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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 20, 2019 at 6:30 P.M.**

If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form

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

1. Call to Order

2. Roll Call. Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

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 and Executive Sessions – January 30, 2019
- 2) Regular Session – February 6, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, March 6, 2019 at 6:30 p.m. – Regular Session
- 2) Wednesday, March 13, 2019 at 5:30 p.m. – Work Session
- 3) Wednesday, March 20, 2019 at 6:30 p.m. – Regular Session

c) Approval of correction in Champion Way name. [Staff Resource: Mike Marshall]

d) Possible approval of Special Event Liquor License application for Verde Valley Rangers for event to be held at Jackpot Ranch located at 2025 Reservation Loop Road in Camp Verde on March 9, 2019.

e) Possible approval of Special Event Liquor License application for Verde Valley Rangers for Spring Heritage Pecan & Wine Festival to be held on March 15-17, 2019, at 75 E. Hollamon Street, Camp Verde, Arizona.

5. Special Announcements and presentations.

5.1. Yavapai Apache Nation presentation of a check to the Town of Camp Verde from gaming funds pursuant to Section 12 (d) of the Nation’s Gaming Compact to the Town of Camp Verde.

5.2. Presentation of Certificate of Appreciation to B.J. Davis for his years of

Page
5

17

19

25

35

Page

service on the Planning and Zoning Commission.

35 **5.3. Presentation of Certificate of Appreciation to Jim Hisrich for his years of service on the Planning and Zoning Commission**

37 **5.4. Stand with Me, Be Drug Free Week Proclamation.**

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

7. Business. Legal action can be taken.

39 **7.1. Review and possible action of Jackpot Ranch Use Permit Visitor Matrix Stipulation.** [Staff Resource: Carmen Howard]

55 **7.2. Discussion of Hours of Operation for Town Hall and possible approval of Resolution 2019-1018, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding Resolution 2018-995.** [Resource: Council]

65 **7.3. Discussion, consideration and possible approval of allocation of the remaining Capital Improvement Budget from this fiscal year 2019-2020.** [Staff Resource: Russ Martin]

69 **7.4. Discussion, consideration and possible approval of Manager's annual goals.** [Staff Resource: Russ Martin]

71 **7.5. Discussion and possible approval of Resolution 2019-1020, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2019 Meeting Dates and Times set for meetings of the Council and all Commission/ Committees, and superseding Resolution 2018-1016.** [Staff Resource: Judy Morgan]

77 **7.6. Discussion and possible approval of Ordinance 2019-A442, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Town Code Article 2-3, Section 2-3-1 Regular Meeting/Hours of Operation and Superseding 2012-A385.** [Staff Resource: Judy Morgan]

81 **7.7. Discussion, consideration and possible approval of updated Town of Camp Verde Citizen Complaint Form and new document Town of Camp Verde Complaint Form Instructions.** [Staff Resource: Russ Martin]

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

9. Council Informational Reports. These reports are relative to the 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. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

10. Manager/Staff Report Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

11. Adjournment

Posted by: V JONES

Date/Time: 02-14-2019 2:00 P.M.

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

Agenda items may be taken out of order.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - A. 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 A.R.S. §38-431.03(A)(2) and (A)(3), the Council may vote to go into Executive Session for the purpose of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

Camp Verde Council Meetings are recorded and may be viewed on the Camp Verde website. Pursuant to A.R.S. §1-602(A)(9), parents and legal guardians have the right to consent before the Town of Camp Verde makes a video or voice recording of a minor child. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request in advance to the Town Clerk that your child not be recorded.

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 16, 2019 at 6:30 P.M.

1. Call to Order

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

- 2. Roll Call.** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Vice Mayor Dee Jenkins; and Mayor Charles German were present. Council Member Robin Whatley was absent.

Also Present: Town Manager Russ Martin, Town Clerk Judy Morgan, Community Development Director Carmen Howard, Recording Secretary Marie Moore were present.

3. Pledge of Allegiance

Mayor German 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) Regular Session – December 19, 2018
- 2) Executive Session – December 19, 2018 (recorded and on file)
- 3) Special Session – Council/Manager Retreat – January 3, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, January 23, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, January 30, 2019 at 5:30 p.m. – Special/Budget Session
- 3) Wednesday, February 6, 2019 at 6:30 p.m. – Regular Meeting
- 4) Friday, February 8, 2019 at 8:00 a.m. – Special/Budget Session
- 5) Wednesday, February 13, 2019 at 5:30 p.m. – Work Session
- 6) Wednesday, February 20, 2019 at 6:30 p.m. – Regular Session

c) Consideration and possible approval of the FY20 Budget Calendar. [Staff Resource: Mike Showers]

d) Approval and possible adoption of 2019 policy statement that authorizes the Mayor, as the Chief Elected Official to support or oppose Legislative Bills relative to the protection of Groundwater, State Shared Revenue Sources, and Land Use Authority if the Bill(s) adversely affect the Town's interest and needs an immediate response. [Town Code Section 2-2-4 F]

Councilor Butner requested Item d) of the Consent Agenda be removed for further discussion. Butner indicated that he felt the item is ambiguously worded and indicated that a policy of such should not give the Mayor the empowerment to support a bill that would adversely affect the Town. It is the consensus of Council to refer Item d)

of the Consent Agenda back to staff and the Town Manager for clarification and rewording.

On a motion by Councilor LeBeau, seconded by Councilor Butner, Items A, B and C of the Consent Agenda are approved. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

5. Special Announcements and presentations.

5.1. School Choice Week Proclamation – January 20-26, 2019.

Mayor German Proclaimed the week of January 20-26, 2019 School Choice Week.

5.2. Fourth Quarter 2018 Report (October – December) from the Planning and Zoning Commission. [Staff Resource: Carmen Howard]

Planning & Zoning Chairman BJ Davis briefly described the 3 meetings conducted for the Planning & Zoning Commission during the fourth quarter.

5.3. Fourth Quarter 2018 Report (October – December) from Board of Adjustments and Appeals. [Staff Resource: Carmen Howard]

Board of Adjustments Co-Chair BJ Davis indicated there were no meetings held during the Fourth Quarter of 2018.

5.4. Presentation of Certificate of Appreciation to Teresa Helm for her years of service on the Planning and Zoning Commission.

Mayor German presented Teresa Helm a certificate of appreciation for years of service with the Planning & Zoning Commission.

Teresa thanked Council for the certificate, indicated it was unexpected and heartwarming. Indicated that she enjoyed her past 3 years of service and looks forward to the future for Camp Verde.

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

Rebecca Rudd introduced herself to Council as the new account manager for APS and indicated she looks forward to meeting the Council and community members

Jodi Rooney spoke of the Feb 5th, 2019 Economic Leadership Summit taking place in conjunction with Yavapai College to be held in Prescott Valley at Stone Ridge. Ms. Rooney invited Council to attend the event.

Jackie Baker spoke to Council regarding an article in the paper encouraging the public to use the walking trail at the new sports complex currently under construction. Per her personal experience and observation, people are parking along the side of the road, and it is causing a liability and safety issue because there is no feasible area for parking safely at this time. Ms. Baker recommended Council investigate the issue further before an accident occurs.

7. Business. Legal action can be taken.

7.1. Planning and Zoning Commission appointments in 2019 for a 3-year term (expiring January 2022). [Staff Resource: Judy Morgan]

Mayor German indicated that the application letters have been reviewed by Council and all applicants are invited to speak to Council before appointments would be made.

BJ Davis, current Chairman of the Planning and Zoning Commission expressed his desire to continue to serve on the commission for another term and also indicated that the Commission would benefit from a diversity of viewpoints as well.

Jim Hisrich, current commission member indicated that he feels he brings a different perspective to the commission as well as impartiality and expressed his enjoyment in being a part of the commission.

Michael Hough indicated that he has been a member of the community since 1954, owned and operated a business in the town for over 40 years and has served the town in the past for a total of 18 years. He expressed his desire to return to the commission to serve the town again.

Cristine McPhail stated she is a licensed landscape architect and currently volunteers as the Town Landscape Architect. She is a member and seated on the Board of Directors for the Kiwanis Group, serves the Camp Verde Adult Reading Program and was recently accepted into the "Old Guys" volunteer group. She has 5 years of previous Planning & Zoning Commission experience and Design Review Board and spoke of her standards and oaths she has taken that will be a great benefit to the town.

Councilor Buchanan questioned her experience regarding design review boards and her opinion of them. McPhail indicated that she has served on 4 different boards and that her professional opinion is one is not suitable for the Town of Camp Verde and the direction it is taking.

Jackie Baker indicated she is pleased to have the opportunity to be able to submit an application for the commission. Mrs. Baker briefly explained her 33 years of experience with serving the Town on different boards, commissions and Council and stated she is pleased to see all of the possible applicants under consideration for the commission.

Councilor Murdock moved to appoint BJ Davis to the Planning and Zoning Commission. Councilor Buchanan seconded the Motion. Councilor Butner requested discussion on the motion and further indicated his concern that Davis was currently serving and had submitted an application to serve on the Board of Adjustments. Butner expressed that serving on both committees was not a good idea and used an example of checks and balances within the courts judicial system as to why Davis should not serve on both committees.

Councilor Murdock indicated that she has worked previously with Mr. Davis and appreciates his service and keeps her nomination as stated.

BJ Davis expressed to Council that he was approached to serve on the Board of Adjustments and had questioned the possible conflict of interest. Davis indicated that if he were to choose, he would prefer to serve on the Planning and Zoning Commission rather than the Board of Adjustments, as that is where his interests lie in serving the Town.

The motion failed with a 3-3 vote; Mayor German, Councilors Murdock and Buchanan voting "Aye"; Councilors LeBeau, Butner and Vice Mayor Jenkins

voting against.

Mayor German nominates Jim Hisrich, motion failed due to lack of a second.

Councilor Buchanan nominated Michael Hough, Councilor Butner seconds. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

Vice Mayor Jenkins nominated Cristine McPhail, Councilor Murdock seconds. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

Councilor LeBeau indicated that he and Council received an e-mail prior to the meeting from applicant Alex Goetting, who stated his desire to serve on the Commission and requested the record reflect the communication received.

Vice Mayor Jenkins nominated Jackie Baker, seconded by Councilor Butner, Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

7.2. Board of Adjustments and Appeals appointments in 2019 for a 3-year term (expiring January 2022). [Staff Resource: Judy Morgan]

On a motion by Councilor Butner, seconded by Councilor LeBeau, B.J. Davis was appointed to the Board of Adjustments and Appeals for a 3-year term. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

On a motion by Councilor Buchanan, seconded by Councilor Murdock, Bruce George was appointed to the Board of Adjustments and Appeals for a 3-year term. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

Mayor German indicated that there are 2 additional seats for the Board of Adjustments and Appeals remaining open at this time.

7.3. Approval of Resolution 2019-1018, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding 2018-995. [Staff Resource: Judy Morgan]

Town Manager Russ Martin explained to Council how the Finance and Administration office have been covering Friday's operating hours. Martin explained that these particular offices remaining open is not as effective as originally thought to be.

Vice Mayor Jenkins asked if closing on Friday's is a financially motivated decision. Russ Martin indicated that it is not. Jenkins expressed concern that there is no Administration or Human Resources available to support the employees that are working on Fridays. Martin indicated he would be on-site for Employee needs, Risk Management and Human Resources are already currently on 24-hour call, this change would only mean that the public would not be assisted. Jenkins asked if the Clerks could rotate Fridays, therefore there would be front desk assistance available. Town Clerk Judy Morgan indicated that the office averages less than 2 people coming into the office on a Friday and the service requested are often not for the Administration office.

Councilor LeBeau requested clarification on the difference in the hours from the

Clerk and Finance office compared to the Marshal's office. Martin explained that the hours of operation are not congruent with work schedules.

Councilor Butner expressed he feels that the Finance and Administration offices should be on the same schedule as other departments and also indicated that the Municipal Court should be open Monday through Friday 8:00 am – 5:00 pm, stating that things such as Orders of Protection for the public, if needed, should be available. Butner expressed that the Marshal's office should be open from 8:00 am to 5:00 pm, Monday through Friday for the public's safety as well.

Russ Martin explained that the Municipal Court judge is a part-time position and generally is in office on Friday morning for the public's needs. For the times he is not available, there are other Courts in the area that cover the public needs such as orders of protection. Martin also explained that there are a lot of fines and fees that can be paid online, which expand those hours of operation. The Marshal's Office operates on a 24-hour-7 days a week basis, and the hours of operation are misleading as they only refer to when someone is available for a records request. Otherwise, the public can use the red phone and contact an officer at any time of the day for assistance they may need.

Call to Public:

Cheryl Wischmeyer indicated her opposition to a 4-day work-week. She clarified that she is not opposed to employees working 4-day weeks, rather opposed to the offices only being open 4 days a week. Wischmeyer indicated she read the resolution and does not feel it is clearly stated and could not find anything relating to a lunch period for employees.

Jackie Baker stated she felt that the staff is here to serve the citizens of Camp Verde and that it is important to implement a 5-day work-week.

Vice Mayor Jenkins requested clarification on the working hours of the different departments. Russ Martin explained that each department is different and is dealt with differently. Russ Martin explained that there could be clarification as to how the Resolution is currently written. Hours of operation are not generally posted on department doors but can be if that is what council would want. There is not anything specific to lunch, as it is variable and offices are open during business hours. Lunch is varied by employees and handled by department supervisors to ensure coverage requirements are met as well as required work-week hours. There are 5 people in Administration and 3 people in the Finance Department, all of which rotate to make sure that coverage is met.

Mayor German proposed to Council and the Town Manager that each department present to Council their hours of operation and what works within their department so that Council may make a more informed decision.

Councilor Murdock does not feel comfortable making a decision on the matter. If there were a high demand, then it would be justified to employ someone to be available and requested a work session be scheduled for Council to have the opportunity to discuss the matter in more length.

Russ Martin requested for Council to instruct him on specifically what they are looking for from each department so that he may be judicious with their time. Mayor German indicated he is looking for feedback regarding how each

department would operate from 8:00 am to 5:00 pm Monday through Friday.

Councilor Buchanan expressed his favor toward a work session for further discussion.

Councilor Murdock recommended that each department be represented with a knowledgeable staff member regarding hours of operation.

It is the Consensus of Council to instruct staff to report back at a Work Session regarding hours of operations.

On a motion by Councilor LeBeau, seconded by Councilor Butner, the hours of operations will continue to operate under the existing schedule until Council is able to meet at another time for further discussion. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

At the request of Councilor Buchanan, Mayor German called the meeting to a brief recess at 7:54 pm, the meeting resumed at 7:58 pm.

7.4. Possible approval of 16 Special Event Liquor License applications for the 2019 Spring Heritage Pecan and Wine Festival to be held March 16-17, 2019. Applicants include: Alcantara LLC, Arizona Stronghold Vineyards LLC, Caduceus Cellars, Cellar 433, Granite Creek Vineyards, Page Springs Vineyards & Cellars, Salt Mine Vineyards, The Oddity Wine Collective LLC, Gallifant Cellars - Winery 101, Pierce Wines Arizona LLC, Clear Creek Vineyard & Winery, Pillsbury Wine Company, Southwest Wine Center, Heart Wood Cellars, Burning Tree Cellars LLC, and Provisioner Wines. [Staff Resource: Judy Morgan]

Town Clerk Judy Morgan informed Council that each application was received, processed and ready for Council approval.

Councilor Butner questioned if breweries could be added to the event. Councilor Murdock indicated that years ago, Council made the decision that certain festivals would be allowed each year and set the criteria for the festivals. Changes to current events or the addition of events would need to be addressed by Council.

Town Manager Russ Martin also expressed that the current Town Code regarding such events would need to be addressed.

On a motion by Councilor Murdock, seconded by Vice Mayor Jenkins, Council approved 16 Special Event Liquor License applications for the 2019 Spring Heritage Pecan and Wine Festival to be held March 16-17, 2019. Applicants include: Alcantara LLC, Arizona Stronghold Vineyards LLC, Caduceus Cellars, Cellar 433, Granite Creek Vineyards, Page Springs Vineyards & Cellars, Salt Mine Vineyards, The Oddity Wine Collective LLC, Gallifant Cellars - Winery 101, Pierce Wines Arizona LLC, Clear Creek Vineyard & Winery, Pillsbury Wine Company, Southwest Wine Center, Heart Wood Cellars, Burning Tree Cellars LLC, and Provisioner Wines. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

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

None

9. Council Informational Reports.

Councilor Butner received a request for a copy of the video of the Sign Code meeting. Town Manager Russ Martin indicated he was unaware of a video existing for the meeting. Butner explained that he was previously informed the meeting would be recorded and requested Martin let him know if there is a video and when it would be available for public viewing. Martin stated he would follow up with the staff members who were at the meeting and report back to Council.

Councilor Buchanan attended the Yavapai College History of Governing Board meeting and indicated more information will be available after the meeting in February.

Vice Mayor Jenkins attended the Yavapai County Work Force Development Meeting. Explained the "One Stop" program and employment assistance services it provides. Jenkins expressed her frustration that the program is not available in Camp Verde and indicated she was informed it was due to the lack of space availability. Jenkins requested a letter be drafted to the program inviting their services to the Town and finding a possible location for them. Jenkins also attended a meeting at Yavapai College regarding the remodel of the CTE building on Campus.

Mayor German attended the NACOG Meeting in Flagstaff and was approved to sit on Committee for the Aging. Mayor also attended the Cottonwood Council retreat on Friday 11th with other elected Mayors and the Tribal Chairwoman, where challenges faced as communities was discussed. Mayor German spoke of his volunteer work with the Salvation Army Bell Ringers during the holiday season. Mayor explained that the money raised in the community goes back into the community to help citizens with things from emergency placement in hotels when requested by law enforcement, to utility bills. Mayor German proudly informed Council that Camp Verde raised over \$17,000 for the 2018 season and volunteer cards are available at the Library for anyone interested in participating.

Mayor reminded Council of the Martin Luther King Jr. Holiday march down Main Street on Monday, January 21, 2019 and presentation following at the town gym at 11:00 am.

10. Manager/Staff Report

Town Manager Russ Martin informed Council that discussion on the water pump storage is scheduled in February and notification will be emailed out with more information and expressed the importance of Council's participation in the discussion.

11. Adjournment

The meeting adjourned at 8:16 pm.

Mayor Charles German

Attest: Town Clerk Judy Morgan

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the

actions of the Mayor and Common Council of the Town of Camp Verde during Council Meeting of the Town Council of Camp Verde, Arizona, held on January 16, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 6, 2019 at 6:30 P.M.

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

1. Call to Order

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

2. Roll Call

Mayor Charles German, Vice Mayor Dee Jenkins, Councilor Jessie Murdock, Councilor Robin Whatley (via conference call), Councilor Bill LeBeau, Councilor Joe Butner and Councilor Buck Buchanan were present.

Also Present: Town Manager Russ Martin, Deputy Town Clerk Virginia Jones, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German led the Pledge.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Council Hears P&Z Matters – January 23, 2019
- 2) Special Session – January 30, 2019
- 3) Executive Session – January 30, 2019 (recorded and on file)

b) Set Next Meeting, Date and Time:

- 1) Friday, February 8, 2019 at 8:00 a.m. – Special and Executive Sessions
- 2) Wednesday, February 13, 2019 at 5:30 p.m. – Work Session (canceled)
- 3) Wednesday, February 20, 2019 at 6:30 p.m. – Regular Session
- 4) Wednesday, February 27, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 5) Wednesday, March 6, 2019 at 6:30 p.m. – Regular Session

c) Approval of Ordinance 2019-A441, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving submission of Escrow Papers to the Title Company, for the Purchase of 4.4 Acres of Real Property located in Yavapai County and described in Exhibit A. [Staff Resource: Steve Ayers]

Councilor Butner would like to pull Item **4.c)** from the consent agenda to discuss.

Motion was made by Councilor LeBeau to approve the consent agenda by pulling Item **4.c)** and cancelling the meeting scheduled for Wednesday, February 13, 2019 at 5:30 p.m. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

Councilor Butner explained that he had called Mr. Ayers about Item **4.c)** earlier in the day and would like to have him give an explanation for the record. Mr. Ayers explained this is the Ryall Canyon Trail Project, where the Town is purchasing 4.4 acres on Salt Mine Road. The Forest Service had designed and built a trail but the only way to get to it is to trespass through this piece of private property. Mr. Ayers explained to the property owner that he thought the town could get a Motorized Vehicle Grant to cover the cost. The Town applied for and received the grant for \$211,000.00 which will cover the cost of the purchase of the property plus all of the funding that is needed to build out a trailhead. There are also in-kind donations to cover costs. There will be no additional cost to build it out. Item 4.c) covers the purchase contract for the property. Phase 1 is done, and they are now ready to close. Mr. Ayers reviewed the costs associated with the project. The grant money is already in the bank.

Vice Mayor Jenkins asked what the economic impact is for this project and how will it help the economy. Mr. Ayers said they didn't do an economic study on the trail system at this point. He went on to explain Council will see in the budget this year the Urban Upland Planning. This will take into account what a trail system will mean to the community.

Vice Mayor Jenkins said it is important to understand how these trails will affect the economy so they can continue to support these kinds of things.

Mayor German asked how many trails are in the Town's incorporated area. Mr. Ayers explained an inventory is being conducted on the trails now. Within ten miles of this building there are forty-two trails. He spoke on building them into a network.

Motion was made by Councilor Butner to approve of Ordinance 2019-A441, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving submission of Escrow Papers to the Title Company, for the Purchase of 4.4 Acres of Real Property located in Yavapai County and described in Exhibit A. Second was made by Councilor Murdock. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

5. Special Announcements and presentations.

There were no special announcements and presentations.

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

Town Marshal Corey Rowley spoke about the Marshall's Community Council. He is looking for a wide range of community volunteers to serve on this council for a 6-month term. It will be on the website in March, with the meetings to start in April. He wants to get a good feel about what is happening in the community. Vice Mayor Jenkins asked how many people is he looking for? Mr. Rowley said 6-7 people. They will serve for 6 months and then look for another 6-7 citizens to sit for another 6 months.

Sheila Stubler passed out the Buffalo Soldier Event flyer scheduled for February 16th. There are three games of vintage baseball scheduled along with Dutch-oven demonstrations, and Apache Indian Scout presentations. Ms. Stubler also wanted to thank the American Legion Riders who put together the Welcome Home Veterans Event.

Carol German (Yavapai College) invited Council to the reception for Dr. Rhine on February 21st from 4pm-6pm at the Sedona Center. She said it is important that all councils and city

managers from the Verde Valley attend. It will show the Verde Valley really cares and will hopefully help economic development. Ms. German went over the schedule for the evening. She said there will be no politicking, just a meet and greet, welcome to the Verde Valley and to show the Verde Valley cares.

American Legion Representative Bill Gray spoke on the Welcome Home Vietnam Vets Day. He explained this event usually rotates in the communities, but Sheila Stubler stepped up and volunteered the Fort to hold this event this year. Mr. Gray said that Ms. Stubler and new Marshal, Rowley have been great supporters for this event. Mr. Gray introduced John McDowell who handles graphics, advertising and the police presents during the event. Mr. Gray is letting Council know what is happening. There is a meeting scheduled for 3 p.m. tomorrow afternoon at American Legion Hall to continue planning the March 30th event.

7. Business. Legal action can be taken.

7.1 Discussion and possible appointment of Council members as Town Representatives and alternates to Verde Valley Regional Economic Organization (VVREO) and Phillip England Center for the Performing Arts boards. (continued from 12/19/18 meeting) [Resource: Council]

Verde Valley Rio holds four meetings per year, at 10 a.m. on Fridays at the County Building in Cottonwood. Councilor Murdock has served before and wouldn't mind attending the meetings as the liaison. Mayor German will serve as an alternate.

Phil England Board meet the 1st Tuesday of each month at 4:30pm. Councilor Whatley will serve as the liaison for this Board. Councilor LeBeau will serve as the alternate.

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

There were no comments from the public.

9. Council Informational Reports.

Mayor German- Phil England Center is holding a Big Band concert Saturday, February 9, 2019 at 7pm.

Councilor Buchanan attended the Economic Leadership Conference in Prescott. He said there was a very nice turnout by executives. He encourages all Council members to attend.

Councilor Butner would like to see a monthly report from the Finance Director on future agendas. He would like to have it in advance of the meetings for review. On January 30th he attended the MATForce Meeting. He said it was a good meeting, and a good program, Marilee Fowler will be receiving an award at the White House in a month. He went on to say this program is in practically in every school in the county except for Camp Verde Elementary School and Middle School. He will try to persuade them to put it in the school.

Councilor Murdock attended the Camp Verde Marshal's Office Award Banquet. This banquet recognizes officers and the jobs they do in the community. Ms. Murdock thanked the Officers for everything they do in the community.

10. Manager/Staff Report

Town Manager Russ Martin stated he will try to reschedule Judge Schlegel for the meeting on February 20th since the cancellation of the February 13th Work Session in which he was planning on attending.

11. Adjournment

Mayor adjourned the meeting at 7:06 p.m.

Attest:

Mayor Charles German

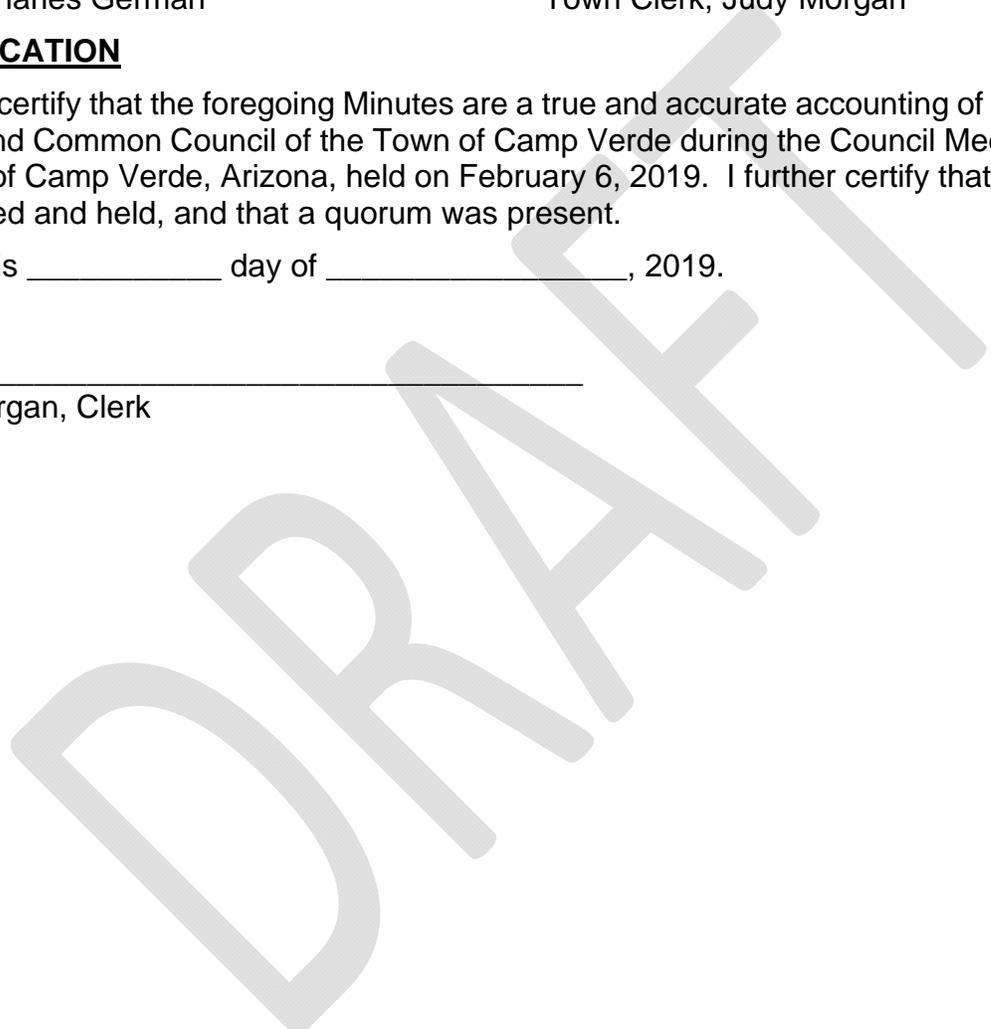
Town Clerk, Judy Morgan

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Council Meeting of the Town Council of Camp Verde, Arizona, held on February 6, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, Clerk



Agenda Item 4. c)



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 20, 2019

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

Requesting Department: Public Works – Parks & Recreation

Staff Resource/Contact Person: Michael Marshall

Agenda Title (be exact): Discussion and possible approval of correction in Champion Way name.

List Attached Documents:

Estimated Presentation Time: 0 minutes

Estimated Discussion Time: 0 minutes

Reviews Completed by:

- Department Head: reviewed by Ron Long Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal impact:

Budget Code: _____ Amount Remaining: _____

Comments:

Background Information: On December 5, 2018 the Council approved Champion Way as the name for the access road into and through the Sports Complex. The initial 911 review was done in March of 2018 to bring to the Council. Upon final review by the 911 system it was determined that the "Way" designation was now in use and could not be applied with Champion. 911 stated that the designation "Drive" was available.

Recommended Action (Motion): Move to approve "Champion Drive" as the new name for the previously approved "Champion Way", the access roads to the Sports Complex.

Instructions to the Clerk:

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Agenda Item 4. d)



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 20, 2019

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Judy Morgan

Agenda Title (be exact: Possible approval of Special Event Liquor License application for Verde Valley Rangers for event to be held at Jackpot Ranch located at 2025 Reservation Loop Road in Camp Verde on March 9, 2019. [Staff Resource: Judy Morgan]

List Attached Documents: Application for Special Event License

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

Department Head: Judy Morgan Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Application was submitted to Clerk's Office on February 7, 2019 for Council Approval. No posting is required.

Recommended Action (Motion): Approve Special Event Liquor License application for Verde Valley Rangers for event to be held at Jackpot Ranch located at 2025 Reservation Loop Road in Camp Verde on March 9, 2019.

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



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

FOR DLLC USE ONLY

Received Date:
Job #:
CSR:
License #:

APPLICATION FOR SPECIAL EVENT LICENSE
 Fees: \$25.00 per day for 1-10 days (consecutive) Cash Checks or Money Orders Only
 A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.
 The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event.

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Reznice Tyler Scott 06/21/1988
Last First Middle Date of Birth
 2. Applicant's mailing address: Po Box 1505 Camp Verde AZ 86322
Street City State Zip
 3. Applicant's home/cell phone: (928) 301 1065 Applicant's business phone: ()
 4. Applicant's email address: reznice67@yahoo.com

SECTION 2 Name of Organization, Candidate or Political Party/Gov.: Verde Valley Rangers Sheriff's Posse
 Name of Licensed Contractor (if any): _____

SECTION 3 Non-Profit/IRS Tax Exempt Number: _____

SECTION 4 Event Location: Sack Pot Ranch
 Event Address: 2075 W Reservation Loop Pot Camp Verde AZ 86322

SECTION 5 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>March 9th</u>	<u>Saturday</u>	<u>7 am</u>	<u>11:59 pm</u>
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 6 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

0 Number of Police 6 Number of Security Personnel Fencing Barriers

Explanation: The Beer will be fenced in with a ditch Barrier,
All Beer will stay by the arena, There's only
one gate in & out over the ditch.

SECTION 7 Will this event be held on a currently licensed premise and within the already approved premises? Yes No
(If yes, Local Governing Body Signature not required)

Name of Business

License Number

Phone (Include Area Code)

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
 Dispense and serve all spirituous liquors under retailer's license
 Dispense and serve all spirituous liquors under special event
 Split premise between special event and retail location

(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)

SECTION 9 What is the purpose of this event?

- On-site consumption Off-site (auction/wine/distilled spirits pull) Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?

Yes No (If yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? _____
(The number cannot exceed 10 days per year.)

3. Is the organization using the services of a licensed contractor or other person to manage the sale or service of alcohol?

Yes No (If yes, must be a licensed contractor or licensee of series 6, 7, 11, or 12)

4. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Verde Valley Rangers Sheriff's Posse Percentage: 100%

Address Po Box 4294 Camp Verde AZ 86322

Name _____ Percentage: _____

Address _____

Street

City

State

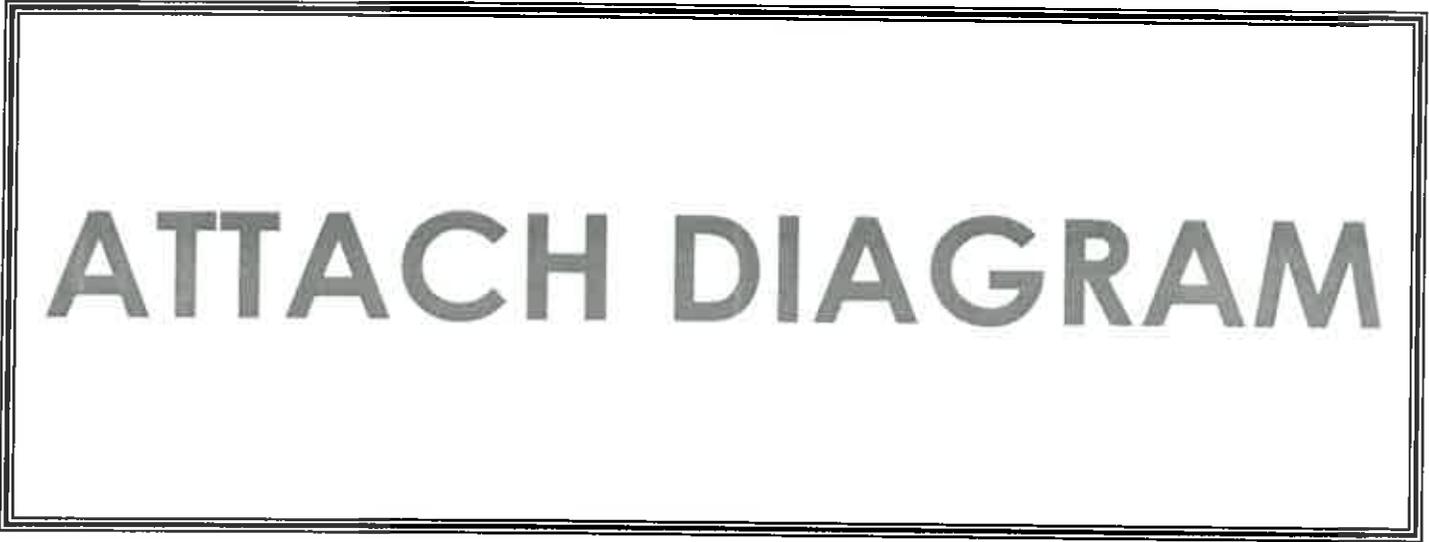
Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS FULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

NOTARY

I, (Print Full Name) Tyler Rowenico, hereby declare that I am the APPLICANT, I have read this document and verify the contents and all statements are true, correct and complete to the best of my knowledge.

X (Signature) [Handwritten Signature]
Applicant Signature

State of ARIZONA County of YAVAPAI
the foregoing instrument was acknowledged before me this

7 of February 2019
Day Month Year

My commission expires on: June 01, 2019
Misty Weatherford
Notary Public
Yavapai County, Arizona
My Comm. Expires June 01, 2019

[Handwritten Signature]
Signature of NOTARY PUBLIC

LOCAL GOVERNING BOARD

Date Received: _____

I, _____ recommend APPROVAL DISAPPROVAL
(Government Official) (Title)

On behalf of _____
(City, Town, County) Signature Date Phone

DLIC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: ____/____/____

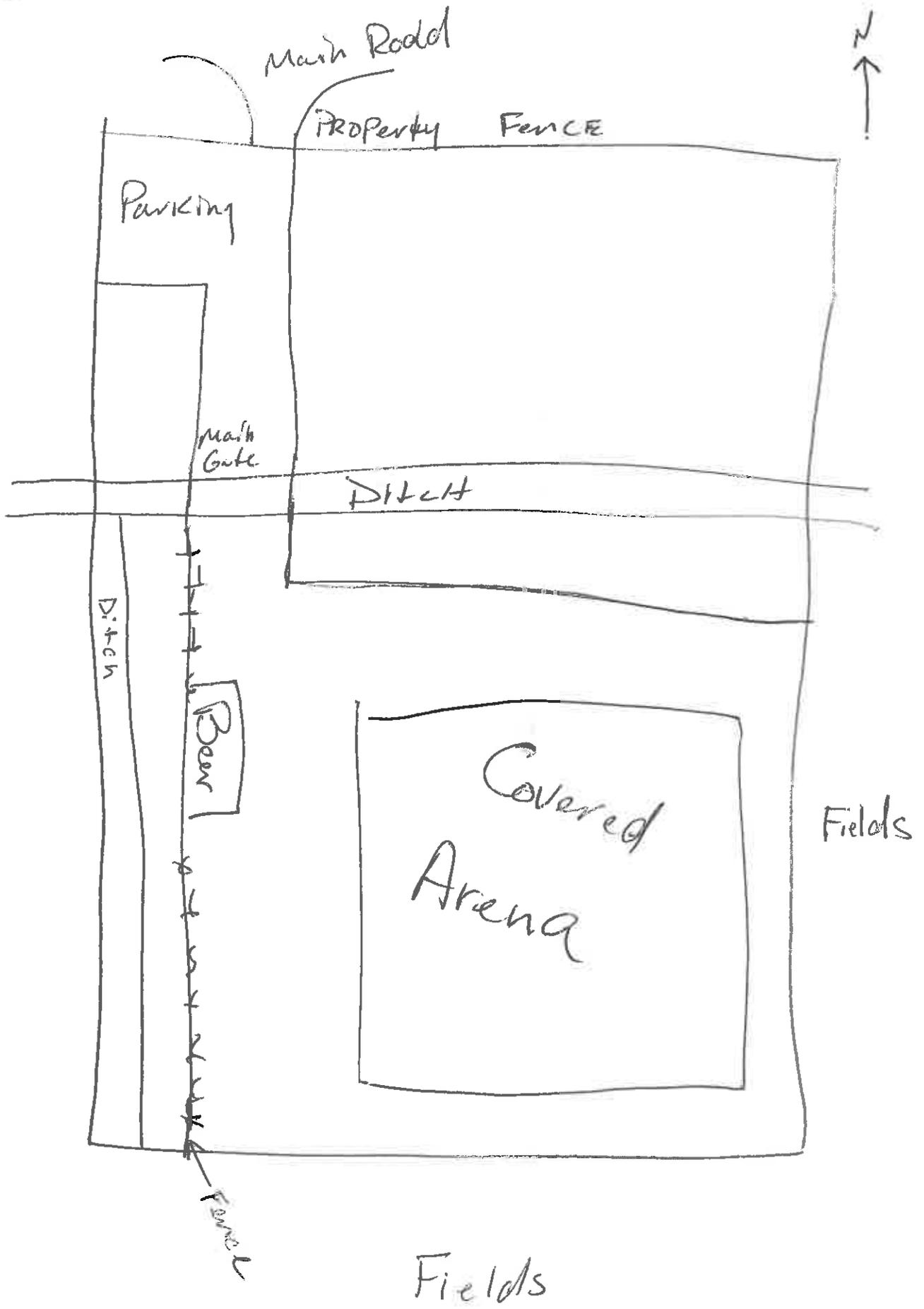
A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

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

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

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

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.0



Agenda Item 4. e)



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 20, 2019

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk’s Office

Staff Resource/Contact Person: Judy Morgan

Agenda Title (be exact: Possible approval of Special Event Liquor License application for Verde Valley Rangers for Spring Heritage Pecan & Wine Festival to be held on March 15-17, 2019, at 75 E. Hollamon Street, Camp Verde, Arizona. [Staff Resource: Judy Morgan]

List Attached Documents: Application for Special Event License

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

Department Head: Judy Morgan Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Application was submitted to Clerk’s Office on February 7, 2019 for Council Approval. No posting is required.

Recommended Action (Motion): Approve Special Event Liquor License application for Verde Valley Rangers for the Spring Heritage Pecan & Wine Festival to be held on March 15-17, 2019 to be held at 75 E Hollamon Street in Camp Verde

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



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

FOR DLLC USE ONLY

Event Date(s):
Event time start/end:
CSR:
License:

APPLICATION FOR SPECIAL EVENT LICENSE
 Fee= \$25.00 per day for 1-10 days (consecutive)
 Cash Checks or Money Orders Only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.

The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see Section 12).

SECTION 1 Name of Organization: Verde Valley Rangers Sheriffs Posse

Name of Licensed Contractor only (if any): _____

SECTION 2 Non-Profit/IRS Tax Exempt Number: _____

SECTION 3 Event Location: Camp Verde Town Soccer Field

Event Address: 75 E Holloman St. Camp Verde Yavapa. Arizona 86322

SECTION 4 Applicant must be a member of the qualifying organization and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Rozonico TYLER Scott 6/21/1988
Last First Middle Date of Birth

2. Applicant's mailing address: PO Box 1505 Camp Verde AZ 86322
Street City State Zip

3. Applicant's home/cell phone: (928) 301 1005 Applicant's business phone: () _____

4. Applicant's email address: rozonicob7@yahoo.com

I, (Print Full Name) _____ declare that I am the APPLICANT filing this application as listed above. I have read the application and the contents and all statements are true, correct and complete.

X _____
Signature Title/ Position Date Phone Number

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

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

SECTION 7 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)

SECTION 8

What is the purpose of this event? On-site consumption Off-site (auction/wine/distilled spirits pull) Both

SECTION 9

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes No (If yes, attach explanation.)
2. How many special event days have been issued to this organization during the calendar year? _____
(The number cannot exceed 10 days per year.)
3. Is the organization using the services of a promoter or other person to manage the sale or service of alcohol? Yes No
(If yes, must be a licensed contractor or licensee of series 6, 7, 11, or 12)

4. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Verde Valley Rangers Sheriff's Posse Percentage: 100 %
 Address Po Box 4294 Camp Verde AZ 86322
 Name _____ Percentage: _____
 Address _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

5. What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

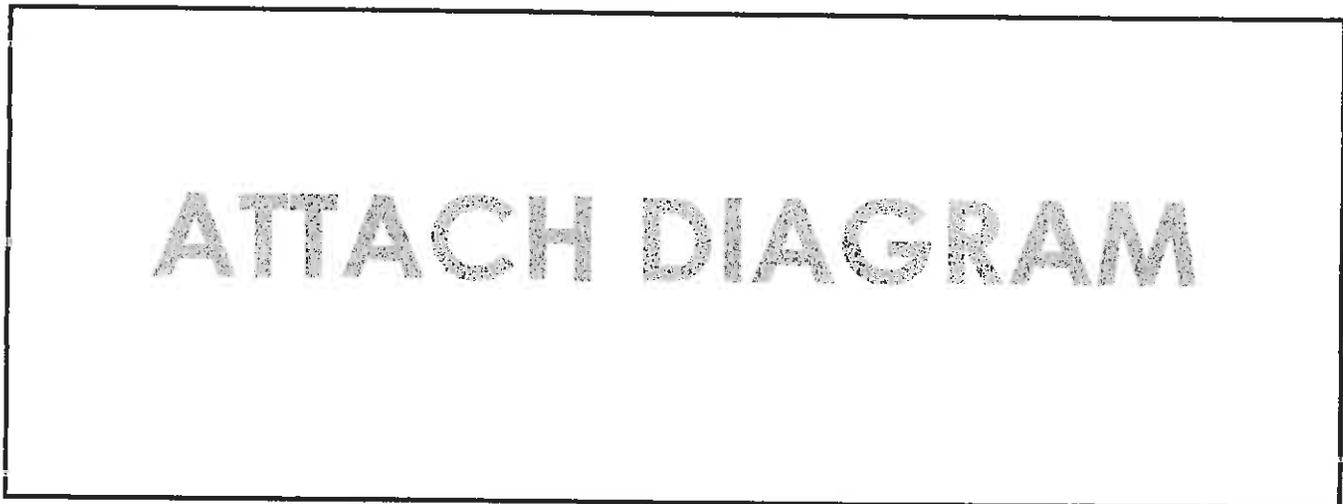
2 Number of Police 6 Number of Security Personnel Fencing Barriers
 Explanation: Two WMA officers walk around the field and are members provide security.

SECTION 10 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	March 15	Friday	3 pm	11 59 pm
DAY 2:	March 16	Saturday	8 am	11 59 pm
DAY 3:	March 17	Sunday	8 am	10 pm
DAY 4:				
DAY 5:				
DAY 6:				
DAY 7:				
DAY 8:				
DAY 9:				
DAY 10:				

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

SECTION 12 Local Governing Body Approval Section.

Date Received: _____

I, _____ recommend APPROVAL DISAPPROVAL
(Government Official) (Title)

On behalf of _____
(City, Town, County) Signature Date Phone

SECTION 13 For Department of liquor licenses and Control use only.

APPROVAL DISAPPROVAL BY: _____ DATE: ____/____/____

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

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

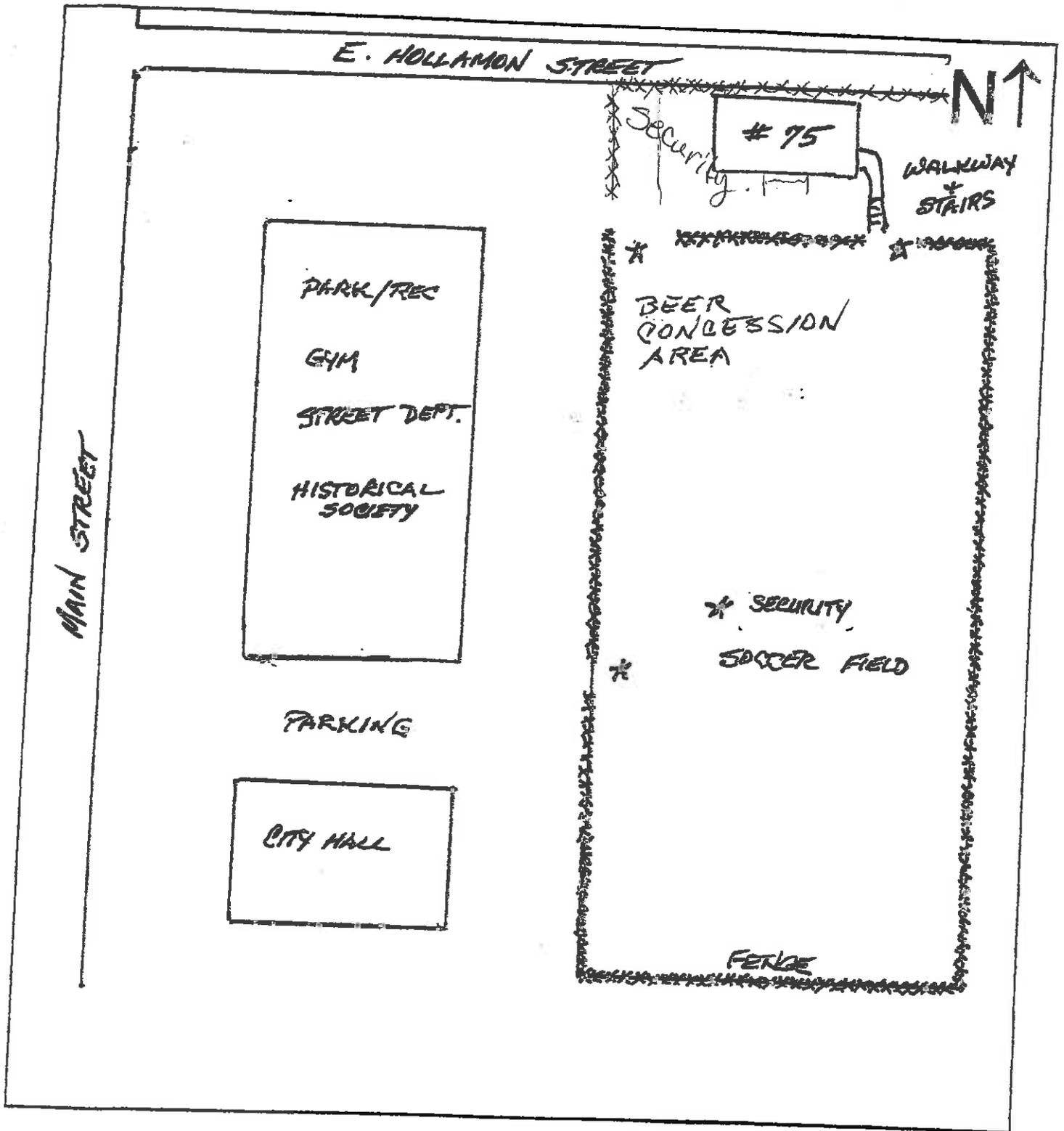
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

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

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

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



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CERTIFICATE OF APPRECIATION

This certificate is awarded to

B. J. DAVIS

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



TOWN OF CAMP VERDE

Charles German

Mayor Charles German

2/20/2019
Date

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CERTIFICATE OF APPRECIATION

This certificate is awarded to

JIM HISRICH

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



TOWN OF CAMP VERDE

Charles German

Mayor Charles German

2/20/2019

Date

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*Proclamation
Stand with Me, Be Drug Free Week
Proclamation by the Town of Camp Verde*

WHEREAS, MATFORCE has proclaimed February 25 to March 2 to be Stand with Me, Be Drug Free Week; and,

WHEREAS, the Town of Camp Verde embraces a vision of a healthy, vibrant and strong community for children, youth, families and people of all ages; and celebrates the fact that a majority of people do not abuse drugs and alcohol; and,

WHEREAS, the Town of Camp Verde recognizes the youth prevention is essential based on the fact that 9 out of 10 people who struggle with substance use disorders began using substances as a teenager; and,

WHEREAS, knowing that families are adversely affected by illegal drug use, including work problems, legal problems, mental health problems, physical illness, addiction, accidents, accidental death, economic loss, child abuse, destruction of families, driving while impaired, and crimes against persons and property; and,

WHEREAS, the Town of Camp Verde would like to commend and pay tribute to all of its citizens who choose to be free of illegal use.

NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde, do hereby proclaim February 25 to March 2, 2019, to be Stand with Me, Be Drug Free Week, and encourages its citizens to participate in the celebration of a drug-free, healthy community by participating in the planned events, activities and displays.

Proclaimed this 20th day of February 2019.

Charles C. German, Mayor

Date

ATTEST:

Judy Morgan, Town Clerk

Date

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Exhibit A - Agenda Item Submission Form – Section I

Meeting Date: February 20, 2019

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Community Development

Staff Resource/Contact Person: Carmen Howard, Community Development Director

Agenda Title (be exact): Review of Jackpot Ranch Use Permit Visitor Matrix Stipulation

List Attached Documents:

- 1. Resolution 2009-771 & Minutes 5-27-09
- 2. Resolution 2014-919 & Minutes 5-28-2014

Estimated Presentation Time: 10

Estimated Discussion Time: 10

Reviews Completed by:

Department Head:

Carmen Howard, Community Dev Director

Town Attorney Comments:

Background Information:

An application for Use Permit 20140060, was submitted by Bill Moore, agent for the Shuster Foundation, located at 2025 W Reservation Loop Rd, which is approximately 64.75 acres for Agri-tourism in a residentially zoned property, RR (Residential-Rural) for the purpose of an event ranch. The Use Permit was approved after receiving a favorable recommendation by the Planning and Zoning Commission with conditions. Conditions of the Use Permit require a limited amount of events occur based on the following matrix

“The following is the proposed maximum amount of guests and events that would be considered per year for all events hosted by Jackpot Ranch (including charitable & civic events).

Maximum number of events per calendar year based on number of visitors at each event. The number of authorized events in each calendar year is cumulative (e.g. in one calendar year an unlimited number of events with attendees of less than 50 could be held, plus two events with attendance between 300-499 could be held, and one event with attendance between 1250-1499 could be held.)

<u>Number of visitors</u>	<u>Number of events</u>
1-49	unlimited
50-149	25
150-299	4
300-499	2
500-749	1
750-999	1
1000-1249	1
1250-1499	1

Staff finds that the matrix as stipulated is onerous and difficult to enforce. Staff believes there are provisions in the Town and Zoning Ordinances which protect the neighbors from nuisances should Jackpot Ranch operate their events irresponsibly. Additionally, staff believes that the aforementioned stipulation quashes Jackpot Ranch’s ability to operate at a level that they are able to in order to provide both the Shuster Foundation and the Town of Camp Verde with philanthropic and financial benefits.

Recommended Action (Motion):

A MOTION TO REMOVE THE VISITOR COUNT STIPULATION FROM USE PERMIT # 20140060, JACKPOT RANCH USE PERMIT.



RESOLUTION 2014-919

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, YAVAPAI COUNTY, ON USE PERMIT 20140060, AN APPLICATION SUBMITTED BY MR. BILL MOORE, AGENT FOR THE SHUSTER FOUNDATION, OWNER OF JACKPOT RANCH LOCATED ON THE FOLLOWING PARCELS: 403-17-006K 64.75 ACRES AND 403-18-001H 2.43 ACRES AND 403-18-107C 4.94 ACRES FOR A TOTAL OF 72.12 ACRES. THE FOLLOWING PROPOSED USES ARE FOR THE ENTIRE 72.12 ACRES INCORPORATING ALL THREE PARCELS: HORSE MOTEL, CORPORATE, SPIRITUAL AND GOVERNMENTAL OVERNIGHT RETREATS, GROUP ACTIVITIES WHICH WOULD INCLUDE; WEDDINGS, FAMILY GATHERINGS, GROUP PICNICS, EQUESTRIAN EVENTS, CHARITABLE AND CIVIC EVENTS, ICE SKATING RINK AND MOBILE WESTERN TOWN LOCATED AT 2025 W. RESERVATION LOOP RD. MEETING FACILITY WITH KITCHEN & OUTDOOR ASSEMBLY AREA LOCATED AT 1879 W. CIMMARON DR.

The Common Council of the Town of Camp Verde hereby resolves as follows:

1. The Common Council hereby finds as follows:

- A. A request for approval of Use Permit 20140060 was filed by Mr. Bill Moore Agent for the Shuster Foundation owner of parcels 403-17-006K, located at 2025 W. Reservation Loop Rd., 403-18-107C location is vacant land with no address assigned & 403-18-001H located at 1879 W. Cimarron Dr. These parcels are zoned RR (Rural Residential) and the proposed uses are permitted under such zoning with a Use Permit.
- B. The request was reviewed by the Planning and Zoning Commission on April 03, 2014 and by the Common Council on April 23, 2014 in public hearings that were advertised and posted according to state law.
- C. A neighborhood meeting was held on March 18, 2014 by the applicant to provide for citizen review pursuant to ARS § 9-462.03 and as required by the Town of Camp Verde Planning & Zoning Ordinance, Part 6, Section 601 (Zoning Decisions) A.3.a-e.
- 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 Planning & Zoning Code.

The following proposed stipulations would be in place:

- All Events are to end by 10:00 pm.
- Up to Six (6) large events (defined as 300 or more people) are allowed per year.
- Notification will be made to the neighbors, Community Development Department, Camp Verde Fire District and the Town Marshal's Office with the dates and times for any activity or event that will have 300 or more participants.

- The sound from amplified music must be minimized utilizing all of the following methods: A) Decibel Monitoring; B. Deflection of sound through the use of barriers; C. Aligning speakers in a location that would direct the sound away from the closest neighbors.
- All building modifications must be permitted, completed and a Certificate of Compliance issued by the Town before any of the approved activities may be conducted in new or modified facilities. A time limit to meet all compliance issues being 180 days after Use Permit approval or as determined by the Building Official as based on the owners progress of completion.
- The Use Permit requires the Octagon building which has been converted from a single family residence to a meeting and reception area to be properly permitted, with as built plans submitted by an Arizona Registered Design Professional including wet seal stamp on the as built plans certifying that the plans were followed, along with a list of all contractors, including Registrar of Contractors license numbers who performed the conversion work.
- The Use Permit requires the garage which has been converted from a utility building into a commercial kitchen to be properly permitted, with as built plans submitted by an Arizona Registered Design Professional including wet seal stamp on the as built plans certifying that the plans were followed, along with a list of all contractors, including Registrar of Contractors license numbers who performed the conversion work.
- The Use Permit requires the existing tree house to be properly permitted, with as built plans submitted by an Arizona Registered Design Professional including wet seal stamp on the as built plans certifying that the plans were followed.
- For all events over 300 or more people, and Event Plan will be submitted to the Community Development Department, Camp Verde Fire district and the Town Marshal's Office. The Event Plan shall include, but not limited to, a detailed description of what precautions and actions will be followed for the specific event in order to address the following critical concerns: Event Hours, Traffic Control Plan, Parking, Noise, Dust Abatement, Trash Service in the event and in the neighborhood, Sanitation, Security, and Emergency Services.

Maximum number events per calendar year based on number of visitors at each event. The number of authorized events in each calendar year is cumulative (e.g. in one calendar year an unlimited number of events with attendees of less than 50 could be held, plus two events with attendance between 300-499 could be held, and one event with attendance between 1250-1499 could be held.)

<u>Number of visitors</u>	<u>Number of events</u>
1-49	unlimited
50-149	25
150-299	4
300-499	2
500-749	1
750-999	1
1000-1249	1
1250-1499	1

This parking table will be utilized in determining appropriate parking for all events of 300 or more people:

Daily Visitors to Ranch	Maximum Estimate # of Vehicles	On-site Parking (including 10 handicap)	Off-Site Parking	On-Site Temporary Parking	Shuttle Service
0-250	150	212	N/A	N/A	N/A
250-500	300	212	N/A	N/A	N/A
500-700	450	212	260 +/-	815	N/A
750-1000	600	212	260 +/-	815	Possible
1000-1250	750	212	260 +/-	815	Possible
1250-1499	900	212	260 +/-	815	Possible

- **Mobile Western Town**

To include structures which will either be mounted on trailers or capable of being removed within a matter of hours:

Horseback Trails, Pellet gun shooting gallery, Cantina, Pony Express Depot, Cottonwood Gulch Jail, Livery Stable, Blacksmith Shop Pavilion, Catering trailer and Mineshaft with Gold Panning.

In the event that the applicant is unable to proceed with the above referenced facilities due to floodway considerations or any reason whatsoever, the following basic activities may be substituted to occur in the area down by the river (with or without any new structures): a) campfire subject to county/town burn restrictions, b) cowboy activities and games such as trick roping, tomahawk toss, horseshoes, gun spinning, etc., c) an area to picnic or eat meals likely on picnic tables, and d) non-amplified entertainment such as acoustic guitar, etc.

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. 1 & 2 of the Town of Camp Verde Planning & Zoning Ordinance.

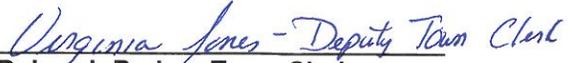
PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON May 28, 2014.



Charles German, Mayor

Date: 6-11-2014

Approved as to form: 
Town Attorney

Attest:  - Deputy Town Clerk
Deborah Barber, Town Clerk

**MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, MAY 28, 2014 at 6:30 P.M.**

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

1. Call to Order

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

2. Roll Call

Mayor Charles German, Vice Mayor Jackie Baker and Councilors Bruce George, Jessie Jones, and Robin Whatley, Carol German and Brad Gordon were present.

Also Present

Community Development Director Mike Jenkins, Asst. Planner Jenna Owens, and Recording Secretary Marie Moore.

3. Pledge of Allegiance

Councilor George led the pledge.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

1) Regular Session – May 7, 2014

b) Set Next Meeting, Date and Time:

1) June 4, 2014 at 6:30 p.m. – Regular Session

2) June 11, 2014 at 5:30 p.m. – Work Session

3) June 18, 2014 at 6:30 p.m. – Regular Session

4) June 25, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) Possible approval of JPA/IGA 10-227-I, Amendment 1 for the construction of sidewalks on the north and south sides of SR 260, providing pedestrian walkways from Cliffs Parkway to Main Street. This amendment pertains to the design and construction of the two segments along SR 260, a 6-ft wide sidewalk on the north side of SR 260 from Cliffs Parkway to Main Street and the other on the south side of SR 260 from 7th Street east to Main Street. Staff Resource: Ron Long

d) Possible approval of JPA/IGA 14-0041117-I, Main Street, Finnie Flat Rd and Montezuma Castle Highway Intersection (tri-intersection) improvement design, Staff Resource: Ron Long

On a Motion by George seconded by Baker Council voted unanimously to approve the consent agenda.

5. Special Announcements and presentations: - There were no announcements or presentations.

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

None

7. Public Hearing followed by, discussion, consideration, and possible approval of Resolution 2014-916, a resolution of the Common Council of the Town of Camp Verde, Arizona, Yavapai County on Use Permit 20140078, an application submitted by Gary & Jacque Tulin, owners of Zane Grey RV Park located on parcels 404-13-006A, 8.35 acres and 404-13-006B, 16.22 acres for a total of 24.57 acres, The following proposed uses are for both parcels as 93 RV spaces, 50 RV storage spaces, office restrooms/showers/laundry in one building, laundry/utility in another building, recreation area with Ramada, 12 Park Model Units, spa, and 5 storage sheds. Use Permit with no time limit. This property is

located at 4500 E. State Route 260. Staff Resource: Mike Jenkins

On a motion by Gordon, seconded by George, council voted unanimously to approve Resolution 2014-916, a resolution of the Common Council of the Town of Camp Verde, Arizona, Yavapai County on Use Permit 20140078, an application submitted by Gary & Jacque Tulin, owners of Zany Grey RV Park located on parcels 404-13-006A, 8.35 acres and 404-13-006B, 16.22 acres for a total of 24.57 acres, The following proposed uses are for both parcels as 93 RV spaces, 50 RV storage spaces, office restrooms/showers/laundry in one building, laundry/utility in another building, recreation area with Ramada, 12 Park Model Units, spa, and 5 storage sheds. Use Permit with no time limit. This property is located at 4500 E. State Route 260

- **Call for STAFF PRESENTATION**

Jenna Owens gave a brief overview of the history of the current use permit and referred to the staff report which is attached and becomes a permanent part of the record.

- **Declare PUBLIC HEARING OPEN**

Leah Donkersley inquired if the property was in the flood plain or flood way, if additional septic would need to be added for the additional spaces and proposed laundry facility, and if the property would need to be raised higher when the additional spaces are constructed.

Jenkins indicated that the property is located in both the flood way and flood fringe and any and all work completed would have to pass compliance and the permitting process with both Yavapai County Flood Control and the Town of Camp Verde.

- **Declare PUBLIC HEARING CLOSED**

- **Call for COUNCIL DISCUSSION**

Councilor German clarified that any construction is still subject to the permit process with the Town and Yavapai County Flood Control and thanked Leah Donkersley for addressing Council with valid points pertaining to the matter.

8. **Public Hearing, followed by discussion, consideration and possible approval of Resolution 2014-919, a resolution of the common Council of the Town of Camp Verde, Arizona, Yavapai County, on Use Permit 20140060, an application submitted by Mr. Bill Moore, agent for the Shuster Foundation, owner of Jackpot Ranch located on the following parcels 403-17-006K, , 64.75 acres and 403-18-001H, 2.43 acres and 403-18-107C, 4.94 acres for a total of 72.12 acres. The following proposed uses are for the entire 72.12 acres incorporating all three parcels: Horse Motel, Corporate, Spiritual and Governmental Overnight retreats, group activities which would include: weddings, family gatherings, group picnics, equestrian events, charitable and civic events, ice skating rink and mobile western town located at 2025 W. Reservation Loop Rd. Meeting facility with kitchen & outdoor assembly area located at 1879 W. Cimarron Dr. Staff Resource: Mike Jenkins**

On a motion by German, seconded by Baker, Council unanimously moved to approve Resolution 2014-919, a resolution of the common Council of the Town of Camp Verde, Arizona, Yavapai County, on Use Permit 20140060, an application submitted by Mr. Bill Moore, agent for the Shuster Foundation, owner of Jackpot Ranch located on the following parcels 403-17-006K, , 64.75 acres and 403-18-001H, 2.43 acres and 403-18-107C, 4.94 acres for a total of 72.12 acres. The following proposed uses are for the entire 72.12 acres incorporating all three parcels: Horse Motel, Corporate, Spiritual and Governmental Overnight retreats, group activities which would include: weddings, family gatherings, group picnics, equestrian events, charitable and civic events, ice skating rink and mobile western town located at 2025 W. Reservation Loop Rd. Meeting facility with kitchen & outdoor assembly area located at 1879 W. Cimarron Dr. Including the amended verbiage of "300 or more" with reference to the stipulations written with the Use Permit.

- **Call for STAFF PRESENTATION**

Jenkins provided a brief overview of the current use permit and referred to maps and information provided in the staff report which is attached and becomes a permanent part of the record.

- **Declare PUBLIC HEARING OPEN**

Bill Moore, representative from the Jack Pot ranch explained to Council that the new use permit would include large events pertaining to weddings and the ability to host charitable events that would benefit the community as a whole. The mobile western town request is subject to Yavapai County Flood approval before construction and use could take place. The octagon building is also subject to the permitting process as well and if constructed will have an approximate capacity of 100 people.

Scott Canty, Yavapai-Apache Nation Attorney General stated that as of this time a permit with the tribe to conduct horseback rides on tribal property has been denied by the Tribal Council, but they are willing to include verbiage in the use permit that would allow the opportunity in the future if agreed upon. The helicopter landing pad is also objected to due to the close proximity of residences. The Yavapai-Apache Nation has no other objections to the use permit requested.

Buck Buchanan stated his support for the use permit and commends the Jackpot Ranch for their stewardship toward the community.

Jody Filardo, representative from Verde Valley Leadership Program, a non-profit organization informed Council of how the program has benefited from the generosity of the Jackpot Ranch and also supported the approval of the use permit.

B.J. Davis, Chairman of the Planning and Zoning Commission indicated his support of the approval for the use permit and stated he felt the type of events the Jackpot Ranch would be able to host are events that bring people into Camp Verde who otherwise would never visit the area. Davis commended the Jackpot Ranch for how well they worked in conjunction with the Town and the community requests for changing their original request. Davis indicated the Town has never received a negative comment regarding past events the Jackpot Ranch has held and feels they deserve the opportunity to host larger events.

Deb Alenbaugh stated her appreciated to the Planning and Zoning Department for their help throughout the entire permit process.

- **Declare PUBLIC HEARING CLOSED**
- **Call for COUNCIL DISCUSSION**

Councilor Gordon requested the helicopter pad be removed from the map provided in the staff report.

Mayor German clarified that the horse rides would occur on the property and not tribal property without prior consent of the Yavapai-Apache Nation.

Councilor German indicated her approval for the additional parking to accommodate larger events.

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

None

10. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor George attended the Verde Valley Transportation Organization meeting and reported that the plans for

S.R. 260 are 60% completed at this time, the I-17 construction is completed and NACOG reported that the ADOT is running out of money, therefore our street projects are in danger of losing funding

Councilor Gordon reported that he bought his wife tickets to the Out of Africa Zip line and she thoroughly enjoyed it. The price for admission has dropped and he recommended Council members support the local company by experiencing the Zip line as well.

11. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

Jenna Owens thanked the Mayor and Council members for their thorough research and participation on the agenda discussed.

12. **Adjournment**

The meeting adjourned at 7:55 pm.



Charles German, Mayor



Marie Moore, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special/Work Session of the Town Council of Camp Verde, Arizona, held on May 28, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 19 day of June, 2014.



Deborah Barber, Town Clerk



RESOLUTION 2009-771

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA APPROVING USE PERMIT 2009-02, FOR PARCEL 403-17-006K TO ALLOW THE FOR THE FOLLOWING PRIVATE GROUP ACTIVITIES TO BE CONDUCTED ON THE 64.75 ACRES OF JACKPOT RANCH CURRENTLY ZONED RCU-2A:

- 1. CORPORATE, SPIRITIAL AND GOVERNMENTAL RETREATS;**
- 2. HORSE MOTEL WITH BED & BREAKFAST AVAILABILITY FOR OWNERS;**
- 3. OTHER MISCELLANOUS GROUP ACTIVITIES THAT WOULD INCLUDE WEDDINGS, FAMILY REUNIONS, GROUP PICNICS, YOUTH RETREATS, CHARITABLE & CIVIC EVENTS AND HORSEMANSHIP CLINICS.**

THE LOCATION OF THE RANCH IS AT 2025 W. RESERVATION LOOP ROAD.

The Common Council of the Town of Camp Verde hereby resolves as follows:

- I. The Common Council hereby finds as follows:
 - A. A request for approval of Use Permit 2009-02 was filed by Mr. Bill Moore, agent, for Shuster Foundation, owners of Jackpot Ranch.
 - B. The request was reviewed by the Planning and Zoning Commission on May 7, 2009 and by the Common Council on May 27, 2009 in public hearings that were advertised and posted according to state law.
 - C. A neighborhood meeting was held April 21, 2009 by the applicant to provide for citizen review pursuant to ARS § 9-462.03 and as required by Town of Camp Verde Ordinance Section 113.
 - D. The purpose of the Use Permit is to allow the Jackpot Ranch to conduct various private group events as stated above on parcel 403-17-006K located on Reservation Loop Road.
 - E. The proposed 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 use 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 use will be in conformity to the conditions, requirements and standards of the Town Code.

- II. The Common Council of the Town of Camp Verde hereby approves UP 2009-02 for a period of five (5) years for the purpose of allowing Jackpot Ranch to conduct various private group activities on parcel 403-17-006K with the following stipulations:
1. All events are to end by 10:00 PM.
 2. Four (4) large events of 300 people (maximum) are allowed per year with an unlimited amount of events allowed for 150 people or less.
 3. Notification will be made to the neighbors, Community Development Department and the Marshal's Office with the dates and times for any activity or event that will have amplified sound or more than 200 participants.
 4. The sound from amplified music must be minimized utilizing all of the following methods: A. Decibel Monitoring; B. Deflection of sound through the use of barriers; C. Aligning speakers in a location that would direct the sound away from the closest neighbors.
 5. The building for the proposed Horse Motel and 2nd story Bed & Breakfast accommodations for the owners must be modified to meet Commercial Group R1 (hotel) Building Code Standards and any other applicable regulations before the proposed use may be initiated.
 6. A minimum of (4) handicap spaces must be provided for in the total parking areas with one of those spaces to be van accessible and each handicap parking space is to be marked with a handicap sign.
 7. All nonconforming outdoor lighting is to be extinguished between 12AM and sunrise by an automatic shut off device per Section 120 L.2. of the Planning and Zoning Ordinance.
 8. All building modifications must be permitted, completed and a Certificate of Compliance and Business License issued by the Town before any of the approved activities may be conducted in the modified facilities.
 9. This permit will be for a period of five years and can be considered for renewal.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON May 27, 2009.



Tony Gioia, Mayor

Date: 5/29/09

Attest: 

Deborah Barber, Town Clerk

APPROVED AS TO FORM:



Town Attorney

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, MAY 27, 2009
6:30 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Mayor Gioia, Vice Mayor Hauser, Councilors Garrison, Smith, German and Roulette were present; Kovacovich was absent.

Also Present: Community Development Director Nancy Buckel, Sr. Planner Mike Jenkins, Mayor-Elect Bob Burnside and Councilors-Elect Robin Whatley and Jackie Baker, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Garrison.

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) Budget Work Session – May 20, 2009
- 2) Budget Work Session – May 18, 2009
- 3) Joint Work Session – May 13, 2009

b) Set Next Meeting, Date and Time:

- 1) June 3, 2009 at 6:30 p.m. – Regular Session
- 2) June 10, 2009 at 5:00 p.m. – Special Session
- 3) June 17, 2009 at 6:30 p.m. – Regular Session
- 4) June 24, 2009 at 6:30 p.m. – Council Hears Planning & Zoning

c) Possible approval of Resolution 2009-772, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the General Election held on May 19, 2009. (Staff Resource: Debbie Barber)

d) Possible acceptance of Council Member-elect Robin Whatley's resignation from the Parks & Recreation Commission and presentation of a Certificate of Appreciation for her service.

e) Possible acceptance of Mayor-elect Bob Burnside's resignation from the Planning & Zoning Commission and presentation of a Certificate of Appreciation for his service.

On a motion by Hauser, seconded by Roulette, the Consent Agenda was unanimously approved as presented, with the addition to the Minutes of May 18, 2009 as discussed, and with Items d) and e) pulled.

Mayor Gioia requested that Items 4.d) and e) be pulled. Garrison requested a correction to the Budget Work Session Minutes for May 18, 2009, to include the instruction to staff to look into the possibility of combining the Design Review Board with Planning & Zoning; the members agreed with that correction.

4.d) Possible acceptance of Council Member-elect Robin Whatley's resignation from the Parks & Recreation Commission and presentation of a Certificate of Appreciation for her service.

Gioia presented the Certificate of Appreciation to Robin Whatley and conveyed Council's appreciation for her service on the Parks & Recreation Commission.

4.e) Possible acceptance of Mayor-elect Bob Burnside's resignation from the Planning & Zoning Commission and presentation of a Certificate of Appreciation for his service.

Gioia presented the Certificate of Appreciation to Bob Burnside and conveyed Council's appreciation for his service on the Planning & Zoning Commission; Burnside commented on how much he had enjoyed serving, and encouraged others to volunteer.

5. Call to the Public for Items not on the Agenda.

There was no public input.

6. Council Informational Reports

Smith reported on the good news he learned at his last meeting at the Verde Valley Transportation & Planning Organization in connection with ADOT's 20-year plan, one item of which was assigning the category of historic and scenic to Page Springs Road which is the first road in Yavapai County to receive that recognition. Also, after years of hard work by Smith, Gioia, Baker and Kovacovich, Hwy 260 has now been given the highest priority for any road in the Verde Valley. Other news regarding improvements to Hwy 260 through grant funds will be forthcoming in a letter from Chip Davis. Smith requested an **agenda item** for June 3rd, and prior to the 19th meeting with ADOT, as follows:
DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF A LETTER REGARDING HWY 260 IMPROVEMENTS.

Smith also reported on the special session of the Sanitary District regarding the lease purchase, a portion of which the Town paid on a refinancing; the Board agreed to have it refinanced at 3.15 percent, a significant saving of tax money which will be shared with the Town.

Gioia reported on his invitation to attend the annual celebration of the View senior apartments; the occasion included a thank-you to the Town of Camp Verde for its help. Also, an ADOT employee has advised Gioia that the 4-lane project for Hwy 260 will be on the 5-year plan, to add to Smith's report.

7. **Discussion, consideration, and possible approval of the Special Event Liquor License for the Verde Valley Mounted Sheriff's Posse for the Annual Cornfest scheduled for July 18, 2009.** (Staff Resource: Lynda Moore)
On a motion by Gioia, seconded by Garrison, the Council unanimously continued Item 7 to the June 3rd regular session.

Gioia announced that staff has recommended that this item be removed, to be considered at a regular session at a later date; Garrison said she was asked that the matter be set for June 3rd because of an issue with timing.
8. **Discussion, consideration, and possible approval of Resolution 2009-767, a resolution of the Mayor and Council of the Town of Camp Verde, Arizona, declaring as a Public Record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Technical Code Amendments Chapter 7 – Building, Article 7-1, Section 7-1-100 of the Town of Camp Verde Code" of the Town of Camp Verde, Arizona.** (Staff Resource: Nancy Buckel)
On a motion by Gioia, seconded by Smith, the Council voted unanimously to remove Items 8, 9, 10 and 11, to be scheduled for a future Work Session.
9. **Discussion, consideration, and possible approval of Ordinance 2009-A359, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting by reference the 2006 International Code Council Codes, (ICC), and related public codes and the "Town of Camp Verde Technical Code Amendments", amending Town Code Chapter 7 – Building, Article 7-1, and adding Section 7-1-100, establishing fee schedules, and proscribing penalties for violations thereof.** (Staff Resource: Nancy Buckel)
(Action taken by motion on Item 8.)
10. **Discussion, consideration, and possible approval of Resolution 2009-769, a resolution of the Mayor and Council of the Town of Camp Verde, Arizona, declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Administrative Building Code Chapter 7 – Building, Article 7-1, Section 7-1-101 of the Town of Camp Verde Code" of the Town of Camp Verde, Arizona.** (Staff Resource: Nancy Buckel)
(Action taken by motion on Item 8.)
11. **Discussion, consideration, and possible approval of Ordinance 2009-A361, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting by reference the Town of Camp Verde "Administrative Building Code", amending Town Code Chapter 7 – Building, Article 7-1, adding Section 7-1-101, establishing fee schedules, and proscribing penalties for violations thereof.** (Staff Resource: Nancy Buckel)
(Action taken by motion on Item 8.)
12. **Public Hearing followed by discussion, consideration, and possible approval of Resolution 2009-771, a Resolution of the Common Council of the Town of Camp Verde, Arizona approving Use Permit 2009-02 for parcel 403-17-006K to allow for the following private group activities to be conducted on the 64.75 acres of Jackpot Ranch currently zoned RCU-2A: 1) Corporate, Spiritual, and Governmental Retreats; 2) Horse Motel with Bed and Breakfast availability for owners; 3) Other miscellaneous group activities that would include weddings, family reunions, group picnics, youth retreats, charitable & civic events, and horsemanship clinics. The location of the ranch is at 2025 W. Reservation Loop Road.** (Staff Resource: Michael Jenkins)
On a motion by Hauser, seconded by Garrison, the Council unanimously approved Resolution 2009-771, a Resolution of the Common Council of the Town of Camp Verde, Arizona approving Use Permit 2009-02 for parcel 403-17-006K to allow for the private group activities to be conducted on the 64.75 acres of Jackpot Ranch currently zoned RCU-2a, as indicated, with removal of the words "any or" from Paragraph II, Item 4 of the Stipulations.

STAFF PRESENTATION

In light of recent revisions adopted, and some new Councilors on board, Community Development Director Buckel reviewed the Use Permit process in general and why they are allowed, including the benefit of hearing concerns of neighbors and maintaining control over the use through placing stipulations or regulations on the considered use. The applicant has listed all possible activities they are considering, and staff has followed the recommendations of Planning & Zoning and listed stipulations that staff felt would address the health, safety and welfare of the community and the nearby neighborhood to help regulate the considered activities. The applicant has received a lot of support from different non-profit organizations that have spoken highly of how the applicant has supported them. The Use Permit does not guarantee that any use is permanent; it can be administratively voided in the event of any serious violation, and such action can be appealed to the Council.

Sr. Planner Jenkins projected photos onto the screen for viewing, that illustrated the location of the different areas and facilities, including the bunkhouse and horse hotel. The zoning is RCU-2A, which allows extended uses with a Use Permit. Parking provisions are more than adequate, landscaping well exceeds requirements, and outdoor lighting appears to be grandfathered in. The required neighborhood meeting was held on April 21, 2009; the main concern expressed was noise generated by some of the activities. The Fire Department and the Building

Inspector have indicated that the building referred to as the bunkhouse, with the proposed horse facilities underneath, would need some retrofitting to be done to bring it up to the code requirements to allow for the above sleeping rooms and to use the facility for a horse hotel. Yavapai County Flood Control stated that new structures to be built in the flood plain would require engineering; Yavapai County Environmental Services would require a permit for any expansion of outdoor restroom facilities. The Town Engineer has indicated that overflow parking on the street would require traffic control and a parking plan. Only one letter of concern was received in response to the letters directed to the area homeowners. Nine stipulations have been provided by the P&Z Commission for Council consideration, and incorporated into the proposed Resolution. The applicants are aware of those stipulations.

PUBLIC HEARING OPEN

Applicant's Statement

Garry Shuster, President of the Shuster Foundation, explained the purpose of his Foundation which is to house approximately 1,000 indigent families in Phoenix under the Section 8 Housing Program, beginning in 1979. The planned events will help generate the funds necessary to maintain the Jackpot Ranch and to continue to be able to provide the youth retreats that afford opportunities for underprivileged foster and at-risk youths to enjoy a totally different experience at the Ranch. Mr. Shuster described the origin of the name for the Ranch, and explained what it means to him and his wife to be able to bring children to the Ranch for weekend visits and to open their eyes to another world to them. The planned events would be low-impact and management will do everything possible to address neighborhood concerns. Mr. Shuster described the fire safety construction safeguards built into the facilities and the operation of the alarm system, all with the utmost concern for the safety of the children and other guests. In response to questions, Mr. Shuster reviewed the more than adequate septic system in place, and water system available, and in connection with a suggestion to monitor noise decibels, said he would be willing to take whatever reasonable measures necessary to address noise concerns.

COMMENT FROM OTHER PERSONS

(Comments from the following individuals are summarized.)

Daavid Lutz shares one property boundary with the Ranch, and said although there were problems with noise in the past, after the new Manager took over everything has been fine. His main concern is the plan for amplified noise, and he would like to see all the methods for control listed in the P&Z recommendations to be used; 80 decibels would be comparable to noise from a freight train.

Jodie Filardo, President of the Verde Valley Leadership Organization based in Sedona, spoke in support of the application of Jackpot Ranch for a Use Permit, and described the purpose of and activities associated with the 2-day retreats held by her organization that is dedicated to grooming leaders for the various communities.

Alexandra Helm, a Camp Verde resident, said she is a member of the Leadership Organization, and also spoke in support of the request for the Use Permit; her experience at the 2-day retreat was an introduction to a great facility that exists here in the Verde Valley that supports children who do not have access to this kind of nature experience..

Bob Burnside said he is in favor of what Mr. Shuster is doing; however, the sound issue is going to be a problem; some control methods should be discussed now so that the applicants know what is expected in that regard.

Shortie Graham, Manager of the Ranch, explained that after the P&Z meeting she had invited anyone who had not seen the facility to please visit and she would give them a tour; the same invitation is extended to the Council members. Ms. Graham described typical sights, activities and experiences enjoyed by the visiting children.

Howard Parrish was especially impressed by the planned horse motel which is an accommodation that is lacking in many areas and would attract more tourists traveling by horseback.

APPLICANT'S REBUTTAL

Ms. Graham assured the Council that in response to the concerns about noise, if any type of functions are planned with amplified music, if the sounds offends anyone it will be cut down; they will always take care of any problems. They will also keep Mr. Lutz informed of coming events.

The Council discussed with Mr. Shuster the possibility of arriving at a maximum number of decibels allowed, as well as the other proposed steps, including buffers to minimize the sound, as listed in the stipulations. It was suggested that the Use Permit would be for an initial period of five years; complaints, if any, would have to be addressed and resolved during that time. Mr. Shuster confirmed that he would continue to work with Mr. Lutz and the Town of Camp Verde on the issue of noise.

PUBLIC HEARING CLOSED

Council Discussion

In response to questions from the members, Buckel verified that the Fire Inspector has raised the issue of fire safety since the buildings would now fall under a category of commercial use whereas original permits were granted for residential use; those changes will be determined by the Fire Inspector who has historically worked with individuals, recognizing the limitations in our community. Buckel explained the procedure for addressing complaints, and it was pointed out that a Use permit would now provide more control over the Ranch activities. There was further discussion with a request to determine a specific number of decibels allowed; it was finally agreed that decibels were difficult to monitor because of variations in weather conditions and times of day. Based on reassurances from Mr. Shuster it was agreed that the Town could rely in good faith on him to follow the three combined provisions for controlling noise as set forth in No. 4 of the stipulations. There was also a request to modify the language in Section II, No. 4 to reflect that the sound from amplified music must be minimized utilizing all of the three methods specified, instead of "any or all."

NOTE: A recess was called at 8:32 p.m.; the meeting was called back to order at 8:39 p.m.

- 13. **Presentation followed by discussion, consideration, and possible approval of and authorization to submit the Town of Camp Verde Smart Growth Score Card to the Arizona Department of Commerce for scoring. This scorecard grades the Town's accomplishments in implementing Smart Growth strategies in the development of the community.** (Staff Resource: Nancy Buckel)
Staff was directed to submit the Town of Camp Verde Smart Growth Score Card to the Arizona Department of Commerce, with possible points added as discussed.

Buckel explained that the document is a draft indicating scores in several different categories based on selections from predetermined statements and then using the figures to arrive at the total average score. Buckel said it is not a good or bad type of score, but only indicates where the Town is in implementation of Smart Growth. The Town is in the process of implementing strategies for our General Plan, but we have not succeeded yet.

The members discussed the draft with Buckel, including the method of assigning grades. Buckel also pointed out that the ability to apply for Federal and State grants is dependent upon completion and submission of the Smart Growth Scorecard. The members reviewed in detail some of the questions and the predetermined answers in order to arrive at a better understanding of Buckel's research and reasoning in assigning the proposed grades, and made suggestions for possible changes. Buckel commented that in the next year, as a lot of the steps are being completed and implemented, the rating for the Town of Camp Verde will be bumped up. Buckel added that Councilor-elect Baker had suggestions for increases of two possible points; she will discuss those suggestions with Baker.

There was no public input.

- 14. **Call to the Public for Items not on the Agenda.**
(Comments from the following individual are summarized.)
Robin Whatley offered her congratulations to Bob Burnside and said she looks forward to working with him and the rest of the Council; she acknowledged Gioia for his 12-plus years of service to the Town, commended him for his demeanor regardless of victory or loss, and said she hopes he will continue to work for the Town of Camp Verde and will continue to be a presence around Town Hall.

There was no further public input.

- 15. **Advanced Approvals of Town Expenditures**
a) **There are no advanced approvals.**
There were no advanced approvals.

- 16. **Manager/Staff Report**
There was no Manager/Staff report.

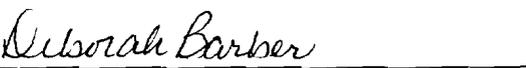
- 17. **Adjournment**
On a motion by Hauser, seconded by Smith, the meeting was adjourned at 9:04 p.m.


Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 27th day of May 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 18 day of June, 2009.


Debbie Barber, Town Clerk

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Agenda Item Submission Form – Section I

Meeting Date: February 20, 2019

Consent Agenda Decision Agenda Executive Session Requested Discussion only

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Town Council

Staff Resource/Contact Person: Council direction at 1/16/2019 meeting

Agenda Title: Discussion of Hours of Operation for Town Hall and possible approval of Resolution 2019-1018, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding Resolution 2018-995.

List Attached Documents: Town Code:

1. Article 2-3 Council Procedures, Section 2-3-1 Regular Meeting/Hours of Operation;
2. Article 3-2 Officers, Section 3-2-1 Town Manager;

Resolutions declaring hours of operation 2009-2018

Resolutions: 2018-995, 2012-867, 2011-822, 2010-799, 2010-795, 2009-761

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 20 minutes

Reviews Completed by:

Department Head: _____

Town Attorney Comments: N/A

Finance Department: N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Council was presented with Resolution 2019-1018 in January. At that time, Council determined they wished to have more discussion on this subject and asked for it to come back with some background information to include previous hours of operation, previous resolutions, Town Code references, etc. This information has been provided.

Recommended Action (Motion): 3 options are provided

1. **Motion** to approve Resolution 2019-1018, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding Resolution 2018-995, as presented.
2. **Motion** to approve Resolution 2019-1018, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding Resolution 2018-995, as modified at this meeting.
3. Do nothing, which keeps hours of operation as set in Resolution 2018-995 with no changes.



RESOLUTION 2019-1018

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING HOURS OF OPERATIONS, SUPERSEDING RESOLUTION 2018-995

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

WHEREAS, Town Code, 2-3-1 States that at the first meeting in January, or as soon as practicable, Council shall set by Resolution, the hours of operation for all Town Offices.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation for all Town Offices, as follows:

Table with 3 columns: Office Name, Days of Operation, and Hours of Operation. Rows include Administration Offices-Finance Department, Municipal Court, Community Development, Parks & Recreation, Swimming Pool, Public Works, Animal Control, Marshal's Office - Admin, Marshal's Office - Deputies/Dispatch, and Library (Monday-Thursday, Friday-Saturday, Sunday).

Passed and approved by a majority vote of the Common Council at the regular meeting of _____, 2019.

Charles German, Mayor

Attest:

Approved as to form:

Judy Morgan, Town Clerk

William Sims, Town Attorney

ARTICLE 2-3 COUNCIL PROCEDURES

SECTION 2-3-1 REGULAR MEETINGS/HOURS OF OPERATION

Hours of Operation/Meeting Dates and Times. At the first meeting in January, or as soon as practicable, Council shall set by resolution, the hours of operation for all Town Offices, and setting next meeting dates and times for Council, Commissions, and Committees meetings for the coming year. This action does not preclude Council from making adjustments as needed during the year.

ARTICLE 3-2 OFFICERS

SECTION 3-2-1 TOWN MANAGER

Powers and Duties of Town Manager. The Town Manager is the administrative head of the government of the Town under the direction and control of the Council, except as otherwise provided in this Article. He shall be responsible for the efficient administration of all the affairs of the Town that are under his control. In addition to his general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the following powers:

1. Law Enforcement. To see that all laws and ordinances of the Town and all franchises, contracts, permits, and privileges granted by the Council are faithfully observed and to report any failure in that regard to the Council. The Council shall then give such instruction and direction as it may desire for remedial, corrective or terminating action by the Manager.
2. Authority Over Employees. To control, order and give direction to all heads of departments (other than Council-appointed officers) and to subordinate officers and employees of the Town under his jurisdiction through their department heads.
3. Power of Appointment and Removal. To appoint, remove, promote, and demote any and all officers and employees of the Town, except the Town Attorney and the Town Magistrate, all of whom shall be appointed by the Council. As to these officers, he shall recommend appointment and removal to the Council. All such actions of the Manager shall be subject to all applicable personnel ordinances, rules and regulations, and state statutes.
4. Administrative Reorganization of Offices. To conduct studies and effect such administrative reorganization of offices, positions, or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the Town's business.
5. Ordinances. To recommend to the Council for adoption such measures and ordinances as he deems necessary.
6. Attendance at Council Meetings. To attend all meetings of the Council unless the Mayor excuses him individually or unless the Council excuses

him, except when his removal is under consideration, in which case the Town Manager's attendance at a meeting shall be governed by the Arizona Open Meeting Law (A.R.S. § 38-431 et seq., as may be amended). He may present recommendations relative to each item on the agenda for approval, rejection, or modification by the Council, and prepare the agenda as provided in Section 2-3-6 A.

7. Financial Reports. To keep the Council at all times fully advised as to the financial condition and needs of the Town.
8. Budget. To prepare and submit a proposed annual budget and a proposed annual salary plan to the Council.
9. Investigations and Complaints. To make investigations into the affairs of the Town and performance of any obligations of the Town and to report all findings to the Council. Further, it shall be the duty of the manager to investigate all complaints in relation to matters concerning the administration of the Town government. If the investigation involves the conduct of a person reporting directly to the Council (the Town Manager or Town Attorney) the Mayor and Vice-Mayor shall designate a person to conduct the investigation. If the Mayor and Vice Mayor cannot agree on such designation, the matter shall be referred to the Council.
10. Public Buildings. To exercise general supervision over all public buildings, parks, and other public property under the control and jurisdiction of the Council.
11. Additional Duties. To perform such other duties as may be required by the Council, not inconsistent with federal law, state law, or Town ordinances.
12. Salary Schedule. To recommend to the Council, a standard schedule of pay for each appointive office and position in Town service, including minimum, intermediate and maximum rates. To authorize the payment of overtime pay for such employees as may work in excess of a normal work period. Such rates of pay and periods of work shall be in conformity with rates and salaries enacted by the Council.
13. Documents. To sign contracts for budgeted items and other documents that are necessary to conduct the business and affairs of the Town per the Town Policy and Operations Guide.

E. Internal Relations.

1. Council-Manager Relations. The Council and its members shall deal with the administrative services of the Town only through the Town Manager, except for the purpose of inquiry, and neither the Council, nor any member thereof shall give orders or instructions to any subordinates of the Town Manager.



RESOLUTION 2018-995

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING HOURS OF OPERATIONS, SUPERSEDING 2012-871

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

WHEREAS, Town Code, 2-3-1 States that at the first meeting in January, or as soon as practicable, Council shall set by Resolution, the hours of operation for all Town Offices.

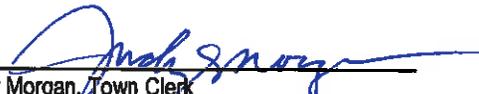
NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices and staff as follows:

Hours of Operation		
Administration Offices	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Municipal Court	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Community Development	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Parks & Recreation	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Swimming Pool	Monday – Saturday	Opening/Closing Dates to be Announced
Public Works	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Animal Control	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Marshal's Office – Admin	Monday – Thursday	7:00 a.m.-6:00 p.m.
Marshal's Office – Deputies/Dispatch	24 Hours per Day	24 Hours per Day
Library	Monday – Thursday	9:00 a.m. – 8:00 p.m.
Library	Friday-Saturday	9:00 a.m. – 5:00 p.m.
Library	Sunday,	Closed

Passed and approved by a majority vote of the Common Council at the regular meeting of January 3, 2018.


Charles German, Mayor

Attest:


Judy Morgan, Town Clerk

Approved as to form:


William Sims



**RESOLUTION 2012-867
SUPERSEDING 2010-799**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ESTABLISHING HOURS OF OPERATIONS, AND
SUPERSEDING RESOLUTION 2010-799**

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation for all Town Offices and staff as follows:

Hours of Operation			
DEPARTMENT	Hours of Operation Monday-Thursday	Friday	Saturday
Administration Offices	7:00 a.m.-5:00 p.m.	7:00 a.m. - 11:00 a.m.	
Municipal Court	7:00 a.m.-5:00 p.m..	7:00 a.m. - 11:00 a.m.	
Community Development	7:00 a.m.-5:00 p.m..	7:00 a.m. - 11:00 a.m.	
Parks & Recreation	7:00 a.m.-5:00 p.m..	7:00 a.m. - 11:00 a.m.	
Swimming Pool	Opening/Closing Dates to be Announced		
Public Works	7:00 a.m.-5:00 p.m.	7:00 a.m. - 11:00 a.m.	
Animal Control	7:00 a.m.-5:00 p.m.	7:00 a.m. - 11:00 a.m.	
Marshal's Office – Admin	7:00 a.m.-5:00 p.m.	7:00 a.m. - 11:00 a.m.	
Marshal's Office – Deputies/Dispatch	24 Hours per Day	24 Hours per Day	
Library	Tuesday – Thursday 8:30 a.m. – 7:00 p.m.	8:30 a.m. to 3:00 p.m.	8:30 a.m. - 3:00 p.m.

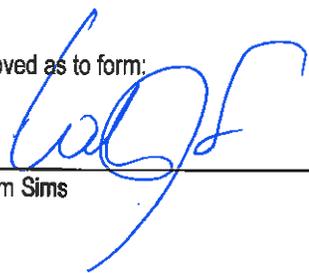
Passed and approved by a majority vote of the Common Council at the regular meeting of August 15, 2012.



Bob Burnside, Mayor

Attest:


Deborah Barber, Town Clerk

Approved as to form:


William Sims



RESOLUTION 2011-822

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING HOURS OF OPERATIONS and SETTING THE 2011 HOLIDAY SCHEDULE, IN WHICH ADMINISTRATIVE OFFICES WILL BE CLOSED

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices and staff as follows:

Table with 3 columns: Office Name, Days of Operation, and Hours of Operation. Includes entries for Administration Offices, Municipal Court, Community Development, Parks & Recreation, Swimming Pool, Public Works, Animal Control, Marshal's Office, and Libraries.

Table with 2 columns: Date and Holiday Name. Lists holidays such as Civil Rights Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas.

Passed and approved by a majority vote of the Common Council at the regular meeting of January 5, 2011.

Signature of Bob Burnside, Mayor

Attest:

Signature of Deborah Barber, Town Clerk, dated 1-18-11

Approved as to form:

Signature of William Sims



RESOLUTION 2010-799

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING HOURS OF OPERATIONS and SETTING THE 2010 HOLIDAY SCHEDULE AMENDING RESOLUTION 2010-795

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices and staff as follows:

Table with 3 columns: Office Name, Days of Operation, and Hours of Operation. Includes entries for Administration Offices, Municipal Court, Community Development, Parks & Recreation, Swimming Pool, Public Works, Animal Control, Marshal's Office, and Libraries.

Table with 2 columns: Date and Holiday Name. Lists holidays such as New Year's Day, Civil Rights Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, and Thanksgiving Day.

Passed and approved by a majority vote of the Common Council at the regular meeting of January 20, 2010.

Signature of Bob Burnside, Mayor

Attest: Signature of Deborah Barber, Town Clerk, dated 1-26-2010

Approved as to form: Signature of William Sims



RESOLUTION 2010-795

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING HOURS OF OPERATIONS and SETTING THE 2010 HOLIDAY SCHEDULE

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices and staff as follows:

Table with 3 columns: Office Name, Days of Operation, and Hours of Operation. Includes entries for Administration Offices, Municipal Court, Community Development, Parks & Recreation, Swimming Pool, Public Works, Animal Control, Marshal's Office, and Libraries.

Table with 2 columns: Date and Holiday Name. Lists holidays such as New Year's Day, Civil Rights Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, and Thanksgiving Day.

Passed and approved by a majority vote of the Common Council at the regular meeting of January 6, 2010.

Signature of Bob Burnside, Mayor

Attest: Signature of Deborah Barber, Town Clerk

Approved as to form: Signature of William Sims

RESOLUTION 2009-761

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ESTABLISHING HOURS OF OPERATIONS and SETTING THE 2009 HOLIDAY SCHEDULE**

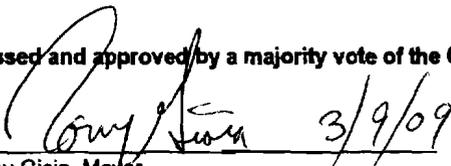
WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices and staff as follows:

Hours of Operation		
Administration Offices	Monday – Friday	8:00 a.m.-5:00 p.m.
Municipal Court	Monday – Friday	8:00 a.m.-5:00 p.m.
Community Development	Monday – Friday	8:00 a.m.-5:00 p.m.
Parks & Recreation	Monday – Friday	8:00 a.m.-5:00 p.m.
Swimming Pool	Monday-Saturday	Open Memorial Day Close Labor Day
Public Works	Monday – Friday	7:00 a.m. – 4:00 p.m.
Animal Control	Monday-Friday	8:00 a.m. – 5:00 p.m.
Marshal's Office – Admin	Monday – Friday	8:00 a.m.-5:00 p.m.
Marshal's Office-Deputies	24 Hours per Day	24 Hours per Day
Library	Tuesday	8:30 a.m. – 7:30 p.m.
Library	Wednesday-Thursday	8:30 a.m. – 6:00 p.m.
Library	Friday	8:30 a.m. – 5:00 p.m.
Library	Saturday	9:00 a.m. – 3:00 p.m.
Library	Closed Sunday & Monday	-

2009 Holidays Observed by the Town – All Administrative Offices are Closed	
Thursday, January 1, 2009	New Year's Day
Monday, January 19, 2009	Civil Rights Day
Monday, February 16, 2009	Presidents Day
Monday, May 25, 2009	Memorial Day
Friday, July 3, 2009	Independence Day
Monday, September 7, 2009	Labor Day
Monday, October 12, 2009	Columbus Day has been deleted from the Observed Holiday List in exchange for Christmas Eve Holiday
Wednesday, November 11, 2009	Veteran's Day
Thursday, November 26 & Friday, November 27, 2009	Thanksgiving
Thursday, December 24, 2009 & Friday, December 25, 2009	Christmas

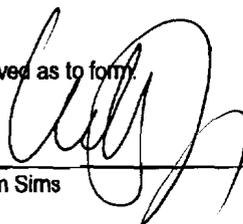
Passed and approved by a majority vote of the Common Council at the regular meeting of March 4, 2009.


 Tony Gioia, Mayor

Attest:


 Deborah Barber, Town Clerk

Approved as to form:


 William Sims

Agenda Item 7.3.



Town of Camp Verde

Meeting Date: February 20, 2019

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible approval of allocation of the remaining Capital Improvement Budget from this fiscal year 2019/20.

List Attached Documents:

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head: Russ Martin** (comments included in report)
- Town Attorney Comments:** N/A
- Finance Department:** The remainder of the allocation would still be planned to be use of reserves unless revenue exceeds budget or expenses do not exceed budget, which at this time is possible for both opportunities but it is February.

Background Information: During our CIP discussions we identified many priorities for the upcoming year including ones not currently on this. However, some may be able to be accomplished this year with the remaining CIP budget that was, by decision of Council, not specifically allocated to any projects. The remaining left from this is at least \$133,000, in addition to the amount saved by the Economic Development department of \$16,000 (after final dates were set for closing this contract) we have approximately \$150,000 available of planned reserve usage. Our best estimate while at this time we are assuming revenues meet or exceed projections through the end of year is above 2 million but staff will work on a projection for meeting of this reserve balance and have it available for the meeting.

Also note that not all projects that were identified as priorities above others are identified in this list and still will be considered for funding in 2020 budget process. The goal of this was to identify not only immediate needs but projects that could be completed before July if funded. Staff has met to more clearly identify absolute costs and funding needs and presents the following as a recommendation for use of the approximate available budgeted funds.

The following were identified as potential projects to complete prior in FY 18/19:

<u>PROJECTS</u>	<u>INITIAL PROJECTED COST</u>	<u>RECOMMENDED FUNDING FY 2019</u>
<i>a - Pool Sand Filter</i>	37	(CONTINGENCY)
<i>a- Pool Heater</i>	39	(CONTINGENCY)
<i>b - Spillman Software</i>	67	67
<i>c - CVMO Radios (P25 Standard)</i>	60	35
<i>d - Entry Beautification</i>	12	6
<i>e - Downtown Signage</i>	30	
<i>f - Roof PW Entry</i>	22	22
<i>g - Finnie Flats Intersection Camera</i>	45	(HURF)
<i>H - Rezonnico Park irrigation/Fencing</i>	26	15
<i>i - Hallet Plaza</i>	9	4
	<i>Totals</i>	<i>149</i>
<u>BUDGETED ALLOCATIONS</u>		
<i>Remaining of 300K CIP 2019 Budget</i>		123
<i>Remaining Kitchen Savings (at least)</i>		10
<i>Remaining ED savings</i>		16
	<i>Total Available</i>	<i>149</i>

See notes on following page for limited details that led to staff suggestion/recommendation.

- a) For clarity Pool heater has been almost completely reworked over the past 3 years for several thousand and could last another season, however could break at any time. If it is in the middle of the season it may result in no down time as water may be warm already. If in the beginning or end could be down a week or cause delay/early shutdown depending on timing. Contingency is a proper use given we are trying to get the most life out of the current investment. Filters would help us be more staff efficient and improve water quality.
- b) Spillman software at 67K would include cost sharing this year from the YAN but we would not see the approximate 10K from Clarkdale until next fiscal year.
- c) Radios at 35K would get new compliant handhelds for all officers and new vehicle radios for the new cars purchased leaving remaining radios for potential breakdowns/replacements in existing vehicles giving time for further funding priority in the future.
- d) Entry signage could go towards the 260/Finnie Flat as a beginning priority of time/resources.
- e) Downtown Signage may be manufactured using staff and working with businesses etc. to finalize this would be most likely past July.
- f) Reroof PW building 300 entry needs addressed as soon as possible, a particularly wet year has led to more than normal problems.
- g) Finnie Flats and Cliffs Parkway is being assessed to see if room exists in this year's HURF or may have to wait until next year's HURF.
- h) Rezonnic Park would include a "buttoning up" with completion of the fencing and materials necessary to work with the "Old Guys" to maintain existing amenities that are not as well protected from parking, etc. currently. More is necessary but this amount will make the park feel much more complete.
- i) Hallet Plaza needs this amount minimally to fulfill the current momentum. Some concrete work may still be necessary but other resources are being sought or can be completed after the majority of work proposed is complete.

Recommended Action (Motion):

Move to direct the staff to complete the following projects and allocate resources per policy to the CIP fund to complete:

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Agenda Item 7.4.



Town of Camp Verde

Meeting Date: February 20, 2019

- Consent Agenda Decision Agenda Executive Session Requested
 Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible approval of Manager's annual goals.

List Attached Documents:

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head: Russ Martin
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: Following my annual review the presentation/discussion of the Manager's goals is presented for public awareness and understanding.

The following are to be the goals for the Town Manager in the next year:

1. *Completion of Phase I of the Camp Verde Sports Complex as well as continued progress made on Water Company Purchase, Rodeo Grounds, Flooding Issues*
2. *Complete transition of major events (Cornfest, Ft. Verde Days, and Spring Heritage/Wine and Pecan Festival)*
3. *Continue standardizing HR Department with completion of revised policy including operational changes to ensure proper checks and balances are in place for independent HR services*
4. *Modernize Town Services through presenting opportunities and projects that will increase transparency and citizen usability of services in person and digitally*
5. *Develop final design and funding mechanism for sewer along Highway 260*

6. *Continue to follow and implement Focus Future II and rollout stronger recruitment efforts through the marketing plan for business support and recruitment efforts*
7. *Pursue your Town Manager Credentialing*

Recommended Action (Motion):

Move to approve the annual goals for the Town Manager as presented.



Agenda Item Submission Form – Section I

Meeting Date: February 20, 2019

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk’s Office

Staff Resource/Contact Person: Judy Morgan

Agenda Title (be exact: Discussion and possible approval of amending the Council 2019 Meeting Schedule, through Resolution 2019-1020, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2019 Meeting Dates and Times set for meetings of the Council and all Commission/Committees, and superseding Resolution 2018-1016. [Staff Resource: Judy Morgan]

List Attached Documents: Resolution 2019-1020

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews Completed by:

- Department Head: Judy Morgan Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: In December Council approved the 2019 Meeting Dates and Times, which included Work Sessions and Council Hears P&Z Matters Sessions. Since then Council has determined that P&Z Matters can come before the Council at any Regular meeting, therefore it is not necessary to schedule a separate meeting for this purpose. Work Sessions and Special Session are scheduled as needed, which is indicated in the body of the resolution. By changing the schedule to only list “Regular” Council Sessions, the previously scheduled Work Sessions and Council Hears P&Z Matters Sessions (not being held) will not need to be posted as “CANCELLED”. Any Work or Special Sessions scheduled will be posted, as required by A.R.S.

Recommended Action (Motion): Motion to approve Resolution 2019-1020, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2019 Meeting Dates and Times set for meetings of the Council and all Commission/Committees, and superseding Resolution 2018-1016

Instructions to the Clerk: Process Resolution.

RESOLUTION 2019-1020

A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2019 Meeting Dates and Times set for meetings of the Council and all Commission/Committees, and superseding Resolution 2018-1016.

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

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

Mayor and Council, Board, and Commission Meeting Schedule

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

Mayor and Common Council of the Town of Camp Verde 2019 Meeting Schedule		
Regular Session	January 2, 2019	6:30 p.m.
Work Session	January 9, 2019	5:30 p.m.
Regular Session	January 16, 2019	6:30 p.m.
Council Hears P&Z Matters	January 23, 2019	6:30 p.m.
Regular Session	February 6, 2019	6:30 p.m.
Regular Session	February 20, 2019	6:30 p.m.
Regular Session	March 6, 2019	6:30 p.m.
Regular Session	March 20, 2019	6:30 p.m.
Regular Session	April 3, 2019	6:30 p.m.
Regular Session	April 17, 2019	6:30 p.m.
Regular Session	May 1, 2019	6:30 p.m.
Regular Session	May 15, 2019	6:30 p.m.
Regular Session	June 5, 2019	6:30 p.m.
Regular Session	June 19, 2019	6:30 p.m.
Regular Session-CANCELLED	July 3, 2019 CANCELLED	6:30 p.m.
Regular Session	July 17, 2019	6:30 p.m.
Regular Session	August 7, 2019	6:30 p.m.
Regular Session-CANCELLED	August 21, 2019-CANCELLED*	6:30 p.m.
Regular Session	September 4, 2019	6:30 p.m.
Regular Session	September 18, 2019	6:30 p.m.
Regular Session	October 2, 2019	6:30 p.m.
Regular Session	October 16, 2019	6:30 p.m.
Regular Session	November 6, 2019	6:30 p.m.
Regular Session	November 20, 2019	6:30 p.m.
Regular Session	December 4, 2019	6:30 p.m.
Regular Session P&Z Combined	December 18, 2019	6:30 p.m.
Regular Session-CANCELLED	January 1, 2020-CANCELLED	6:30 p.m.

*** 2019 League Conference August 20-23 JW MARRIOTT STARR PASS RESORT-TUCSON, AZ**

Regular Meetings of the Planning & Zoning Commission

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the first Thursday of every other month beginning in January 2019 unless there is a paid application, which in this case, the meeting will be held on the second Thursday of the month as a Special Session. Additionally, Special Session meetings may be held on the second Thursday of each month at 6:30 p.m. as needed.**

Planning & Zoning Commission of the Town of Camp Verde

2019 Meeting Schedule		
Regular Session	January 3, 2019	6:30 p.m.
Special Session (as needed)	January 10, 2019	6:30 p.m.
Special Session (as needed)	February 07, 2019	6:30 p.m.
Special Session (as needed)	February 14, 2019	6:30 p.m.
Regular Session	March 7, 2019	6:30 p.m.
Special Session (as needed)	March 14, 2019	6:30 p.m.
First Quarterly Report for Period January 2019 through March 2019 will be heard at the April 3, 2019 Council Meeting.		
Special Session (as needed)	April 04, 2019	6:30 p.m.
Special Session (as needed)	April 11, 2019	6:30 p.m.
Regular Session	May 2, 2019	6:30 p.m.
Special Session (as needed)	May 9, 2019	6:30 p.m.
Special Session (as needed)	June 6, 2019	6:30 p.m.
Special Session (as needed)	June 13, 2019	6:30 p.m.
Second Quarterly Report for Period April 2019 through June 2019 will be heard at the July 17, 2019 Council Meeting.		
Regular Session	July 4, 2019-CANCELLED	6:30 p.m.
Special Session (as needed)	July 11, 2019	6:30 p.m.
Special Session (as needed)	August 1, 2019	6:30 p.m.
Special Session (as needed)	August 8, 2019	6:30 p.m.
Regular Session	September 5, 2019	6:30 p.m.
Special Session (as needed)	September 12, 2019	6:30 p.m.
Third Quarterly Report for Period July 2019 through September 2019 will be heard at the October 02, 2019 Council Meeting.		
Special Session (as needed)	October 03, 2019	6:30 p.m.
Special Session (as needed)	October 10, 2019	6:30 p.m.
Regular Session	November 07, 2019	6:30 p.m.
Special Session (as needed)	November 14, 2019	6:30 p.m.
Special Session (as needed)	December 5, 2019	6:30 p.m.
Special Session (as needed)	December 12, 2019	6:30 p.m.
Fourth Quarterly Report for Period October 2019 through December 2019 will be heard at the January 15, 2020 Council Meeting.		

Regular Meetings of the Board of Adjustments

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

Board of Adjustments of the Town of Camp Verde 2019 Meeting Schedule		
1. Regular Session (as needed)	January 8, 2019	3:00 p.m.
2. Regular Session (as needed)	February 12, 2019	3:00 p.m.
3. Regular Session (as needed)	March 12, 2019	3:00 p.m.
First Quarterly Report for Period January 2019 through March 2019 Will be heard at the April 3, 2019 Council Meeting.		

4. Regular Session (as needed)	April 9, 2019	3:00 p.m.
5. Regular Session (as needed)	May 14, 2019	3:00 p.m.
6. Regular Session (as needed)	June 11, 2019	3:00 p.m.
Second Quarterly Report for Period April 2019 through June 2019 will be heard at the July 17, 2019 Council Meeting.		
7. Regular Session (as needed)	July 9, 2019	3:00 p.m.
8. Regular Session (as needed)	August 13, 2019	3:00 p.m.
9. Regular Session (as needed)	September 10, 2019	3:00 p.m.
Third Quarterly Report for Period July 2019 through September 2019 will be heard at the October 02, 2019 Council Meeting.		
10. Regular Session (as needed)	October 08, 2019	3:00 p.m.
11. Regular Session (as needed)	November 12, 2019	3:00 p.m.
12. Regular Session (as needed)	December 10, 2019	3:00 p.m.
Fourth Quarterly Report for Period October 2019 through December 2019 will be heard at the January 15, 2020 Council Meeting.		

Passed and approved by a majority vote of the Common Council at the Regular Session meeting of February 20, 2019.

Charles German – Mayor

Attest:

Judy Morgan, Town Clerk

Approved as to form:



William Sims

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Agenda Item Submission Form – Section I

Meeting Date: February 20, 2019

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk’s Office

Staff Resource/Contact Person: Judy Morgan

Agenda Title (be exact: Discussion and possible approval of Ordinance 2019-A442, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Town Code Article 2-3, Section 2-3-1 Regular Meeting/Hours of Operation and Superseding 2012-A385. [Staff Resource: Judy Morgan]

List Attached Documents: Ordinance 2019-A442

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews Completed by:

- Department Head: Judy Morgan Town Attorney Comments: N/A
- Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Recently Council determined that Planning and Zoning matters can come before the Council at any Regular meeting, therefore it is not necessary to schedule a separate meeting for this purpose. Currently the Clerk’s Office must post a “Cancelled” meeting notice when these scheduled “Work” and “Planning and Zoning matters” sessions are not needed.

The current Town Code sets aside the second and fourth Wednesday of each month for these two types of meetings. It is suggested to amend the Town Code, Article 2-3, Section 2-3-1 Regular Meetings/Hours of Operation, by striking out, “with the fourth Wednesday set aside for Planning & Zoning matters, and the second Wednesday set aside for work sessions as needed”.

This will still allow Council to schedule Work Sessions and Special Sessions as needed but not presume they will be held monthly and on specific days.

Recommended Action (Motion): Motion to approve Ordinance 2019-A442, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Town Code Article 2-3, Section 2-3-1 Regular Meeting/Hours of Operation and Superseding 2012-A385.

Instructions to the Clerk: Process Ordinance.



**TOWN OF CAMP VERDE, ARIZONA
ORDINANCE NO. 2019-A442**

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE TOWN CODE ARTICLE 2-3 SECTION 2-3-1 REGULAR MEETINGS/HOURS OF OPERATION AND SUPERSEDING 2012-A385

NOW THEREFORE, The Mayor and Common Council of the Town of Camp Verde hereby resolve to approve the following:

SECTION 2-3-1 REGULAR MEETINGS/HOURS OF OPERATION

Regular Council Meetings.

The Town Council will hold regular meetings at 6:30 p.m. on the first and third Wednesday of the month at the Town Hall complex on Main Street for general business and public hearings as may be required by law, ~~with the fourth Wednesday set aside for Planning & Zoning matters, and the second Wednesday set aside for work sessions as needed.~~ A work session, in lieu of or in conjunction with a regular meeting, may be called. If a regular meeting or work session is cancelled, such as near a holiday, notice of the cancellation shall be posted.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, this 20th day of **February, 2019**.

APPROVED:

Charles German, Mayor

Date: _____

ATTESTED:

Judy Morgan, Town Clerk

APPROVED AS TO FORM:



William Sims

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Agenda Item 7.7.



Town of Camp Verde

Meeting Date: February 20, 2019

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

Requesting Department: *Administration*

Staff Resource/Contact Person: *Russ Martin, as well as Councilors Buck Buchanan and Dee Jenkins*

Agenda Title (be exact): *Discussion, consideration and possible approval of updated Town of Camp Verde Citizen Complaint Form and new document Town of Camp Verde Complaint Form Instructions.*

List Attached Documents:

- *Current Citizen Form*
- *Proposed Form*
- *Proposed Procedure*

Estimated Presentation Time: *10 minutes*

Estimated Discussion Time: *10 minutes*

Reviews Completed by:

- Department Head:** *Russ Martin*
- Town Attorney Comments:** *See Below*
- Finance Department:** *N/A*

Background Information:

The current form did not provide for filing a complaint against an elected or appointed official. At the request of Town Attorney Bill Sims, Carol Brown (Risk Manager), Buck Buchanan and Dee Jenkins (Council Members) were tasked with the project to update the existing form and develop a new document detailing the procedure for processing the complaint. The Town of Camp Verde Complaint Form has been reviewed by the town attorney. The instruction procedure also addresses communication to council that was requested by members of council.

Recommended Action (Motion):

Move to approve Town of Camp Verde Citizen Complaint Form as revised and new document Town of Camp Verde Complaint Form Instructions.



Complaint # _____
 Received by: _____
 Date: _____
 Forwarded to: _____
 Review Deadline: _____
 (10 working days)

**TOWN OF CAMP VERDE
 CITIZEN COMPLAINT PROCEDURE**
 473 S. Main Street, Suite 102 – Camp Verde, AZ 86322
 928-567-6631

The Town of Camp Verde has initiated a policy for receiving citizen complaints to ensure a fair review of concerns of the public about policy, procedures, ordinances, codes, personnel, and/or similar issues.

Have you attempted to resolve your complaint with the appropriate department? Yes No

When to File a Formal Complaint

If, after notifying a Department Head that you have a valid concern and you have not received a satisfactory response, you may proceed to the next step by filing a Formal Complaint.

How to File a Complaint:

Complete the written complaint form following the instructions listed below. Complaint Forms are on file in the Clerk's Office at 473 S. Main, Ste. 102 or you can download a blank copy online at www.cvaz.org.

You must sign and date a written complaint form and mail or hand-deliver it to the Clerk's Office. (Under no circumstances, will phone calls, emails, faxes or other forms of telecommunication be accepted). The Complaint must state specific dates, facts, and other pertinent information. You may attach any relevant documents supporting your claim. If you plan to include comments or statements by other witnesses, you must submit their signed and dated statements with your complaint. Your complaint cannot be amended and the Clerk's Office cannot receive additional information related to your complaint once it has been submitted.

TYPE OF COMPLAINT

Personnel Name of Employee: _____

Non-Personnel Department: _____

Zoning Location: _____ Parcel#: _____

Other Be Specific: _____

What to expect:

1. Upon receipt of your written complaint, the Clerk's Office will date stamp the complaint, assign a complaint Number (i.e. C-09-01) and forward by e-mail to the appropriate department head, and to the Town Manager. You will receive a receipt noting the complaint number, date received, and person who received the written complaint.
2. The Department Head has ten (10) working days after receipt of the complaint from the Clerk's Officer to respond in writing. This written response will be mailed to you and a copy will be filed in the Clerk's Office. A copy of the response will be submitted by the Clerk's Office to the Town Manager. All original complaints and responses will be on file in the Clerk's Office. If the complaint is concerning land use activity and it is found to be justified, the Community Development Department will begin the compliance process as outlined in Section 102 of the Planning & Zoning Ordinance.
3. If the response is not satisfactory to you, you have ten (10) working days from the date of the written response to request that the Manager to review the matter. The request must be filed, in writing, with the Clerk's Office, and must reference the original complaint number. Note: phone calls, emails, faxes or other forms of communication will not be considered. The Manager will review the matter within ten (10) working days, and notify you of his determination with regard to your complaint. The Manager may concur with the response of the Department Head or recommend additional action.

Name: _____

Mailing Address: _____

Physical Address: _____

Telephone #: _____

State the details of your complaint or information: Use the reverse side if necessary. If you have any relevant documents, please attach photo copies only. DO NOT ATTACH ORIGINAL DOCUMENTS.

The information presented in this complaint form is true, correct and complete to the best of my knowledge, Furthermore, I acknowledge that I have read and understand the procedures. Note: a complaint is a public record and by law we must provide the name of the complainant.

X _____
Signature

X _____
Date

For Office Use Only

- Copy to Manager _____
Date _____
- Sent to Department head for review _____ Review Deadline _____
Date _____ Date (10 working days)
- Action Taken _____
Date _____
- Manager Review (if applicable) _____ Review Deadline _____
Date (if applicable) _____ Date (if applicable)

RELEVANT DEPARTMENT

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Building | <input type="checkbox"/> Clerk's Office | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Library | |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Marshal's Office | <input type="checkbox"/> Magistrate Court | |
| <input type="checkbox"/> Commission: _____ | | | |



Complaint #: _____
Received by: _____
Date: _____
Forwarded to: _____
INITIAL Review Deadline: _____
(10 working days)

DRAFT

TOWN OF CAMP VERDE
CITIZEN COMPLAINT FORM

473 S. Main Street, Suite 102 – Camp Verde, AZ 86322
928-554-0023

The Town of Camp Verde has initiated a policy for receiving citizen complaints to ensure a fair review of concerns of the public regarding policy, procedures, ordinances, codes, personnel, and/or similar issues.

The following two types of complaints are addressed below:

- 1. Issues related to specific department(s) or employee(s):
- 2. Complaints against Elected Officials

SECTION ONE: COMPLAINTS RELATED TO SPECIFIC DEPARTMENT(S) OR EMPLOYEE(S):

STEP #1: When to File a Formal Complaint: Prior to filing an initial complaint in writing, please notify the Department Head of the issue. The Department Head should supply a response to your complaint. If you do not receive a reasonable response, you may proceed to the next step by filing a Formal Written Complaint. Additionally, please check the appropriate box below affirming or denying if you have attempted to resolve the complaint with the appropriate department.

Have you attempted to resolve your complaint with the appropriate Department Head? Yes No

STEP #2: How to File a Formal Complaint:

Complete the written complaint form following the instructions listed below. Complaint Forms are on file in the Clerk’s Office at 473 S. Main, Ste. 102 or you can download a blank copy online at <http://www.campverde.az.gov/government/town-clerk/forms/>.

The Complaint must state specific dates, facts, and other pertinent information. You may attach any relevant documents supporting your claim. If you plan to include comments or statements by other witnesses, you must submit their signed and dated statements with your complaint. Your complaint cannot be amended and the Clerk’s Office cannot receive additional information related to your complaint once it has been submitted.

You must sign and date a written complaint form and mail or hand-deliver it to the Clerk’s Office. **(Phone calls, emails, faxes or other forms of telecommunication will not be accepted).**

TYPE OF COMPLAINT

Personnel: Complaints against town employees/volunteers are limited to their job performance or qualifications and shall be directed to the human resources (hr) department for evaluation.

NOTE: Town elected officials are not considered ‘town personnel’ and complaints concerning town elected officials are governed by Section Two below.

- Personnel Name of Employee: _____
- Non-Personnel Department: _____
- Zoning Location: _____ Parcel#: _____
- Other Be Specific: _____

What to expect:

1. RECEIVING COMPLAINT: Upon receipt of your Written Complaint, the Clerk or Designee will:
 - a. Date stamp the complaint, assign a complaint Number (e.g. C-09-01) and forward by e-mail to the appropriate department head and to the Town Manager. You will receive a receipt noting the complaint number, date received, and person who received the written complaint.
 - b. Town Council will be notified of the complaint via e-mail with the complaint #, general description of the complaint, complainant name and responsible department.
2. INITIAL RESPONSE: The Department Head or Designee has ten (10) working days after receipt of the complaint to initially respond to you in writing minimally stating your complaint is on file and is in the process of being resolved.
3. FINAL RESPONSE: The Department Head will have an additional 30 days to provide a complete response if necessary to resolve the complaint. This written response will be e-mailed or mailed to you and a copy will be filed in the Clerk's Office. A copy of the response will be submitted by the Clerk or Designee to the Town Manager. All original complaints and responses will be on file in the Clerk's Office. Upon final response/resolution, the Town Council will be notified by e-mail the complaint is closed.
4. CITIZEN RESPONSE REVIEW: If the response is not satisfactory to you, you have ten (10) working days from the date of the final written response to request that the Department Head or Designee review the matter. The request must be filed, in writing, with the Clerk or Designee, and must reference the original complaint number.
Note: Please do not make contact via phone calls, emails, faxes or other forms of communication.
5. FOLLOW-UP INITIAL RESPONSE: The Department Head or Designee will review the complaint within ten (10) working days, and notify you of the initial determination in regard to your complaint.
6. ESCALATION OF COMPLAINT: The final response may be forwarded to the Town Manager, who will have additional time as appropriate to resolve complaints that are complex and require an extensive evaluation. During an extensive evaluation, the Town Manager shall update the complainant and Council at a minimum of every 30 days until a final outcome is determined. The Town Manager may concur with the response of the Department Head or recommend additional action.

SECTION TWO: COMPLAINTS AGAINST A TOWN ELECTED OFFICIAL(S):

Complete the written complaint form following the instructions listed below. Complaint Forms are on file in the Clerk's Office at 473 S. Main, Ste. 102 or you can download a blank copy online at <http://www.campverde.az.gov/government/town-clerk/forms/>.

The Complaint must state specific dates, facts, and other pertinent information. You may attach any relevant documents supporting your claim. If you plan to include comments or statements by other witnesses, you must submit their signed and dated statements with your complaint. Your complaint cannot be amended and the Clerk or Designee cannot receive additional information related to your complaint once it has been submitted.

You must sign and date a written complaint form and mail or hand-deliver it to the Clerk or Designee. **(Phone calls, emails, faxes or other forms of telecommunication will not be accepted).**

1. RECEIVING COMPLAINT: Upon receipt of your written complaint, the Clerk or Designee will:

Date stamp the complaint, assign a complaint Number (i.e. C-09-01) and forward by e-mail to the Town Manager. You will receive a receipt from the Town Clerk noting the complaint number, date received, and the person(s) who will receive the written complaint pursuant to Section 2 below.
2. REVIEW OF COMPLAINT: The Elected Official who is the subject of the complaint will be advised of the fact of the submission of the complaint following receipt by the Town Clerk. Unless the complaint is against either or both of the Mayor and Vice-Mayor, a copy of the complaint will be forwarded to the Mayor, Vice-Mayor, Town Manager and Town Attorney. If the complaint involves either or both of the Mayor and Vice-Mayor, the complaint will only be forwarded to the Town Manager, the Town Attorney and to either the Mayor or Vice-Mayor, depending on who is not the subject of the complaint. The persons

receiving a copy of the complaint will forward a copy of the complaint to the elected official who is the subject of the complaint and will meet to decide: (i) to act directly on the complaint pursuant to Section 15.10.B of the Town of Camp Verde Council Code of Conduct or (ii) to refer the complaint to an independent reviewing authority such as a city or town attorney from another jurisdiction or any attorney from the office of the County Attorney.

3. COMPLAINT BRIEFING: The Town Manager will orally brief all Council members on: (i) the fact that a complaint has been filed, (ii) the person against whom the complaint has been filed and (iii) the general nature of the complaint.
4. FINAL RESPONSE: The persons conducting the investigation into the complaint must notify the complaining party no later than 30 days following the date stamp of the complaint by the Town Clerk and must provide monthly updates to the complaining party. Upon final response/resolution, the Town Council will be notified by e-mail the complaint is closed.

Name: _____ Mailing Address: _____

Physical Address: _____ Telephone #: _____

State the details of your complaint or information. Use the reverse side if necessary. If you have any relevant documents, please attach photo copies only. **DO NOT ATTACH ORIGINAL DOCUMENTS.**

The information presented in this complaint form is true, correct and complete to the best of my knowledge. Furthermore, I acknowledge that I have read and understand the procedures. **A complaint is a public record and by law we must provide the name of the complainant.**

X _____
Signature

X _____
Date

For Office Use Only

- Copy to Manager _____
Date _____
- Sent to Department head for review _____ Review Deadline _____
Date _____ Date (10 working days) _____
- Action Taken _____
Date _____
- Manager Review (if applicable) _____ Review Deadline _____
Date (if applicable) _____ Date (if applicable) _____

RELEVANT DEPARTMENT

- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Building | <input type="checkbox"/> Clerk's Office | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Parks & Recreation | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Library | |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Marshal's Office | <input type="checkbox"/> Magistrate Court | |
| <input type="checkbox"/> Commission: _____ | | | |

Town of Camp Verde Complaint Form Instructions

The purpose of this procedure is to provide a written document for processing, monitoring and filing of a Formal Written Complaint.

COMPLAINTS RELATED TO SPECIFIC DEPARTMENT(S) OR EMPLOYEE(S)

1. Upon receipt of a Formal Written Complaint, the Town Clerk or designee will date stamp the complaint, assign the complaint number (next sequential number), forward copy by e-mail to the appropriate Department head and forward the original complaint form to the Town Manager.
2. The Town Clerk or designee will provide the complainant a receipt noting the complaint number, date received and person who received the written complaint.
3. Within 3 working days, The Town Clerk or designee will notify Town Council by e-mail the complaint number, general description of the complaint, complainant name and responsible department.
4. The appropriate Department Head will review, investigate and forward a written response to the complainant within 10 working days. If the complaint is not resolved within 10 working days, the Department Head will have an additional 30 days to resolve the complaint. Should the complaint after the additional 30 days be unresolved, written updates/responses will be provided to the complainant every 30 days until the matter is closed or resolved. Copies of response(s) to complainant should also be e-mailed to the Town Clerk or designee to meet the criteria in item 5.
5. All documents including original complaint, Town written responses, Complainant written responses or other documents submitted to or generated during the investigation will be filed in a binder in the Town Clerk's office.
6. Upon final response or resolution, the Town Clerk or designee will notify Town Council the complaint is closed.

COMPLAINTS AGAINST A TOWN ELECTED OFFICIAL(S)

1. Upon receipt of a Formal Written Complaint, the Town Clerk or designee will date stamp the complaint, assign the complaint number (next sequential number), and forward the original complaint form to the Town Manager.
2. The Town Clerk or designee will provide the complainant a receipt noting the complaint number, date received and person who received the written complaint.
3. Within 1 working day, the Town Manager will notify the Elected Official who is the subject of the complaint that a Formal Complaint has been received.
4. Within 2 working days, the Town Manager will forward a copy of the complaint to the Mayor, Vice-Mayor and Town Attorney unless the complaint is against either or both of the Mayor or Vice-

Town of Camp Verde Complaint Form Instructions

Mayor. Then the Town Manager will forward a copy of the complaint to the Town Attorney and to either the Mayor or Vice-Mayor, depending on who is not the subject of the complaint.

~~4.~~

5. The persons receiving a copy of the complaint will meet and decide to act directly to the complaint pursuant to Section 15.10.B of the Town of Camp Verde Council Code of Conduct or refer the complaint to an independent reviewing authority such as an attorney.
6. Within 3 working days, the Town Manager will orally brief all Council members on the fact that a complaint has been filed, the person against who the complaint has been filed and the general nature of the complaint.
7. The persons conducting the investigation must notify the complaining party no later than 30 days following the date stamp of the complaint by the Town Clerk and provide written updates to the complainant every 30 days until the matter is closed or resolved and provide progress reports to Town Council as appropriate. Copies of the response(s) to the complainant should also be e-mailed to the Town Clerk or designee to meet the criteria in item 8.
8. All documents including original complaint, Town written responses, Complainant written responses or other documents submitted to or generated during the investigation will be filed in a binder in the Town Clerk's office.
9. Upon final response or resolution, the Town Manager will report the findings to Town Council.