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AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 4, 2017 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**
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) Regular Session – December 7, 2016
 - 2) Special/Work Session – December 14, 2016
 - b) **Set Next Meeting, Date and Time:**
 - 1) Wednesday, January 11, 2017 at 5:30 p.m. – Work Session
 - 2) Friday, January 13, 2017, 2017 at 8:00 a.m. – Strategic Plan
 - 3) Wednesday, January 18, 2017 at 5:30 p.m. – Executive Session
 - 4) Wednesday, January 18, 2017 at 6:30 p.m. – Regular Session
 - 5) Wednesday, January 25, 2017 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible of Fiscal Year 2017/2018 Budget Calendar** Staff Resource: Michael Showers
5. **Special Announcements and presentations:**
 - **Presentation and update by Anna Schrenk, and Laura Jones – Friends of the Verde River Greenway**
6. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
7. **Discussion, consideration and possible appointment of 3 members to the Board of Adjustment and Appeals (2 - 3 year terms ending 2020, and 1 – 2-year term ending January 2019) and 1 appointment to the Planning & Zoning Commission for a (3) three-year term. Letters of interest for the Board of Adjustments has been received by Bruce M. George, James Binick and Murray Lichty. Dennis Willis has submitted a Letter of interest to the Planning and Zoning Commission. Staff Resource: Virginia Jones**
8. **Debbie Hughes, Property and Evidence Custodian will give an Informational presentation on the property and evidence room improvements.**

9. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
10. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
11. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
12. **Adjournment**

Posted by: *Christina Jones*

Date/Time: *12-29-2016 1:30 p.m.*

Note: Pursuant to A.R.S. §38-431.03A.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.

38-431.01 Meetings shall be open to the public

A. All meetings on 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.

H. Cal

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 7, 2016 at 6:30 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

Mayor Charlie German, Vice Mayor Jessie Murdock, Councilors Jackie Baker, Buck Buchanan, Dee Jenkins, Brad Gordon and Robin Whatley.

Also Present: Town Manager Russ Martin, Town Clerk Virginia Jones, Marshal Nancy Gardner, Finance Director Mike Showers, Library Director Kathy Hellman, Community Development Director Carmen Howard and Recording Secretary Marie Moore.

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 – November 16, 2016
- 2) Executive Session – November 16, 2016 (recorded)
- 3) Council Retreat-November 18, 2016

b) Set Next Meeting, Date and Time:

- 1) Wednesday, December 14, 2016 at 5:30 p.m. – Work Session
- 2) Wednesday, December 21, 2016 at 6:30 p.m. – Regular Session –Planning & Zoning Combined
- 3) Wednesday, December 28, 2016 at 6:30 p.m. – Council Hears Planning & Zoning Matters - Cancelled

c) Possible approval of Resolution 2016-969 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona prescribing standards of Financial Disclosure for local elected officials, superseding Resolution 87-02. Staff Resource: Virginia Jones

On a motion by Councilor Baker, seconded by Councilor Gordon, Council unanimously approved the consent agenda.

Councilor Gordon requested the Town Clerk, Virginia Jones, explain 4C of the Consent Agenda. Mrs. Jones explained the League of Arizona Cities and Towns recommended an update to the resolution to reflect the new laws, regarding Financial Disclosure Statements, which will be distributed to Council members after the first of the year.

5. **Special Announcements and presentations:**

- There are no Special Announcements

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

Sheila Stubler represented the Fort Verde State Park presented the Town of Camp Verde, Mayor and Council

with a Christmas Wreath, extending their Thank You for the Town's continued support. Ms. Stubler outlined upcoming events at the Ft. Verde State Park, which include candle light tours on Friday, December 9th and Saturday, December 10th from 5:30 to 8:30 pm as well as a special visit from Santa and Mrs. Clause on Friday evening. Hot chocolate and cookies will be served and due to the sponsorship from Camp Verde Promotions, the event is free to the public. Ms. Stubler asked a trivia question to the audience: "Who was the Brigadier General in charge of Ft. Verde in 1870?" Ron Posten answered correctly with "George Crook" and won an entrance pass to any Arizona State Park.

Bruce George presented the Mayor with a new gavel and explained that the gavel is handmade by local wood joined together just as the Mayor will join the community together.

Russell Moore, Vice President of the Verde Lakes Recreation Corporation explained the group is a non-profit organization and cannot afford to maintain the property where the two lakes are located and there is a current water shortage as well which creates a mosquito problem. Currently the property is in disarray with falling down fences and increased criminal activity. The local citizens have indicated they would like to see the area fixed up and opened to the public. Mr. Moore requested the Council take into consideration the possibility of the Town taking over the upkeep of the ponds and put the matter on an upcoming agenda.

7. **Discussion, consideration and possible approval of Ordinance 2016-A419, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction License Privilege and Use Tax; amending the tax code of the Town of Camp Verde, Arizona by adding local Option exemption R under Section 8-465. Staff Resource: Mike Showers.**

On a motion by Councilor Baker, seconded by Vice Mayor Jones , with a 6 to 1 vote, Council approved Ordinance 2016-A419, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction License Privilege and Use Tax; amending the tax code of the Town of Camp Verde, Arizona by removing Model Option No. 10, thereby changing the language of the existing exemption R under Sections 8-465 and 8-660 with the language in section 1. Councilor Whatley opposes.

Discussion:

Finance Director, Mike Showers, indicated that he previously had given some incorrect information and he wanted to correct those statements. Currently, 25 cities in the State, most of which are large rural communities, including Chino Valley, have removed this Model option. This exemption allows people that are engaged in ranching and farming to be excluded from sales tax on 3 groups of items: Seed and chemical sprays for the seed as well as fertilizer; feed for their animals and the purchase of animals for slaughter. Mr. Showers did explain that there could be a slight benefit for businesses growing marijuana. It is unintentional, but does fall under the realm of fertilizer and seed treatment on their growth. The main benefit is for the local ranchers and farmers to gain benefit from not having to pay tax on items they purchase for operation and managing their product. Mr. Showers stated there will be a small impact if any on the town, but will be a decent impact for ranchers and farmers. Mr. Showers indicated that this matter has the support of himself and the Town manager.

Councilor Gordon requested figures on the impact that the Town would face regarding loss of revenue. Mr. Showers indicated that regrettably he does not and will not be able to get figures for review until new reporting is filed to see how many deductions are taken. Councilor Gordon stated that historically the agricultural is a low tax industry and therefore, the Town probably will not see a considerable loss. Mr. Showers explained that the only revenue loss the Town will see is from vendors selling to local farmers who are actually paying the tax on the sales. Mr. Showers indicated that there could be vendors who aren't diligent about charging and or paying the tax because the general understanding is that these items are not taxable. This matter was brought forward for review due to the Department of Revenue "cracking down" on collecting tax and informing Mr. Showers that the Town of Camp Verde removed the tax exemption and should be collecting sales tax on these items.

Councilor Whatley indicated she would like to make a decision based on figures not feelings. Mr. Showers explained that there are no figures to see at this time, but in 6 months to a year there will be, due to the deductions being taken, Councilor Whatley expressed that she fully supports the agricultural industry but feels the Town needs to think of today and the future. Councilor Whatley questioned if this deduction is given, will there be more people looking for tax breaks for items related to agriculture and how will this impact everyone involved?

Mr. Showers explained that this is a proposal from the town; therefore, others cannot try to take advantage of other tax breaks out the realm. This is a tax break on items that are put into their product that is sold, not pens and paper to maintain their business.

Vice Mayor Murdock expressed that she thinks of the community as predominantly a ranching and farming community, but in reality, this exemption is only going to benefit around five businesses that she could think of in the area. The exemption does not benefit the individual with a hobbyhorse or cow, it is meant for commercial operation that has a market product. Jones indicated that she does not feel that the Town is currently receiving very much revenue from the sales tax collected off these sales and therefore, will not pose a significant issue. Vice Mayor Jones indicated her full support of the exemption.

Mr. Showers expressed that Chino Valley currently has the exemption in place and could sell the product necessary for operation, which would drive sales out of Camp Verde due to their close proximity.

Councilor Baker stated the taxes regarding agriculture are broad and complex and there are many products that are not taxable at all and feels that this would have a minimal impact on Camp Verde.

Councilor Jenkins questioned if this is the same exempt for companies that purchase raw materials and the tax is collected at a later time. Mr. Showers stated that he agreed with the concept and indicated he had used the same analogy when discussing the matter with the Department of Revenue, but he was told they are considered two different industries and advised not to make such a comparison.

8. **Discussion, consideration and possible approval of the Town of Camp Verde Facilities Use Agreement between the Town of Camp Verde and Camp Verde Adult Reading Program.** Staff Resource: Kathy Hellman

On a motion by Councilor Whatley, seconded by Councilor Baker, Council unanimously approved the Town of Camp Verde Facilities Use Agreement between the Town of Camp Verde and Camp Verde Adult Reading Program.

Discussion:

Library Director, Kathy Hellman Introduced Doug Watson, with Adult reading program. Ms. Hellman indicated the library and Adult reading program have come to an agreement and are excited about the partnership. Ms. Hellman indicated she feels it will bring new patrons into library and it will provide more open hours to offer and can help get materials to read to support further education. Ms. Hellman indicated the Adult Reading Program will pay a minimal fee to library of \$150 a month which will help pay for the high speed internet cost that has come with the new library.

Councilor Whatley feels this is a win win situation for both the Town and the Adult Reading Program. This will open up another room for the Town to utilize as well.

Ms. Hellman expressed that this agreement is in line with the Library's mission to help further education and also allows the Town to become a model for other libraries in the state to offer the same opportunity.

9. **Discussion, consideration and possible approval of Resolution 2016-971, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting an amendment to Final Plat 20160328 for the purpose of changing the form of assurances for developing the 'Castle Heights' subdivision, which is a twelve (12) lot, residential subdivision, located on parcel 404-18-181E, near the intersection of North Arena Del Loma Road and Montezuma Castle Highway, that consists of approximately 20.92 acres. Staff Resource: Carmen Howard**

On a motion by Councilor Baker, seconded by Councilor Gordon, Council unanimously approved Resolution 2016-971; a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and adopting an amendment to Final Plat 20160328 for the purpose of changing the form of assurances for developing the 'Castle Heights' subdivision, which is a twelve (12) lot, residential subdivision, located on parcel 404-18-181E, near the intersection of North Arena Del Loma Road and Montezuma Castle Highway, that consists of approximately 20.92 acres.

Discussion:

Community Development Director, Carmen Howard, explained to Council that developers are required to provide financial assurance to the Town, which has been provided by Chase Bank for the Castle Heights subdivision. Mr. Bassous, the developer, has requested that the Town allow the financial assurance to be modified from the letter of credit to a bond. Ms. Howard indicated that the Staff recommends the approval, as it conforms to the Town code.

Mayor German commended Ms. Howard on the clarity of paperwork and the preparation and support documents were presented well. Mayor German stated he is in support of seeing the matter move forward.

Councilor Gordon indicated that usually the dedication does not require information on the source of the bond and questioned why the information was so detailed. Ms. Howard indicated that the matter was handled prior to her, by the Town Attorney and her predecessor, therefore, she cannot answer that question, but that will be considered in the future.

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

None.

11. **Council Informational Reports.**
Councilor Baker: No report given.

Councilor Gordon: Attended farewell Kendall party, Intergovernmental meeting in Clarkdale, met with Yavapai Apache Nation and took a tour of the Library.

Vice Mayor Jones-Murdock: Attended Intergovernmental meeting, attended the dinner hosted for Yavapai Apache Nation last Saturday and reminded everyone of the Parade of lights this Saturday at 6pm.

Mayor German: Attended the dinner for the Yavapai Apache Nation, indicated that Councilor Buchanan cooked burgers and Vice Mayor Jones-Murdock brought desert. Mayor German indicated he felt the Yavapai Apache Nation was pleased with the Town support and indicated they have a new Council seated as well as a new Chair and Vice Chair. Mayor German attended the Intergovernmental meeting where reclamation was discussed, attended an APS 101 meeting with Economic Development Director Steve Ayers, an overview of APS and key energy topics were covered and felt it was interesting how APS is presenting solar energy.

Councilor Jenkins: Attended the Victorian Ornament making event at Ft. Verde last Saturday.

Councilor Buchanan: Attended the Intergovernmental meeting regarding remediating the soil out of the ground, attended the dinner with the Yavapai Apache Nation with approximately 30-35 people in attendance and was pleased to speak with their new board members.

Councilor Whatley: Attended the Intergovernmental meeting.

12. **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.

Town Manager, Russ Martin, indicated that the City of Sedona is going to host opportunity with legislators, but there are no details at this time. Reminded Council that the next Council meeting is the last of the year is significant and asked Council members to notify him if they are not able to attend. Vice Mayor Jones-Murdock questioned if the December 21 meeting had been cancelled, as it was just approved on the Consent Agenda. Mr. Martin indicated that at this time it is still scheduled but could be cancelled.

13. **Adjournment**

The meeting adjourned at 7:17 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 Regular Session Council Meeting of the Town of Camp Verde, Arizona, held on December 7, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

Virginia Jones, Town Clerk

402

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION-WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 14, 2016 at 5:30 P.M.

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

1. **Call to Order**
Vice Mayor Jessie Murdock called the meeting to order at 5:30 p.m.
2. **Roll Call**
Mayor Charles German (6:17 pm), Vice Mayor Jessie Murdock, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Jackie Baker, Councilor Buck Buchanan (6:19 pm) and Councilor Dee Jenkins.

Also Present
Town Manager Russ Martin, Risk Manager Carol Brown, HR Specialist Barbara Bridge, Sanitary District Marshal Davis, Parks and Rec. Coordinator Mike Marshal, Public Works Director Ron Long, Commander Jackie McConnell, Marshal Nancy Gardner, Finance Director Mike Showers, Town Clerk Virginia Jones and Recording Secretary Jennifer Shilling.
3. **Pledge of Allegiance**
Vice Mayor Jessie Murdock led the Pledge.
4. **Public Hearing, followed by discussion, consideration and possible approval of a Series 12 (Restaurant) Liquor License application submitted by John Teah for JT Bistro, located at 348 S Main Street Suite #17, Camp Verde, AZ. Staff Resource: Virginia Jones**
 - **Staff Comments-**
The application was received on 11-21-2016 and was posted for 20 days as required by law. The fees have been paid. Town Clerk, Virginia Jones reminded the Council that the Bistro is located the entertainment district.
 - **Comment from Applicant-**
John Teah originally moved to the US from Africa and has been in the states for 10 years. He explained the restaurant has a little flavor of everything and explained the liquor license would increase revenues.
 - **Public Hearing Open declared open at 5:33p.m.**
There were no comments from the public
 - **Public Hearing Closed at 5:34pm**
 - **Council Discussion**
The Council had no questions or comments.

Motion was made by Councilor Baker to approve a Series 12 (Restaurant) Liquor License application submitted by John Teah for JT Bistro, located at 348 S Main Street Suite #17, Camp Verde, AZ. Second was made by Councilor Whatley. **Motion** carried unanimously.
5. **Discussion, consideration and possible approval of proposal to change Library Hours.** Staff Resource: Kathy Hellman explained that as the Library begins its partnership with the Adult Education Center, it makes sense to coordinate open hours to better serve the AEC's students and our community members. The library is currently open at 8:00am Monday – Saturday. The first hour is the slowest of the day so moving the open time back by one hour to 9:00am allows them to stay open later on Thursday and Friday evenings when more people are available to make use of the library services and resources. With the new schedule she won't have to switch the staff's hours around and works out well for everyone. **Motion** was made by Councilor Whatley to approve the changing of the Library Hours. Second was made by Councilor Baker. **Motion** carried unanimously.
6. **Discussion, consideration and possible approval of updated Room Use Policy for Camp Verde Library and approval of draft agreement.** Staff Resource: Kathy Hellman wanted the new policy in place before the opening of the new library but it did not happen. With the new facilities, they are required to have an updated policy with clearly defined rules for room use as well as an agreement to be filled out and signed by responsible parties using library rooms. This policy only applies to the hours the

library is open. **Motion** was made by Councilor Gordon to approve the updated Room Use Policy for Camp Verde Library and approved the draft agreement. Second was made by Councilor Baker. **Motion** carried unanimously.

7. **Discussion, consideration, and possible accepting and authorizing the Mayor's signature on a grant from the Arizona Department of Transportation for up to \$25,000 for TraCS software and equipment installation for the Marshal's Office.** Staff Resource: Nancy Gardner stated the Marshall's Office has been prepared for the implementation of the TraCS system which they call "e-ticket" for almost two years and have run into difficulty with final implementation which requires IT services to complete. They were able to secure a grant through ADOT to prioritize and pay for the IT services to complete this project. It is not believed to cost \$25,000 but the grant is "up to \$25,000", so all costs should be covered to finalize this program. The program will allow, the officer to swipe the driver's license and the information will be uploaded onto the ticket and into the computer. The equipment is already installed and is ready to use. **Motion** was made by Councilor Whatley to accept and authorize the Mayor's signature on a grant from the Arizona Department of Transportation for up to \$25,000 for TraCS software and equipment installation for the Marshal's Office and training. Second was made by Councilor Baker. **Motion** carried unanimously.
8. **Discussion, and possible approval of an amendment to the Job Description and Salary Plan amending the Wastewater Division Manager position and changing the salary range from 64 to range 56.** Staff Resource: Russ Martin explained that the current manager is leaving to accept another position. To be able to accurately and begin a search as quickly as possible, Directors thought this was the best opportunity to adjust the position's responsibilities regarding skills that are needed and in some cases no longer needed. A reduction in salary range will bring this position more in line with other departments. This will allow more direct involvement and assistance to the plant while maintaining some administrative and managerial roles. **Motion** was made by Councilor Baker to approve an amendment to the Job Description and Salary Plan amending the Wastewater Division Manager position and change the salary range down from 64 to range 56 and to include all reports as required. Second was made by Councilor Gordon. **Motion** carried unanimously.
9. **Presentations by Town Departments to include, but not limited to Public Works, Municipal Court, Marshal's Office, Community Development, Clerk's Office, Risk Management, Library, Finance and Human Resource/Manager. (this item is continued from the November 18, 2016 Council Retreat)**
Commander Jackie McConnell- stated she has accepted a job with the City of Spokane, WA. She feels she has been welcomed with open arms here, and has learned a lot working for the Marshall's Office. CVMO has humbled her. Commander McConnell explained she has a heart for the Town of Camp Verde but this is an opportunity she needed to accept. She thanked the Council for their support.

Town Clerk Virginia Jones- gave everyone a printed report. She explained that she has been with the Town of Camp Verde for 20yrs, and has been the Town Clerk for 2 years. She stated that she is proud to be the keeper of the records. One of her goals is to upgrade the Council Chambers.

HR Specialist Barbara Bridge- is working on the Standard Operating Procedures (SOP's), and job descriptions in an effort to bring them current. The last revisions were done in 2008. She is also working on the Policy Manual and the new wage sale, and a HIPPA Policy that is specific for Camp Verde Ms. Bridge announced there will be a Volunteer Recruitment Fair, January 12, 4pm-8pm in the Camp Verde Community Library.

Finance Director Mike Showers- stated that revenues are hot topic lately. He just finalized October's numbers. Local tax revenues are showing low and they had budgeted them to be higher. The final budget document is on the website and the details for the audit are finished. They are also working on digitizing documents. In January, they will be working on budget items again.

Town Manager Russ Martin- A Request for Energy Services Proposal (RFQ) was put out and proposals have been received. They are available for review if anyone is interested. Mr. Martin will put a staff report together for Council Members to review at the January meeting.

An intern, selected through the National Chamber of Commerce, who is interested in local government processes, will be available to the Town of Camp Verde from February to May. She will be shadowing Mr. Martin through the budget process and

Steve will use her in marketing. She will also engage with each of the department directors. She is from Germany originally.

Council took a break at 6:31pm

Council resumed the meeting at 6:41pm

10. **Discussion and update regarding Capital Improvement Plan. (this item is continued from the November 18, 2016 Council Retreat) Russ Martin this is a goal to see what more information the Council would need more of. Budget calendar events coming soon.**

Public Works Director Ron Long reviewed the projects in this fiscal year.

Completed Projects- two chip seal projects were completed this summer.

On-going Projects- Storm Water Projects (getting the ditches flowing and the culverts clean), the Finnie Flat Streets Scape, is set to be completed by May. Councilor Murdock asked if there was any progress with the Tri Intersection. Mr. Long explained they are waiting on Circle K.

Phase one of the Library is complete. Phase two is to demo the old library, that is on hold right now because they are potentially applying for grant to cover the removal of asbestos. Courtroom improvements are on schedule to be complete by end of April or early may.

Upcoming Projects- Going out to bid for the Finnie Flat Sidewalks. Working on an engineering contract for the Park, the pool roof repair, the Town kitchen remodel (some design work will be free and some equipment has been donated), the repair of the gym roof, the Homestead Parkway, and the downtown parking lot.

Waste Water- applying for an APP Permit. This will give permission to drain the old lagoon, dry it out and then construct new sludge drying beds.

Parks and Rec. Coordinator Mike Marshal- gave a power point presentation on the Rezzonico Family Park and the Community Park Designs.

- **Rezzonico Park-** the design of the park is set to take advantage of it being next to the river, and the library. It is intended for families or small groups uses. It will not have sports fields, or large surface parking. The next phase includes installing the fencing with signage and the walkways. There is no planting plan yet but Council Members are against the planned desert landscaping. They would like to see trees (pecan/mesquite) and grassy areas throughout.
- **Community Park-** There has been a revision to the original design for this park. In the revised plan, sporting fields will be moved away from the residential areas because of lighting and noise. Each sport venue will have its own concession stand and restrooms. There will also be a maintenance shed to hold equipment. There is a plan to start putting in the trail that will go around the perimeter of the park in February.

Russ Martin stated there are a lot of choices to be made and suggests taking a couple of days to decide what to do and what the priorities would be. He encourages the public to come in and look at the projects because this is a critical time of development. Mayor German suggests making copies of each park plan and placing them around the community, like in Basha's or the banks, so members of the community can look them over. Councilor Baker agrees and even feels as if they should be colored and detailed. She suggests collecting donations for the parks.

Russ Martin explained members should decide how they want to allocate funds to complete each phase of each project.

11. **Discussion, consideration and possible authorization to enter into a Professional Engineering and Design Services Agreement with Kimley-Horn and Associates in the amount of \$189,900.00, under Professional On-Call Consulting Services Agreement #15-112; to provide Engineered Plans necessary to construct the infrastructure, grading and drainage work required for the Community Park. Staff Resource: Ron Long**
-This item was tabled until next meeting.

12. **Discussion regarding Council policies, procedures, priorities, strategic planning and future agenda items/ meeting schedule.**
-Did not discuss any items.

13. **Adjournment**

Mayor German adjourned the meeting at 8:06 p.m.

Charles German, Mayor

Virginia Jones, Town Clerk

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 CIP Work Session Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on December 14, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

Jennifer Shilling, Recording Secretary



Town of Camp Verde

Proposed Budget Calendar for FY 2017-18

Date	Task	Day/Time
Jan. 4 th , 2017	Approve budget calendar.	Wed: 6:30pm
Jan. 13 th , 2017	Council to develop Strategic Plan	Fri: 8:00-11:00am
Feb. 3 rd , 2017	Day 1 of CIP development	Fri: 8:00-11:00am
Feb. 10 th , 2017	Day 2 of CIP development	Fri: 8:00-11:00am
Feb. 20 th , 2017	Any changes to Town fee schedule due to Finance	Mon: End of day
Feb. 27 th , 2017	Dept budgets and Narratives due to Finance	Mon: End of day
Mar. 20-24, 2017	Town Manager to review budgets with department heads	Throughout week
Apr. 14 th , 2017	Day 1 of Council budget presentations	Fri: 8:00-11:00am
Apr. 21 st , 2017	Day 2 of Council budget presentations	Fri: 8:00-11:00am
May 8 th , 2017	Community engagement meeting	Mon: 7:00-9:00pm
May 12 th , 2017	Council review with Town Manager & Finance Director	Fri: 8:00-11:00am
May 17 th , 2017	Public hearing; Adoption of Town fees and Sanitary District debt levies	Wed: 6:00pm
May 17 th , 2017	Adoption of Capital Improvement Plan	Wed: 6:30pm
June 7 th , 2017	Adoption of Tentative Budget	Wed: 6:30pm
July 19 th , 2017	Public hearing; Adoption of final budget	Wed: 6:00pm

**Please note that dates are estimates only and may change if necessary.*

Save the Date

The Verde River State of the Watershed Conference

May 10th & 11th, 2017

Clark Memorial Clubhouse · Clarkdale, Arizona



*The Verde River
State of the Watershed Conference*

Wednesday, May 10, 2017

Verde Valley Field Trips

full and half day trips

birding • kayaking • restoration

Thursday, May 11, 2017

State of the Verde Watershed Conference

8:00 a.m. - 5:00 p.m.

sustaining flows • restoring habitat • promoting community

Verde Watershed Restoration Coalition is a program of
Friends of Verde River Greenway
For event information, visit:
www.verderivergreenway.org

7

Volunteer Sought



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

Board of Adjustments & Appeals –

- **2 seats available for a term that expires January 2020, and**
- **1 seat available for a term that expires January 2019.** (Note: you must be qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. Must reside within the corporate limits of the Town)

Planning & Zoning Commission –

- **1 seat available for a term that expires January 2020. Applicant must reside within the corporate limits of the Town.**

Letters of interest will be accepted in the Clerk's Office at 473 S. Main Street, Room 102 until 11:00 a.m. December 23, 2016. Council will make the appointments at the **January 4, 2017 Regular Session.**

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

Posted *Christine Jones* Date/Time *11-7-2016 4:30 p.m.*



Camp Verde, Arizona

BY: [Signature]
 DEC 14 2016
 RECEIVED

LETTER OF INTEREST

Name: JAMES BINICK	Date: 12/1/16
Home Address: 1150 S. RIO VERDE LN., CAMP VERDE, AZ 86322	
Mailing Address, if different:	
Email Address: xkegrewler@gmail.com	
Home Telephone: 928-567-1434	Work Telephone: 928-821-0235
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Length of residency in the Town of Camp Verde: 19 YEARS	Do you operate a business in Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of business (if applicable): OUT OF AFRICA WILDLIFE PARK, 3605 W. STATE ROUTE 260, CAMP VERDE, AZ	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list names of board/commission and dates served: DESIGN REVIEW BOARD, BOARD OF ADJUSTMENTS	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. BOARD OF ADJUSTMENTS	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
RICE UNIVERSITY	BSCE	1976	
BAYLOR UNIVERSITY	GRAD STUDIES	1977	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
BIO VERDE RANCHOS HOA	BOARD MEMBER	1998	2009

Please state why you would like to be appointed to a Town Board, Commission, or Committee: **I WISH TO SERVE THE COMMUNITY USING MY PROFESSIONAL ENGINEERING AND PLANNING EXPERIENCE**

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

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

- (a) **PERFORM OUR DUTIES AND ACTIVITIES TO REFLECT POSITIVELY ON THE TOWN'S DUTY TO SERVE THE PUBLIC**
- (b) **PROVIDE A FAIR, KNOWLEDGEABLE AND RESPECTFUL REVIEW OF ITEMS BROUGHT BEFORE THE BOARD**
- (c) **RESPECT THE OPINION AND KNOWLEDGE OF THE BOARD MEMBERS. WORK TO RESOLVE ISSUES AS A TEAM.**

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

1) PRIOR BOARD OF ADJUSTMENTS SERVICE

2) PROFESSIONAL KNOWLEDGE RELEVANT TO BOARD ITEMS

3) PRIOR PROFESSIONAL SERVICE TO MUNICIPALITIES

4) PRIOR PROFESSIONAL EXPERIENCE WITH WORKING WITH CITIZENS IN A PUBLIC FORUM.

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

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

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

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

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

Applicant's Signature: _____



Date: 12/1/16

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



Camp Verde, Arizona

Name: Bruce M George Date: November 17, 2016

Home Address: 706 S Sgt Woodall Dr

Mailing Address, if different:

Email Address: bgeorge15@q.com

Home Telephone: 928 567-9251 Work Telephone: 928 301-3378 CELL

Are you a resident of the Town of Camp Verde? Yes No Do you own commercial property in the Town of Camp Verde Yes No

Length of residency in the Town of Camp Verde: 18 years Do you operate a business in Camp Verde? Yes No

Name and address of business (if applicable):

If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:
Retired from AT&T now do volunteer work

Are you now serving, or have you ever served, on a Town of Camp Verde board or commission?
 Yes No If yes, please list names of board/commission and dates served:
Parks and Rec Commission and member of Town Council

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

- | | |
|-------------------------------------|----|
| 1. Board of Adjustments and Appeals | 3. |
| 2. | 4. |

Education and Community Service

Schools Attended:	Degree:	Year:
MCUHS Kingman High School	graduate	1961
Rogers University	AA	1998

Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
AARP Tax Aide Volunteer		2002	Still
Trash Tracker Captain		2001	Still

Please state why you would like to be appointed to a Town Board, Commission, or Committee:
I want to be of value and help the Town of Camp Verde moving forward with progress

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

(a) To research and look into each issue that comes before the board and make a decision based on the facts

(b) To be fair and unbiased on any issue

(c) To be prepared when attending a meeting and not have to "guess"

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

Having served on the Town Council I have learned many aspects of how the Town operates and _____

I can use this knowledge to benefit the Town as a commission member _____

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

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

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

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

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

Applicant's Signature: Bruce M. Gage Date: 11-2-16

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



Camp Verde, Arizona

BoA

LETTER OF INTEREST

Name: MURRAY J. LICHTY Date: 12-27-2016

Home Address: 143 HEAD STREET, CAMP VERDE, AZ 86322

Mailing Address, if different: SAME

Email Address: murraylichty@cox.net

Home Telephone: 623-979-9448 Work Telephone: —

Are you a resident of the Town of Camp Verde? Yes No

Do you own commercial property in the Town of Camp Verde? Yes No

Length of residency in the Town of Camp Verde: 24 YEARS

Do you operate a business in Camp Verde? No Yes

Name and address of business (if applicable):

If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: RETIRED FROM MECHANICAL ENGINEERING

Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? Yes No

If yes, please list names of board/commission and dates served: CURRENT BOARD OF ADJUSTMENT AND APPEALS

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

1. BOARD OF ADJUSTMENT & APPEALS 3. _____

2. _____ 4. _____

Education and Community Service

Schools Attended:	Degree:	Year:	
<u>PLEASE SEE RESUME</u>			
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
<u>TUCSON LIONS CLUB</u>		<u>70'S</u>	
<u>SOFTBALL COACH</u>		<u>70'S</u>	

Please state why you would like to be appointed to a Town Board, Commission, or Committee: WOULD LIKE TO CONTINUE AS A MEMBER OF THE BOARD

Have you ever been charged and convicted of a crime? Yes No

If yes please explain.

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

- (a) A FAIR AND COMMON SENSE APPROACH TO ISSUES AND PROBLEMS IN THE BEST INTEREST OF THE COUNCIL AND CITIZENS OF CV
- (b) TO MAKE DECISIONS THAT FAIR AND FOLLOW THE GUIDELINES OF THE CODES AND LAWS APPLICABLE.
- (c) WORKING WITH MEMBERS IN A PROFESSIONAL AND RESPONSIBLE MANNER AND FOLLOWING RULES IN PLACE

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

MANY YEARS AS A CAREER PROFESSIONAL
SERVED ON BOARDS OF BUSINESS, COMMUNITY SERVICE AND CLUBS
TAKE AN INTREST IN THE DEVELOPMENT AND DIRECTION OF THE COMMUNITY
TAKE AN ACTIVE ROLL IN THE SUPPORT OF OUR COMMUNITY
SHARE MY EXPERIENCE WITH A COMMON SENSE APPROACH.

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

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

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

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

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

Applicant's Signature: Murray J. Lutz Date: 12/27/16

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



Camp Verde, Arizona

CAMP VERDE

P+2

Name: Dennis Willis		Date: 12.28.2016		
Home Address: 2180 E Amy Dr, Camp Verde AZ 86322				
Mailing Address, if different:				
Email Address: dwillis@aztechcollege.com				
Home Telephone: 928-277-7447		Work Telephone: 928-233-7447		
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Length of residency in the Town of Camp Verde: 1.5 Year - Previously 5 years		Do you operate a business in Camp Verde? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name and address of business (if applicable):				
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:				
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please list names of board/commission and dates served:				
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:				
1.Planning & Zoning Commission		3.Design Review		
2.Board of Adjustments and Appeals		4.Parks & Recreation Commission		
Education and Community Service				
Schools Attended:		Degree:	Year:	
University of Phoenix		MAED	2008	
Northern Arizona University		MA Zoning/Planning	2016	
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:	
AZ State Board of Education - HSE Task Force		Participant	2016	2017
Verde Valley Builders		Participant	2016	
Please state why you would like to be appointed to a Town Board, Commission, or Committee:				
I am working towards a masters in Zoning and Planning. This will allow me to gain valuable experience.				
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?				
(a) To balance the public good with private rights and interests				
(b) To ascertain the public interest and how to further the interests of the community as a whole.				
(c) Abide by town laws and regulations				

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: I have 15 years working with community development at the city and rural level.

I currently hold a BA in business management and a masters in education. I am pursuing

a Masters at NAU in administration with an emphasis in zoning and planning.

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

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

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

Applicant's Signature



Date: 12.28.2016



Agenda Item Submission Form – Section I

Meeting Date: January 4, 2017

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

Requesting Department: Camp Verde Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): Debbie Hughes, the property and evidence custodian will give an informational presentation on the property and evidence room improvements

List Attached Documents: power point

Reviews Completed by:

Department Head: Marshal Nancy Gardner

Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:
Comments:

Background Information: The Town Council approved CIP funds to add rolling shelving to the property and evidence room which totaled approximately \$30,000.00. The remodel will provide additional space for 3-5 years.

Recommended Action (Motion): (Suggested Motion): None

Instructions to the Clerk: none

Camp Verde Marshal's Office

Evidence Shelving Project

The Process...

- 1. Request for Proposal
- 2. Request for Proposal
- 3. Request for Proposal
- 4. Request for Proposal
- 5. Request for Proposal
- 6. Request for Proposal
- 7. Request for Proposal
- 8. Request for Proposal
- 9. Request for Proposal
- 10. Request for Proposal
- 11. Request for Proposal
- 12. Request for Proposal
- 13. Request for Proposal
- 14. Request for Proposal
- 15. Request for Proposal
- 16. Request for Proposal
- 17. Request for Proposal
- 18. Request for Proposal
- 19. Request for Proposal
- 20. Request for Proposal

This project was not accomplished overnight & could not have been accomplished without the physical assistance of the Building Department (for the permit), Maintenance (assembly & disassembly of old shelving units, removing cage, locks & keys), CVMO VIPS, and other CVMO employees (that stood by & helped move some items)

Just as, if not more important, this project could not have been accomplished without Marshal Garner requesting & Council approving of the project.

I would like to thank everyone who helped make this happen.

The Layout Before...



Before.....



Cluttered storage area



Wall preparation

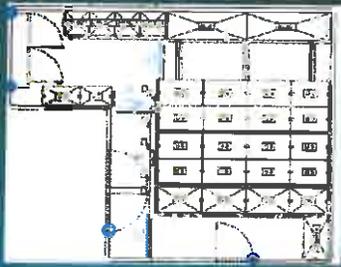


Breakroom area

The installation...



The Layout After...



After...



View of the new office space. View of the new office space. View of the new office space.

After...



View of the new office space. View of the new office space. View of the new office space.







Thank you Again

- We thought you might like to:
 - See what a 30 Year anniversary means to make in the future of the Trust
 - Make the appropriate work your approval of all jobs
- If you would like to see this in person you are welcome to come by for a personal Tour.
