 days a week and our hours of operation would be 10am-5pm Monday through Thursday by appointment only. The impact from traffic would be minimal. We also use the property to house rescued animals, most of which are alpacas and a few llamas which are permanent residents. These animals are quiet and poop in one or two piles which are not difficult to keep cleaned up. There are also two BLM mustang horses, a Quarter horse, a BLM donkey and birds which are kept inside an indoor aviary to keep the noise down. We will not be getting anymore horses, donkeys, or birds. There are currently 4 wolf dogs that have no other home to go to and that is our limit. The poop from the dogs is cleaned up twice a day and the feces from the large animals are cleaned up weekly and put in a 4-yard trash container at the front of our property that is emptied weekly on Tuesday. The lid is kept closed to keep the smell and flies down. We use fly predators, Simplifly and diatomaceous earth for fly control. We are currently listed as a 501C nonprofit, and we are on the permit for Game and Fish injured wildlife for Runnin W Wildlife in Cornville. We will typically have one injured animal at a time and then they go back to Runnin W Wildlife for permanent housing. In addition, we help Sedona Humane Society and Verde Valley Humane Societies with small dogs that have been seriously injured or cannot be adopted at that time. We treat them with surgery and medically to bring them back to health and then they can be adopted. If we did not help, they would be most likely euthanized. Camp Verde does not have a humane society, but we have also helped them with stray dogs. We do occasionally have volunteers come help at the property but not more than 5 at a time and at the most twice a week. Right now, it is one person once a week. Since the property is being used for rescue animals and hopefully a vet clinic also, we would like to increase the points allowed for this property to 150 to accommodate other starved and mistreated llamas and alpacas. These animals out of the ones

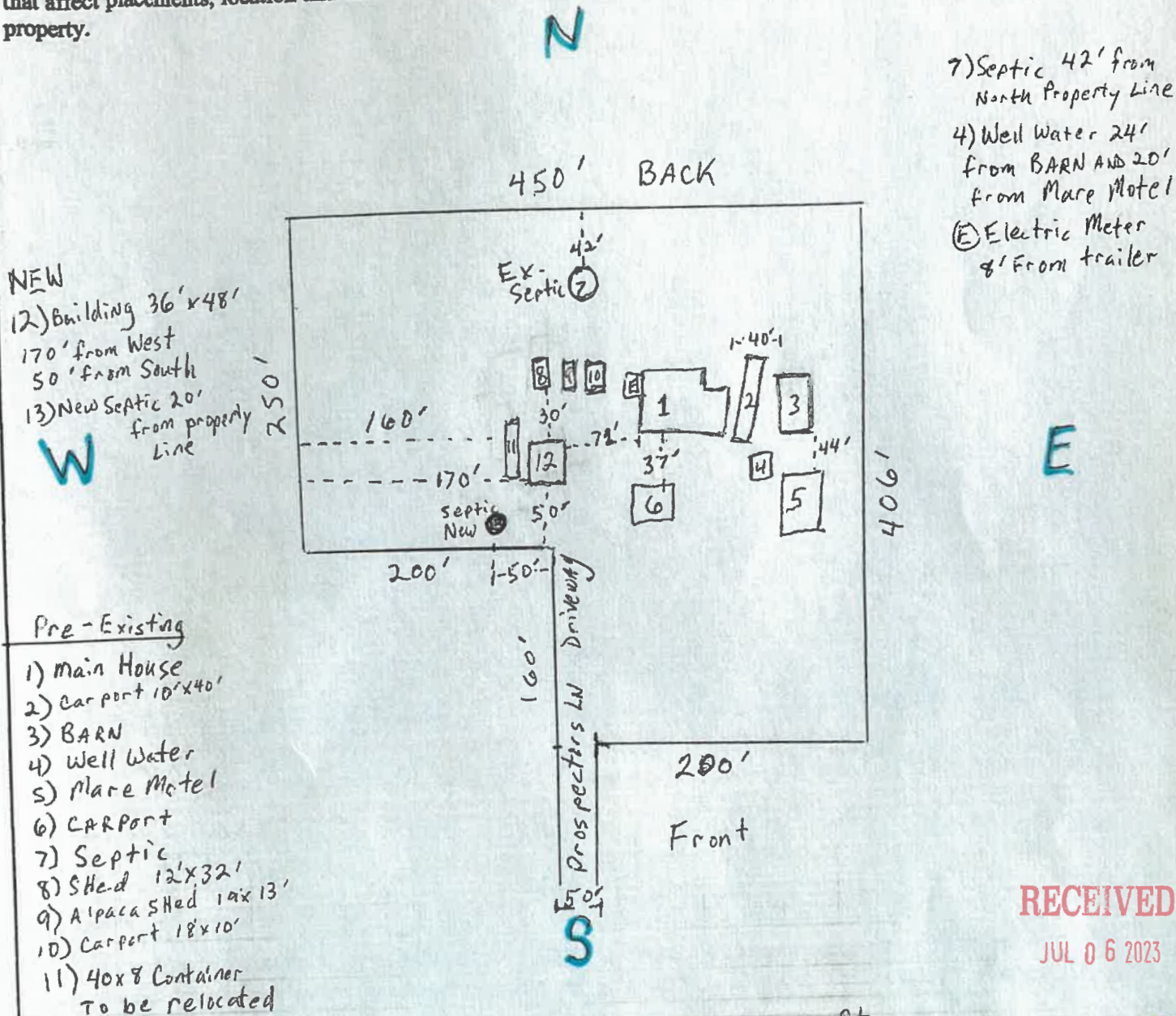
we have, would have the least amount of impact on the neighbors as they are quiet and calm animals. Plus, they are fun to watch. Several of our Llamas are halter trained and can be walked. We work very hard to enrich the lives of all the animals that cross our paths and we hope you can help up with this matter.

Sincerely,

Cinda and Criselda Rajkovic

LOT PLAN SKETCH:

show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within twenty (20) feet of the property.

**Pre-Existing**

- 1) Main House
- 2) Carport 10'x40'
- 3) BARN
- 4) Well Water
- 5) Trailer
- 6) Carport
- 7) Septic
- 8) Shed 12'x32'
- 9) Alpaca Shed 10'x13'
- 10) Carport 18'x10'
- 11) 40x8 Container
To be relocated

PARCEL NUMBER 403-18-001K

SCALE:

NO SMALLER THAN 1" = 50'

INDICATE NORTH:



I/WE, Cinda & Cris Rajkovic, certify that I/WE are the Owner or Owner's Agent, that all information provided for this plot plan is correct and that this plot plan, as a part of the permit application, indicates all structures (including fences, walls, and pads), correct setback distances, legal access and easements, cuts, fills, drainage and any water course (including washes, drainage ditches, etc.) on or adjacent to the property within twenty (20) feet of any proposed or existing structure(s). I/WE, the Owner or Owner's Agent indemnify and hold harmless the Town of Camp Verde, its officers, agents and employees for any omissions knowingly or unknowingly made by the Owner, Applicant or Agent on this plot plan, resulting in the issuance of permit. I/WE understand that any items constructed in an easement, legal access area or right-of-way may be required to be removed. Furthermore, I/WE, the Owner or Owner's Agent understand that the Town of Camp Verde, its officers, agents and employees, will not be responsible for removal and replacement of said structure(s), AND removal/replacement of said structures will be at the Owner's expense. I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval.

OWNER/AGENT SIGNATURE:

Cinda Rajkovic
September 20, 2023

DATE: Page 201 of 225

ATTACHMENT C

DRAFT MINUTES

REGULAR SESSION

**THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE 473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, AUGUST 24, 2023
6:00 PM**

- 6. Public Hearing: Discussion, consideration and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for approval of a Use Permit, with conditions, for Cinda and Criselda Rajkovic for veterinary services located at 3455 North Prospectors Lane (Parcel 403-18-001K).** Staff Resource: Cory Mulcaire
- Town Planner Cory Mulcaire reviewed the details of the Use Permit, area maps and site plan.
- Ms. Mulcaire explained that Cinda and Cris Rajkovic have applied for a Use Permit to allow them to operate a veterinary clinic. The business operation would include traditional veterinary services as well as an animal rescue. In order to operate the animal rescue part of the business, the applicants have requested an increase to the animal count for parcel 403-18-001K from 84 to 150 points. The property is zoned RR-2A (Residential-Rural; 2 acres minimum). The veterinary clinic would primarily focus on small animals and will serve Camp Verde and surrounding areas. Staff has recommended a list of conditions intended to mitigate any potential impacts of the proposed use. Those conditions include:
1. The applicant shall comply with the requirements contained in the submitted project narrative and application materials, unless modified by these conditions.
 2. This permit shall run with the land in perpetuity, unless the use is discontinued for a period of six (6) months, or the permit is voided according to procedures outlined below.
 3. Unless modified by these conditions, or the narrative and application materials, the applicant shall comply with all Town Code, Zoning Ordinance, and other laws and requirements. This includes obtaining building permits for all new improvements, as required by the Chief Building Official and Building Code.
 4. Weather permitting, Alpaca, Llama, Horse, and Donkey manure shall be picked up weekly and contained in a 4-yard dumpster. The lid of the dumpster is to remain closed at all times.
 5. Fly control is to be used. Some examples of fly control could include, Fly Predators, Simplify, or Diatomaceous Earth.
 6. The hours of operation for the veterinary services shall be limited to 7 am to 6 pm, with the exception of emergency animal drop offs.
 7. The days of operation for the veterinary services will be Monday through Friday.
 8. The applicant shall comply with Section 10-2-1 of the Town Code (Declaration of Nuisance) which states:

“Property and Hazards: No use or structure shall be operated or maintained in such a manner as to be an explosive fire hazard; nor cause smoke, soot, dust, radiation, odor, noise, vibration, heat, glare, toxic fumes, or other negative impact on the community to be emitted into the atmosphere at any time to such an extent as to constitute a nuisance; contribute to neighborhood deterioration; nor divert water-carried waste or pollutants into any open water course or groundwater supply. Any such condition determined by the Town to constitute imminent peril to public health, safety or welfare shall be ceased immediately.”

9. Town staff shall be allowed to enter the property to investigate complaints received that are related to use of the property. These may include, but are not limited to, noise, odor, dust, insects, and other potential nuisances. Town inspections will only be performed to investigate potential violations of the use permit, zoning ordinance, or other town ordinances. Town staff shall provide advance notice to and coordinate with the property owner or manager to schedule inspections.

Ms. Mulcaire stated staff does recommend approval of this Use Permit.

Commissioner Scantlebury asked about the hours of operation differing from what the applicant had asked for. Ms. Mulcaire stated they wanted them to have the same conditions that any business in Town would have. Basically, standard commercial hours.

Commissioner Foreman said currently there are no local emergency vets; will 24/7 drop offs be available. Dr. Rajkovic said they were not planning to have 24/7 emergency hours but would be available during daytime hours.

Applicant Comments

Dr. Cinda Rajkovic gave an overview of her services and background as a veterinarian. She reviewed some of the services she would provide. Dr. Rajkovic stated she additionally works with law enforcement, humane societies and the Game and Fish Department.

Commissioners discussed the Use Permit running in perpetuity with the land and not the person. Vice Chair Scantlebury asked if you can tie a Use Permit to a person? Ms. Mulcaire said, it is tied to the land. But if Dr. Rajkovic quits practicing for (6) months and close their doors, and someone else buys the property, the new person will have to apply for a use permit to expand and amend the Use Permit.

Commissioner Lomeland asked for clarification. The animal count is currently 84 allowed and is requested to increase to 150; how many of those would be large animals. Dr. Rajkovic said they currently have (3) horses, (1) donkeys, (6) llamas and unknown alpacas. They do not want to accept any more horses or donkeys. The largest animals that would be added would be llamas or alpacas.

Vice Chair Scantlebury asked about maintaining the property. Would Dr. Rajkovic agree to some additional conditions such as dragging once a week to allow no wet spots, have a closed container, remove manure once a week and have a fly control mechanism? Dr. Rajkovic said yes.

Chairman Faiella said the animal count is a hot ticket right now. He asked if the additional llamas and alpacas that will be brought in, will be temporary until they finish their treatment or will you keep them permanently. Dr. Rajkovic explained it depends on the situation when they come in with. She does adopt out animals to loving homes. Chairman Faiella is concerned with increasing the animal count for permanent animals with the current atmosphere in the Town about animal count.

Chairman Faiella asked about the wolf dogs on the property. Dr. Rajkovic explained their enclosure and said she has worked with wolf dogs for 20 years. She hasn't had any trouble with them. She currently has (4) on the property.

Chairman Faiella said the main problem he saw the neighbors talking about at the neighborhood meeting, was dust on the road. Dr. Rajkovic said they have added crushed rock to the road for dust control.

Public Hearing Open 6:38pm

Jennifer Robbins- advocate as a neighbor. Great addition to the neighborhood. They keep the property clean.

Amy Finley- manager of Jack Pot Ranch. She is in favor of this change. This will be an asset to the town.

Public Hearing Closed 6:41pm

Commission Discussion

Commissioner Osses visited the property and said it was very quiet and she didn't see any flies. It will be an asset for Camp Verde.

Vice Chair Scantlebury would like to modify Attachment A (the list of conditions):

- #4 should say, "*Weather permitting, ~~Alpaca, Llama, Horse, and Donkey~~ large animal manure shall be picked up, ~~weekly~~ and contained in a 4-yard dumpster ~~and removed weekly~~. The lid of the dumpster is to remain closed at all times.*"
- #5 should say, "*Fly control is to be used. ~~Wet soil shall be avoided~~. Some examples of fly control could include, Fly Predators, Simplify, or Diatomaceous Earth.*"

Motion was made by Commissioner Scantlebury to recommend to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for approval of a Use Permit, with conditions, for Cinda and Criselda Rajkovic for veterinary services located at 3455 North

Prospectors Lane (parcel 403-18-001K) with the additional modifications to exhibit A. Second was made by Commissioner Blue. Commissioner Lomeland said his biggest concern is increasing the animal count because of how touchy the situation is but he can really see the need for the use permit changes. Ms. Mulcaire stated, because they are a 501(3), a commercial entity, where there is an area in the Code that says "*Commercial Businesses*" i.e. a vet clinic/animal rescue can get a Use Permit to increase their animal count.

Roll Call:

Chairman Andrew Faiella: aye

Vice Chairman Todd Scantlebury: aye

Commissioner Greg Blue: aye

Commissioner Mark Lomeland: aye

Commissioner Bill Tippet: aye

Commissioner Ingrid Osses: aye

Commissioner Robert Foreman: aye

Motion passed unanimously 7-0.



RESOLUTION NO. 2017-992

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FOR A REQUEST SUBMITTED BY CARRIE SINGER, EXECUTIVE DIRECTOR OF THE ANIMAL GUARDIAN NETWORK, ON AN APPROXIMATELY 17 ACRE PARCEL, APN 403-19-007S, LOCATED AT 2555 N ARENA DEL LOMA RD. THE SUBJECT APPLICANT IS REQUESTING APPROVAL OF USE PERMIT 20170327 TO ALLOW FOR AGRI-TOURISM IN A RESIDENTIAL NEIGHBORHOOD ZONED R-R (RESIDENTIAL-RURAL) FOR THE PURPOSE OF AN ANIMAL SANCTUARY AND HEALING RANCH.

The Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona do hereby resolve as follows:

1. The Common Council hereby finds as follows:
 - A. A request for approval of Use Permit 20170327 was filed by Carrie Singer, Executive Director of the Animal Guardian Network, owner of Parcel 403-19-007S, located at 2555 N Arena Del Loma Rd., Camp Verde, Arizona. The parcel is zoned R-R (Residential-Rural) and the proposed use (Agri-Tourism) is permitted under such zoning with a Use Permit.
 - B. A neighborhood meeting was held on September 9, 2017 by the applicant to provide for citizen review pursuant to ARS §9-462.03 and as required by the Town of Camp Verde Planning and Zoning Ordinance, Part Six, Section 601 (Zoning Decisions) A3. – Citizen review and participation process.
 - C. The request was reviewed by the Planning and Zoning Commission on November 9, 2017 and by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on December 6, 2017 in public hearings that were advertised and posted according to State Law.
 - D. The purpose of the use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved and the Council hereby finds that the uses covered by the Use Permit and the manner of its conduct will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare generally and the uses shall be in conformity to the conditions, requirements and standards of the Town of Camp Verde Planning and Zoning Ordinance.
 - E. The Waiver of Diminution of Value has been signed by the owner and is attached as Exhibit A.

The Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona do hereby approve Use Permit 20170327 in perpetuity, subject to the limitations of Part Six, Section 601 – Zoning Decisions, C – Use Permit Approvals, Subsection 2, for the purpose of establishing an Animal Sanctuary and Healing Ranch and all other uses allowed under Agri-Tourism with the following findings:

1. The use of this property shall be operated and maintained in a manner consistent with the general provisions of the Town of Camp Verde Planning and Zoning Ordinance per Part Two, Section 203 – Use Districts, D. - R-R District (Residential-Rural), 3.f. Agri-Tourism.
2. Per Part Six, Section 601 – Zoning Decisions, C – Use Permit Approvals, 1.e The Use Permit is valid and operable only for the specific use as granted and subject to any specified time limit. No such use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

The following stipulations would be in place:

1. This Use Permit will be reviewed in one year to evaluate potential impacts on the surrounding neighborhood.
2. Public access to the property is limited to pre-arranged walk-in tours, and public amenities and parking outside of gated entry.

All of the requested uses to continue with no time limit, but are subject to the requirements of Part 6, Section 601 – Zoning Decisions, C. – Use Permit Approvals, 1. and 2. of the Town of Camp Verde Planning and Zoning Ordinance.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ON DECEMBER 6, 2017.

 12/28/2017
Charles C. German, Mayor Date:

Attest:

 12/28/2017
Judith Morgan, Town Clerk Date:

Approved As To Form:


Town Attorney

ATTACHMENT E

USE PERMIT — VETERINARY SERVICES

Cinda and Cris Rajkovic

403-18-001K

RR – 2A

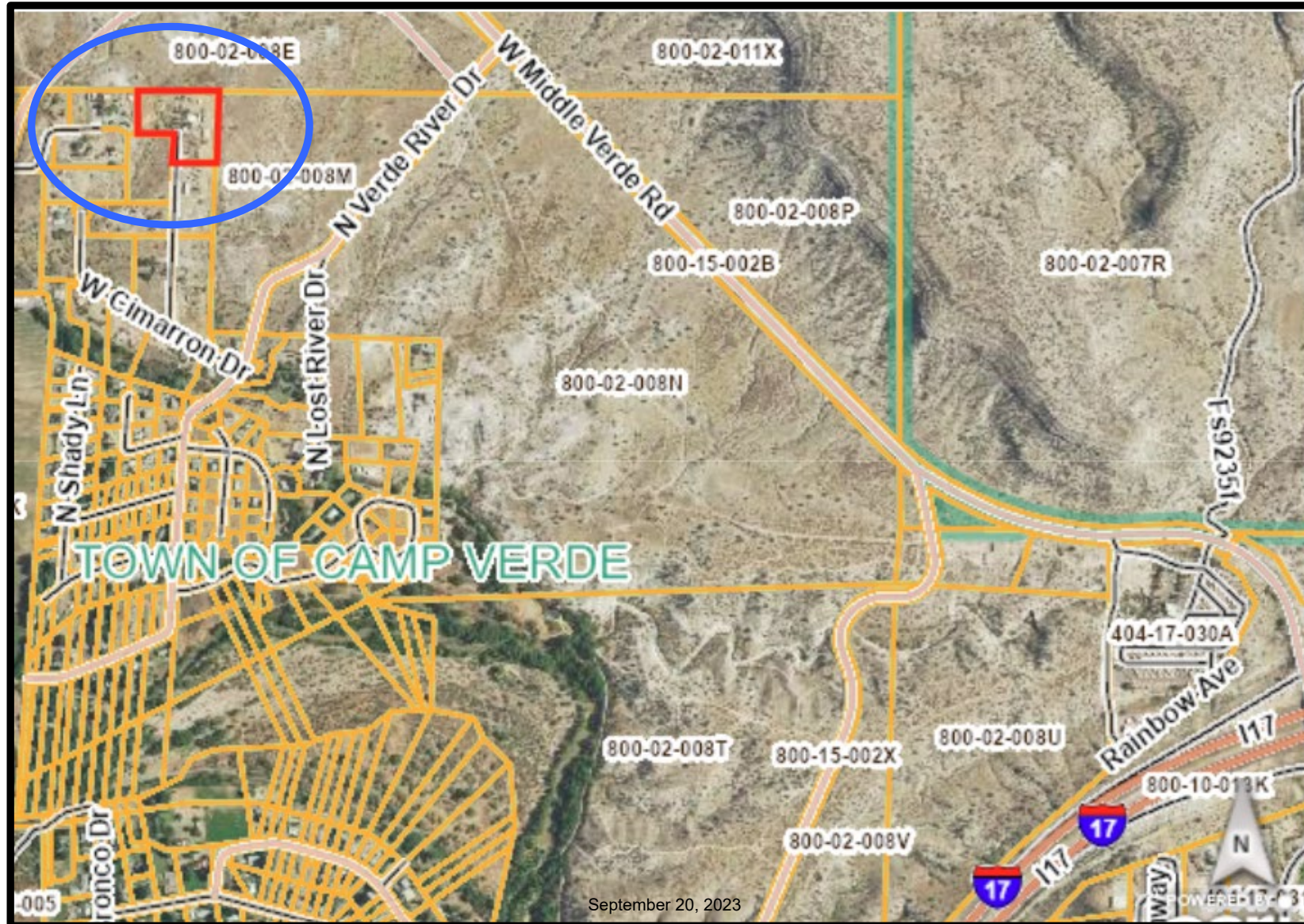


APPLICANT REQUEST

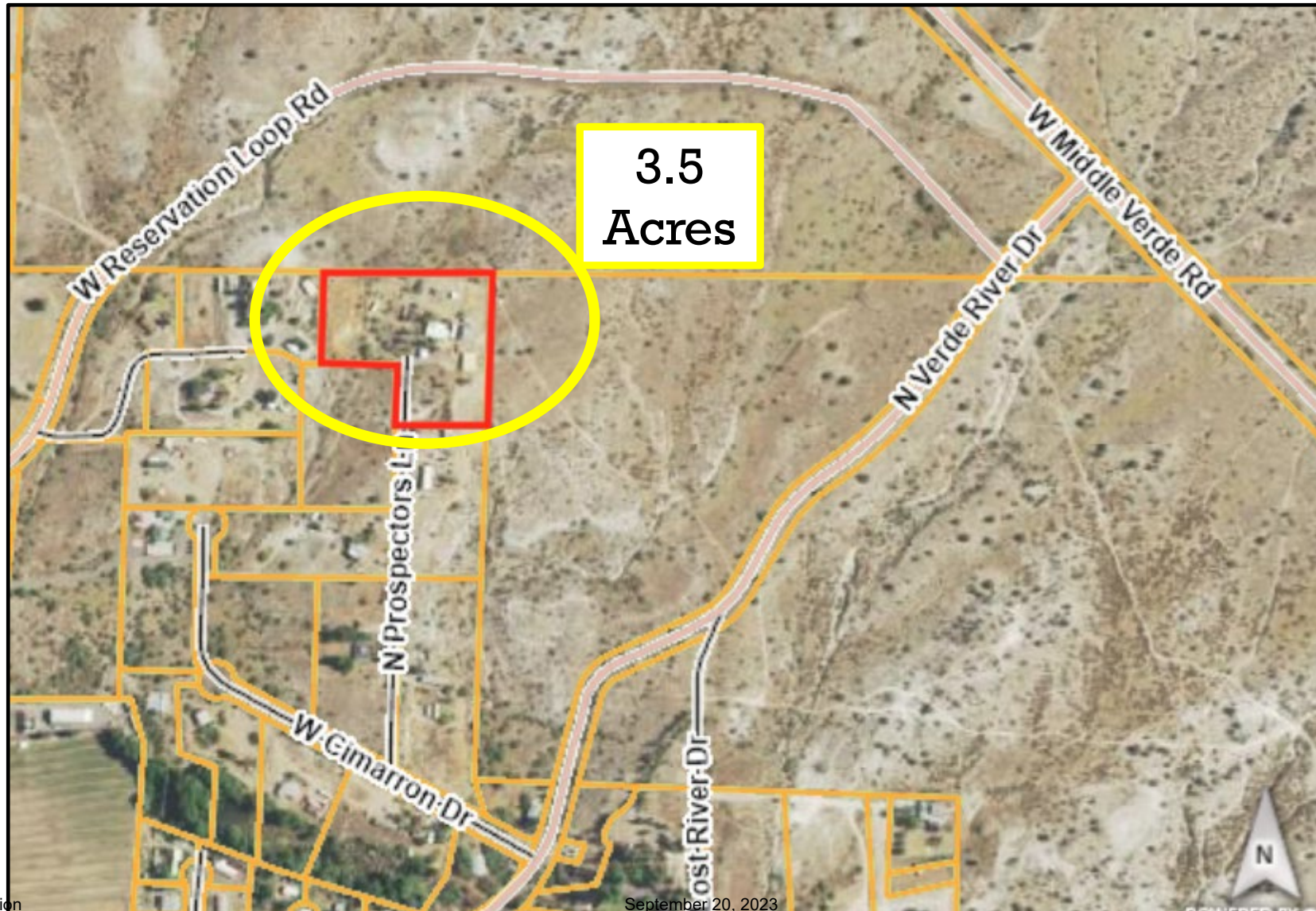
- Applicant is requesting a Use Permit for veterinary service at **3455 North Prospectors Lane**.
- As part of the application, the applicant is also requesting an **increase in the animal point count property from 84 to 150**.
- The purpose of the increased animal points is to continue operating an animal rescue for Alpacas, Llamas and other small-medium sized animals.



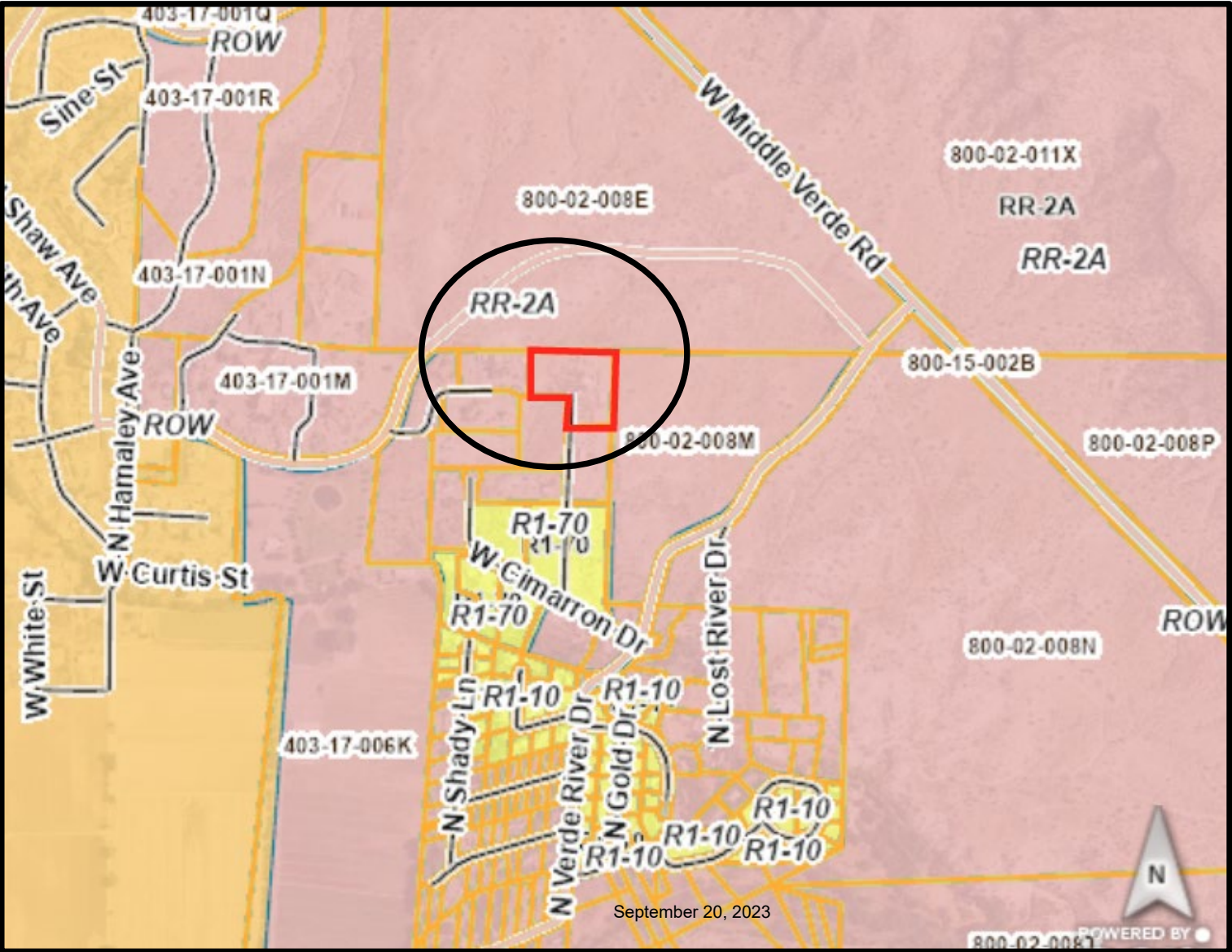
3455 NORTH PROSPECTORS LANE, MIDDLE VERDE



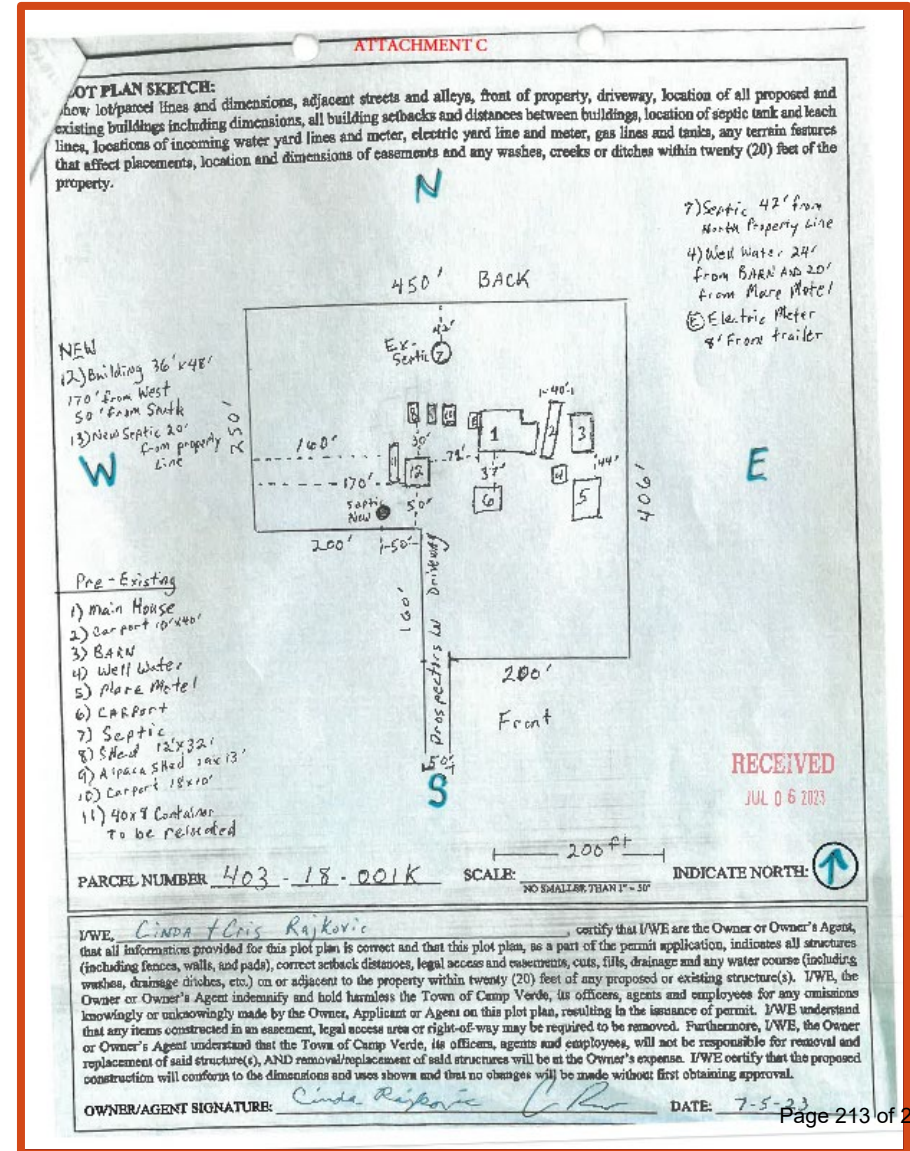
3455 NORTH PROSPECTORS LANE, MIDDLE VERDE



3455 NORTH PROSPECTORS LANE, RR-2A ZONING



PROPERTY SITE PLAN



SITE PLAN

U.S. Forest Service Lands

N Prospectors Ln

U.S. Forest Service Lands

1. Primary Home

2. K-9 Rescue Pens

3. Barn

4. Mare Motel #1

5. Mare Motel #2

6. Container Storage

7. Carport(s)

8. Alpaca Shed

9. Future Vet Clinic



U.S. Forest Service Lands

SITE PLAN

1. Primary Home
2. K-9 Rescue Pens
3. Barn
4. Mare Motel #1
5. Container Storage
6. Carport(s)
7. Alpaca Shed
8. Mare Motel #2
9. Future Vet Clinic

N Prospectors Ln

U.S. Forest Service Lands



U.S. Forest Service Lands

N Prospectors Ln

U.S. Forest Service Lands

SITE PLAN

1. Primary Home
2. K-9 Rescue Pens
3. Barn
4. Mare Motel #1
5. Container Storage
6. Carport(s)
7. Alpaca Shed
8. Mare Motel #2
9. Future Vet Clinic



SECTION 203.D R-R DISTRICT – USE PERMIT REQUIRED

1. Purpose:

The R – R District is intended to provide a zoning classification for portions of the incorporated area of Camp Verde not presently characterized by urban uses, and to provide for rural, large lot residential uses.

2. Uses and Structures Subject to Use Permit

b. Veterinary Services



SECTION 601 — APPROVAL OF A USE PERMIT

C. Use Permit Approvals

Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations of conditions to provide compatibility with other uses. The application for Use Permit approval to those uses that are specifically listed as “Uses and Structures Subject to Use Permit” in each Zoning Use District in Part Two Section 203.

1. Review and Approval

a. Use Permits will be granted only upon a finding by the Council that the use covered by the permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.



CRITERIA TO APPROVE A USE PERMIT

b. Use Permits may contain specific limitations on the scope, nature and duration of the use, as deemed proper in accordance with the following criteria:

1. Any significant increase in vehicular or pedestrian traffic;

Minimal

2. Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;

9 proposed conditions – Attachment A

3. Contribution to the deterioration of the neighborhood or to the downgrading of property values which, is in conflict with goals, objectives, or policies of the General Plan;

None

4. Compatibility with existing surrounding structures and uses; and

Yes

5. Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the surrounding area or general public.

9 proposed conditions – Attachment A



PLANNING AND ZONING COMMISSION

PUBLIC HEARING

1. Public Hearing was held by the Planning and Zoning Commission on Thursday, August 24th.
2. Two neighbors testified approval and recommendation of the proposed use permit
3. No citizen opposition were in attendance (nor has been received).
4. Unanimous approval recommended by Planning and Zoning Commission
5. With the following recommended conditions:



PROPOSED CONDITIONS FOR USE PERMIT

1. The applicant shall comply their letter of intent and application .
2. This permit shall run with the land in perpetuity, unless stops for 6-months or more
3. Shall comply with Town Ordinance and Town Code.



PROPOSED CONDITIONS FOR USE PERMIT CONT...

4. **Weather permitting**, Alpaca, Llama, Horse and Donkey manure shall be picked up weekly and contained in a 4-yard dumpster. The lid of the dumpster is to remain closed at all time.

5. **Fly control** is to be used. Some examples of fly control could include, Fly Predators, Simplifly, or Diatomaceous Earth.

6. The hours of operation for the veterinary services shall be limited to **7 am to 6 pm**, **with the exception of emergency animal drop offs.**

7. The days of operation for the veterinary services will be **Monday through Friday.**



PROPOSED CONDITIONS FOR USE PERMIT CONT...

8. The applicant **shall** comply with Section 10-2-1 of the Town Code (Declaration of Nuisance) which states:

Property and Hazards: *No use or structure shall be operated or maintained in such a manner as to be an explosive fire hazard; nor cause smoke, soot, dust, radiation, odor, noise vibration, heat, glare, toxic fumes, or other negative impact on the community to be emitted into the atmosphere at any time to such an extent as to constitute a nuisance; contribute to neighborhood deterioration; nor divert water-carried waste or pollutants into any open water course or groundwater supply. Any such condition determined by the Town to constitute imminent peril to public health, safety or welfare shall be ceased immediately.*



PROPOSED CONDITIONS FOR USE PERMIT CONT...

9. Town staff will be allowed on the property to investigate complaints.





STAFF RECOMMENDS APPROVAL OF THIS USE PERMIT:

- * COMPATIBLE WITH RR**
- * COMPATIBLE WITH THE
GENERAL PLAN**

