

AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, MAY 7, 2008
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time.

2. **Roll Call**

3. **Pledge of Allegiance – (Please remove your hat.)**

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) April 23, 2008 Council Hears Planning & Zoning

2) April 16, 2008 – Regular Session

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

1) May 21, 2008 – Regular Session at 6:30 p.m.

2) May 28, 2008 – Council Hears Planning & Zoning at 6:30 p.m.

c) **Possible approval of Resolution 2008-746, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, pertaining to certain exemptions for motor vehicles used by the Marshal's Office** Staff Resource: Dave Smith

d) **Possible approval to confirm Judge Rodger E. Overhosler as Juvenile Hearing Officer without additional compensation as per ARS §8-323A and Administrative Order No. 2008-15.** Staff Resource: Judge Rodger Overhosler

e) **Possible approval of the Client Contract with Arizona Engineering Company for Stage 1 and 2 items required for the Finnie Flat Road Sidewalk Improvements.** This is a budgeted item in HURF. Staff Resource: Ron Long

f) **Possible appointment of Chip Norton to Design Review for a term expiring September 2009.** Staff Resource: Deborah Barber

g) **Possible appointment of Bruce M. George and Steve Goetting to the Parks & Recreation Commission, both terms expire September 2009.** Staff Resource: Deborah Barber

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

6. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will 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.

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**

Note: Requests may be identified, but no discussion of the item will occur at this time.

7. **Presentation by Tim Roth of the Verde Valley Rangers Sheriff's Posse, followed by discussion, consideration and possible approval allowing the Posse to use Town facilities and the ability to sell alcohol during the annual Crawdad Festival they are hoping to host.** Staff Resource: Lynda Moore

8. **Public Hearing, discussion, consideration and possible recommendation of approval of a liquor license application by Eric Steven Glomski for Arizona Stronghold Vineyards, LLC located at 4688 & 4700 Old Highway 279 in Camp Verde.** Staff Resource: Deborah Barber

Mayor Gioia requested item #9

9. **Discussion, consideration and possible approval of \$2,500 grant to the Verde Valley Veterans Van, LLC to provide transportation to Veterans, Elderly and disabled to medical appointments and assist with related expenses.**

Mayor Gioia requested item #10

10. **Discussion, consideration, and possible request for volunteers to serve on the Committee for Non-Profit Funding to consist of 3 to 5 people, at least one Council Member and one Staff member. Council developed the Non-Profit Funding program to support non-profit entities that benefit the Town and its Citizens, the committee will review the applications and make recommendations to the Town Council.**
11. **Discussion, consideration, and possible direction regarding Council prior approval of landscaping for Steve Coury Ford-Lincoln-Mercury dealership on parcel 407-09-043. Staff is requesting direction on Council's intention for the requirements of sidewalks, curbs and gutters as part of the landscaping. The original grading and drainage plans, approved by staff on 8-16-07 called for curb, gutter and sidewalks to be installed along Coury Drive.** Staff Resource: Ron Long
12. **Discussion, consideration, and possible approval for the Town to research the abandonment and conveyance of Old Highway 279 to the Yavapai Apache Nation.** Staff Resource: Ron Long
13. **Discussion, consideration, and possible direction to staff regarding the Town Engineer's Report on the parking on the south side of the road of Finnie Flat at the curve, west of the signal, in the general area across from Verde Livestock Transport and Salt Mine Cellar** Staff Resource: Ron Long
14. **Discussion, consideration, and possible approval of reclassification of Housing and Neighborhood Revitalization Department Administrative Assistant position from part-time to full-time status.** This is a budget item from the General Fund and Housing Grant Fund. Staff Resource: Matt Morris
15. **Discussion, consideration, and possible approval of Summer Internship within the Housing and Neighborhood Revitalization Department with employee compensation.** This is a budgeted item from the General Fund and the Housing Grant Fund. Staff Resource: Matt Morris.
16. **Discussion, consideration, and possible approval of a personnel policy change providing an opportunity for individuals upon Town re-employment to keep the vacation and sick leave accrual rates that mirror those thresholds obtained prior to severing their employment.** Staff Resource: Michael Scannell

Councilor German requested item #17:

17. **Discussion, consideration, and possible approval of Resolution 2008-745, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Superseding Resolution 2000-447 and establishing meeting policies and procedures for Council and all Commissions.** Staff Resource: Debbie Barber

Councilor Smith requested item #18

18. **Discussion, consideration, and possible direction to staff regarding increasing the Council's \$50.00 per month salary to become effective with the seating of the 2009 Mayor and Council in June 2009. ARS 9-232.01 requires a resolution or ordinance for approval.**
19. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

20. **Advanced Approvals of Town Expenditures**
There are no advanced approvals.
21. **Manager/Staff Report**
22. **Adjournment**

Posted by: W Jones

Date/Time: 5-2-08

10:15 a.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.

**MINUTES
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, April 23, 2008
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, Kovacovich, German and Elmer were present; Councilor Smith was absent.

Also Present: Town Manager Mike Scannell, Community Development Director Nancy Buckel, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by German.

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) There are no minutes for approval.

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

1) Regular Session – May 7, 2008 at 6:30 p.m.

2) Regular Session – May 21, 2008 at 6:30 p.m.

4) Council Hears Planning & Zoning – May 28, 2008 at 6:30 p.m.

c) **Possible approval of Intergovernmental Agreement between Yavapai County and the Town of Camp Verde for Motor Vehicle Fueling.** (*Staff Resource: Dave Smith*)

On a motion by Hauser, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented.

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

Joseph Dugan, District State Commander, and member of Camp Verde Post, and **Keith Tucker**, American Legion Post No. 93, presented a certificate to the Town of Camp Verde in recognition of the generous donation to the Verde Valley Van that is used to transport the Valley veterans to the hospital and to their doctors.

Barbara Hughes spoke on behalf of the Power Music Series program being sponsored by the Camp Verde Library. She explained that the CD to be produced by the teen participants featuring a video of their original rock music will be sold with the proceeds to go toward the construction of the new Library; members of the group presented a song from their program with Ms. Hughes accompanying them on the guitar.

There was no further public input.

6. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will 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.

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**

Garrison reported on her investigation into the Operating Agreement that she found was not in the IGA; she was consistently told that it did not exist, and then was informed that the Sanitary District had four drafts. Garrison requested that staff find answers to the following: Who worked on the Operating Agreement; the date that was started; why was she told it did not exist; and by what authority was it no longer worked on.

Elmer thanked the staff for the upkeep at the Butler Park facilities and getting the scoreboard operative for the Little League current activities.

Garrison commented on going with the Housing Commission on a tour of the impressive Yavapai-Apache Nation housing program on the Reservation.

Gioia said that Page Springs Vineyards & Cellars has invited Council members to attend a tour of their facility at approximately 2:00 p.m. tomorrow in support of their plan to do the bottling phase here in Camp Verde. Gioia also gave an update on his efforts on HB 2772 regarding the mistaken transfer of water, now being addressed in the Senate; several amendments have been made to date as a result of the efforts opposing the transfer.

7. **Discussion, consideration and possible direction to staff concerning property clean up of 3743 Sparrow Lane in Verde Lakes. This is an under-budgeted item. (Staff Resource: Nancy Buckel)**

Staff was directed to assess the situation as far as what it would cost to clean up the property; investigate the probability of reimbursement to the Town; research how to contact, and the cost of serving, the responsible individual(s) out of state; and bring the information back to Council for a decision on whether to pursue a legal action or proceed with a system for cleaning up the property.

Community Development Director Buckel reviewed the long-standing problem resulting from the failure of the owner to clean up the property that was made even more difficult when the owner relocated to California and subsequently died there. Buckel outlined the problems with an owner being out of state, including service of process if a criminal proceeding is brought. An injunction to compel action through the Superior Court is usually difficult to obtain unless it involves an overpowering health and safety issue. There is an amount of \$10,000 budgeted for cleaning up an area; however, bids received in the past for clean-up exceeded that amount. There is also the option of placing a lien on the property for expense incurred in clean-up; however, there is no guarantee the lien would be satisfied if there are other amounts owed totaling more than the parcel is worth. Complaints are starting to come in again from the neighbors, and Buckel said she would like to have direction from Council as to a course of action at this point in light of the existence of such a long-standing, extreme issue.

The Council discussed with Buckel several approaches including determining the current status of a possible probate estate, identifying the individual responsible for the decedent as the caregiver or his relative; researching whether there are other liens against the property; researching the possibility of entering the premises to do the clean up; and following the steps as already outlined in the Code.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Dave Freeman suggested that the Town watch very carefully how much value is in the property and whether a lien would be paid; consider using half of the budgeted amount for a partial clean-up.

Irene Peoble asked if there is a fire danger which could help to get action through the Court.

There was no further public input.

(Mayor Gioia requested item(s) 8 and 9

8. **Discussion, consideration and possible authorization for Citizens Committee for Camp Verde Library to place a fund-drive progress indicator for the construction of a new Library at the current Library location.**

On a motion by Hauser, seconded by Gioia, the Council unanimously authorized the Citizens Committee for Camp Verde Library ("CCCVL") to place a fund-drive progress indicator indicating the construction monies that are coming in for the new Library at the current Library location, including the placement of four small Burma Shave-type signs along the roadway.

Gioia said that he has hopes that the subject indicator will show just how much funding is being donated from everyone in the community for the construction, not just one particular source. He introduced **Linda Harkness** who presented the proposal to the Council.

Ms. Harkness discussed with the Council the plan for recognizing different donors through a color system of striations as the jar is being filled; the size of the sign depicting a Mason jar will be approximately 4' x 8'. Ms. Harkness requested permission for the sign to be placed on the outside wall of the current Library; she also described the plan to place four small Burma Shave-type signs along the roadway.

There was no public input.

9. **Discussion, consideration and possible direction to staff to research methods of financing the new Community Library construction.**

Staff was directed to review the possibilities, research methods and bring back to Council for discussion on financing the new Community Library construction.

Mayor Gioia said that the Town Manager, who has proven to be a finance wizard, has not been directly requested to seek out funding methods and possibilities for the building and construction of the new Community Library, and suggested that it was time to do that. The members stressed that such direction take into account the time pressures of currently working on the budget. Acknowledging the goal of the community to fund the construction of the new Library, it was suggested that the Town Manager seek other sources of funding to construct the building, with the community fund-raising efforts continuing to pay for furnishing or for added embellishments.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Maureen Pastine said she had prepared a draft plan for fund-raising and suggested that a copy be given to the Town Manager; she submitted a copy to the Council for their information and distribution.

Sheila Herald, a newcomer to area, asked if the Council had considered requesting the support of the local Casino. *She was advised that the Casino has been very generous in the past, especially for the Library.*

Linda Harkness said that the smallest commitment will add up over a period of time; the budget pressures notwithstanding, the longer something is put off the longer it will take.

There was no further public input.

A recess was called at 7:47 p.m.; the meeting was called back to order at 7:52 p.m.

10. **PowerPoint presentation by Al Roddan, followed by discussion and possible direction to staff, regarding "Site finished homes made from factory built modules" to be considered under the R1L Zoning. (Staff Resource: Nancy Buckel)**

There was no action taken.

Buckel explained that since Mr. and Mrs. Roddan had come to the community they have been involved in working hard in trying to come up with some type of affordable housing. Buckel said that one of the problems is the limitation of available property in Camp Verde with the zoning that would allow factory built modular homes, and that over the years this type of product has evolved into quality homes. Buckel said that language defining site-built homes had been inadvertently omitted from the Town Code, and it is now necessary to adopt an amendment to reinstate that language. Buckel suggested that the amendment could include a provision to allow the subject type of product. To acquaint the Council with the homes made from factory built modules, Buckel explained that Paul Holguin, his work associate, would be giving the presentation in the absence of Al Roddan.

Paul Holguin gave a Power Point presentation on the process of manufacturing factory built modules that consists of 60% of the home built in the factory and 40% on site, with the finished product meeting IRC 2006 Standards. The presentation illustrated the delivery and placement of the factory-built modules on the concrete foundation and the final finishing process on site. The presentation was followed by a Council question-and-answer session with Mr. Holguin, including the comparison of costs between the subject process and site-built homes, with interest expressed in seeing pictures of more-affordable finished homes, as well as arranging a tour of the factory to view the different phases in the manufacturing process.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Dave Freeman spoke from several perspectives, having been a contractor for many years and familiar with stick-built homes, and currently a member of both the Housing Commission and the Planning & Zoning Commission. He said he had observed the Roddan home throughout the installation and some remodeling and was impressed with the high quality. Mr. Freeman strongly believes that both the Housing Commission and the P&Z Commission are in support of the subject type of construction and it would lend itself to affordable housing.

Lisa Mina said she was familiar with the type of construction where just the pre-built walls are shipped in and installed, and suggested that those other types of companies also be researched.

After further discussion the members indicated that they would be interested in staff finding out what other communities are doing, and getting more information to consider for possible later action, when staff has time after the current budget pressures. There was also some interest expressed in taking a tour of the Chandler plant where the modules are built.

It was agreed to address the following Item 10a in advance of Item 10.

- 10a. **DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF A \$2,500 DONATION TO THE CAMP VERDE CAVALRY TO ASSIST IN HOSTING A DINNER FOR THE WHITE MOUNTAIN SHERIFF'S POSSE PONY EXPRESS DINNER TO BE HELD ON MAY 2, 2008. (This is an unbudgeted item).**

On a motion by Hauser, seconded by Garrison, the Council unanimously approved the \$2,500 donation to the Camp Verde Cavalry to assist in hosting a dinner for the White Mountain Sheriff's Posse Pony Express dinner to be held on May 2, 2008.

Joe Butner, Colonel of the Camp Verde Cavalry, explained that the request for the donation of the \$2,500 was to help the Cavalry host the subject dinner. The White Mountain Sheriff's Posse are conducting their annual Pony Express ride down from the Show Low area, coming to Camp

Verde, arriving on May 2nd. There will be between 15 and 30 riders, with a total of approximately 50 people participating. The dinner, if successful, could encourage them to continue the ride on an annual basis and it would be a spectacular event each year for the Town, providing a tourism draw and a financial benefit for the Town as well. Butner outlined the plans and estimated cost; he added that it is hoped that the sale of tickets will also help to finance the Cavalry's activities in Arizona and other states throughout the year that help to publicize the Town of Camp Verde.

The Council discussed with Butner and Howard Parrish the planned details of the event that include the actual delivery of the mail, using a portion of the Mail Trail into Town. During the discussion it was pointed out that the Council has a cap of \$500 in the Guidelines for an award to a non-profit organization; however, Town Manager Scannell expressed his belief that the Council could waive that requirement, that it is an investment that would have a yield in light of the publicity, and that it would be fitting and proper to waive the requirement at least this one time.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Irene People suggested that the Chamber of Commerce might contribute to the subject event.

There was no further public input.

A recess was called at 7:47 p.m.; the meeting was called back to order at 7:52 p.m.

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

There was no public input.

12. Advanced Approvals of Town Expenditures

a) There are no advanced approvals.

There were no advanced approvals.

13. Manager/Staff Report

There was no Manager/staff report.

14. Adjournment

On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 8:41 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 23rd day of April 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008.

Debbie Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, APRIL 16, 2008
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 Smith, Garrison, Kovacovich, German and Elmer were present.

Also Present: Town Manager Mike Scannell, Library Director Gerard Laurito, 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) April 9, 2008 – Work Session – Quarterly Reports
- 2) April 2, 2008 – Regular Session

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

- 1) Council Hears Planning & Zoning – April 23, 2008 at 6:30 p.m.
- 2) Regular Session – May 7, 2008 at 6:30 p.m.
- 3) Regular Session – May 21, 2008 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – May 28, 2008 at 6:30 p.m.

c) **Possible approval of Proclamation declaring April 13-19, 2008 as National Library Week.** *Staff Resource: Mayor Gioia*

d) **Possible approval of Proclamation declaring April as Child Abuse Prevention Month.** *Staff Resource: Debbie Barber*

e) **Possible acceptance of the following letters of resignation and presentation of Certificates of Appreciation to Trapper Moore, Chair Parks & Recreation; Ginger Mason, Vice-Chair Parks & Recreation; and Dugan McDonald, Vice-Chair of Design Review Board.** *Staff Resource: Debbie Barber*

f) **Possible award of bid for a comprehensive classification and compensation study to the low bidder Public Sector Personnel Consultants not to exceed \$25,000.** There is \$50,000 budgeted in Consultant Services, Line Item 01-50-55-6604. *Staff Resource: David R. Smith*

g) **Possible approval of a hiring freeze of all vacant Town positions.** *Staff Resource: Michael Scannell*

h) **Possible authorization for Town Manager to review and approve or reject any budgeted expenditures over \$1,000 through the end of the 2007-2008 fiscal year.** *Staff Resource: Michael Scannell*

i) **Possible approval of the interfund transfers to correct unbudgeted and misappropriated amounts in the FY 2007/2008 budget.** *Staff Resource: Michael Scannell*

j) **Possible consolidation of the Town's bank accounts.** *Staff Resource: Michael Scannell*

On a motion by Smith, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the exception of **Items c) and d)**.

Mayor Gioia reviewed the change in items available to be heard at the April 23rd meeting; and requested that Item 4.c) be pulled for separate consideration; Vice Mayor Hauser requested that Item 4.d) be pulled also.

c) Possible approval of Proclamation declaring April 13-19, 2008 as National Library Week.

d) Possible approval of Proclamation declaring April as Child Abuse Prevention Month.

On a motion by Hauser, seconded by Smith, the Council unanimously approved **Items 4.c) and d)** as read.

Mayor Gioia read aloud the Proclamation declaring National Library Week; and Vice Mayor Hauser read the Proclamation regarding Child Abuse Prevention Month.

Kathy McLaughlin of the Yavapai Family Advocacy Center expressed appreciation to the Council and the community for the Proclamation regarding the importance of recognizing and reporting child abuse.

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

Howard Parrish reminded everyone of the April 24th deadline for getting mail picked up for delivery on May 2nd at the old post office; he also outlined the tentative plans for the dinner.

Leonard Krautbauer wanted to know the status of the hearing on the hog situation. *He was advised that the matter is in the process of being agendized.*

John Gray complained about a recent problem caused for Rocky Construction Company by a Town Inspector shutting down their operation based on misinformation regarding a grading permit, and then allowing them to continue after discovering there was a mistake. Mr. Gray said he could not understand why a legal operation can be shut down arbitrarily, and yet the illegal operation of the Woodyard continues with no intervention, including their lack of responses to written notification from the Town's offices regarding non-compliance.

Joyce Gray said she lives in the middle of the Woodyard and had never had a problem with them, but described the problem the new people are creating by noise late at night.

Gerry Laurito, Library Director, thanked the Council for the Proclamation for National Library Week, and outlined the on-going Library activities celebrating Library Week.

Robin Whatley, a parent and educator, described the great benefits of observing TV Turn-Off Week, both to her family and to the school, and encouraged the Council members to participate as well.

There was no further public input.

6. Council Informational Reports

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**

Elmer said that in connection with April 22nd Earth Day, the local grocery store will exchange a cloth bag for 5 plastic bags; customers are being encouraged to use cloth bags; Elmer also reported on Little League Opening Day activities last Saturday.

Hauser commented on the yearly MatForce training session today, and the great documentary last night on Crystal Darkness.

Smith reported on meeting with Dee Hines to discuss the planning stages of the Copper Canyon Trailhead; it is anticipated that by the end of summer the project will be finished; forming a Citizens Group to patrol occasionally to help prevent vandalism was also discussed. Smith reviewed highlights of the Sanitary District Work Session and the Red Rock Rangers District Open House in Sedona.

Garrison also spoke about the Sanitary District Work Session; they will be discussing raising either rates or monthly user fees, or taxes. Garrison commented that the MatForce meeting was very informative, and stressed the importance of dealing with the issue of allowing under-age drinking at private parties.

Gioia described the activities celebrating the Day of the Soldier this weekend. Gioia reported on his attendance at the Verde Watershed Association and the Water Advisory Committee meetings including a presentation by the Arizona Department of Water Resources that gave an update on recent changes related to the Williams wells issue stemming from the Town's intervention on HB 2772.

7. **Discussion, consideration, and possible award of bid for CDBG project #107-07 to Asphalt Paving and Supply to include Alternate #2, for a total contract price of \$465,231, authorization for the Mayor to execute the contract documents, and authorization for staff to request a transfer of CDBG administration funds to the project fund as needed. This is a budgeted item in CDBG and CIP. Staff Resource: Ron Long**

On a motion by Gioia, seconded by Kovacovich, the Council unanimously voted to award CDBG project #107-07 to Asphalt Paving and Supply to include Alternate #2, for a total contract price of \$465,231, authorizing the Mayor to execute the contract documents, and authorizing staff to request a transfer of CDBG administration funds to the project fund as needed.

Town Manager Scannell explained that at the January 29th presentation he had indicated a shortfall of funding for the project; after making some adjustments there now are sufficient funds for the project. Scannell said that it is a good project and it is time to get it underway, and recommended awarding the bid to Asphalt Paving and Supply. Scannell added that he wanted to recognize two staff members, Ron Long and Debbie Barber, who have done a fine job in pulling the project together. Mayor Gioia also thanked staff for resurrecting the project.

There was no public input.

8. **Discussion, consideration, and possible authorization for the Mayor to send a letter to the U.S. Forest Service requesting that they refrain from divesting public lands located within the Town limits.**

On a motion by Gioia, seconded by Hauser, the Council voted 4-3 to approve sending the letter with the outline, indications and requests and invitation to the Forest Service for discussions; with 'no' votes by Smith, Kovacovich and Elmer.

Mayor Gioia pointed out that this is not a new subject; he has spoken before on the subject of preservation of open space in this area. Gioia said that the Forest Service acts as stewards of our public land, the citizens of the U.S. own the public land, and the citizens of Camp Verde enjoy the public land within our boundaries; a letter to the stewards requesting that we retain that quality of life seems appropriate.

The members expressed conflicting opinions on whether to send the proposed letter, suggesting that doing so would appear to be telling the Forest Service how to use their lands, countered with the argument that it is important to prevent the public land here in Camp Verde from ending up in development, and that it is well worth trying to enter into discussions with the Forest Service in order to try to retain the open space. During the discussion, there was the reminder

that when the Town incorporated and set up the Town limits it was aware that the Forest Service lands could be traded off; examples of recent trades were cited. There was also comment that the Town might have the option to purchase more Forest Service land in the future; the recent purchase of the administrative site instead of the originally proposed park site was discussed.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Howard Parrish commented on the understanding back in 1959 that it would take an Act of Congress to do anything with the lands, which may not have been true.

Jennifer Dutton expressed her support for sending the proposed letter; it is important that the public lands are kept available to everybody and protected from development.

Robin Whatley said the Mayor and Town Manager should be praised for their courage and vision, and agreed that the letter is only a request and might open up lines of communication with our Forest Service neighbors.

Jim Sweitzer believes that the Forest Service is not doing a good job of managing the lands and being a good neighbor, and described the damage from the public's use of motorized vehicles being allowed to continue; he sees no harm in sending the letter, but does not believe that the outcome will be worth the effort.

There was no further public input.

9. **Discussion and possible action by Town Council relative to taking a position opposing any ballot measure that may be placed on the Nov. 08 ballot which addresses the possible transfer of the administration and management of Camp Verde Sanitary District to the Town.** *Staff Resource: Mayor and Council*

On a motion by German, seconded by Elmer, the Council unanimously voted to officially oppose the election this coming November and vote accordingly.

In response to a public comment, German clarified the motion to explain that under the current IGA there is no question about going to ballot; the Council by going to a vote under the current IGA will be voting to oppose taking over the project. It is hoped that as a result of tonight's action the Town will be able to meet with the Sanitary District to rewrite that particular portion of the IGA.

Mayor Gioia explained that the current IGA provides for elections in November, one for the Sanitary District members and one for the Town members. If both of those elections are in the positive, then the Town would become responsible for the Sanitary District project, finances and operation. Gioia said he believes that the Council members have repeatedly made it known in meetings that they were not interested in that outcome, and their position should be made clear tonight by Council vote in an open meeting legally convened.

The members agreed that it is not in the best interests of the Town to go ahead with a vote this November to assume a project that has encountered many problems with the construction process and will not be completed by then; there was no opposition to a future vote, however. The IGA had been negotiated in good faith, but the problems could not have been foreseen and going to an election this November would be detrimental to the overall project. Furthermore, it was felt that the Town is not capable at this point of taking over the project. Town Clerk Barber had provided the timeline required for the election this November, a copy of which had been sent to the Sanitary District Chairman, Greg Freeman; he has also been advised that the Town is interested in working with them on the problems that both sides have encountered in connection with the IGA.

PUBLIC INPUT

Steve Ayres requested clarification of the position the Council is taking.

There was no further public input.

Town Manager Scannell explained that under the terms of the current IGA, the Town is compelled to have an election; the IGA is silent on the issue of opposing or supporting the measure. If the Sanitary District were to enter into good faith negotiations with the Town, that would include moving the November date out in time, there would be no election in November '08; the issue is only operative in the event that there is a ballot measure in place. Gioia added that the Chairman of the Sanitary District is eager for the subcommittee to work on the IGA; it does look positive for the movement of the new IGA.

A recess was taken at 8:21 p.m.; the meeting was called back to order at 8:30 p.m.

10. **Discussion, consideration, and possible adoption of a Council Mission Statement, Duties, and Performance Objectives for FY 2008/09.** *Staff Resource: Mayor and Council*
On a motion by German, seconded by Garrison, the Council unanimously adopted the Council Mission Statement, Duties and Performance Objectives for FY 2008/09.

The Council members discussed the subject draft Council Mission Statement which Gioia read aloud. Scannell suggested revising and shortening the first statement under "Our Duties," as follows: "Advocate and serve as representatives for citizens at all levels of government." Gioia requested a change in "Our Mission," fourth line, in part, as follows: "...harm; to reduce the pain and suffering of the less fortunate;...."

There was no public input.

11. **Discussion, consideration, and review of proposed fees for business licenses, liquor licenses, and residential and commercial rental units, followed by possible direction to staff to make appropriate modifications to the rates and/or Town Code so that the new rates and rules will become effective by July 1, 2008. Discussion may include, but not be limited to current rates; non-compliance; methods to ensure compliance with the Town Code as it relates to business licenses; additional requirements for business licenses; and establishing fees for liquor licenses and sales tax on liquor.**
Staff Resource: Debbie Barber

Staff was directed to move forward with the details for recommending enforcement as well as defining responsibility for enforcement, and recommending the entire structure of the proposed fees; give the public an opportunity to weigh in on the changes being discussed; bring back the information for the next business meeting following whatever time it takes to have the proposal well constructed.

Town Clerk Barber explained that research into possibly revising the Business License fees has uncovered significant non-compliance with payment of those fees resulting in a huge loss of revenue. In that connection, one of the Code amendments that will be proposed would be to clearly define enforcement responsibility that normally would be the Clerk's office and the Marshal's office working together. The members discussed in detail with Barber the list of proposed fees that she had prepared and the advisability of public outreach as well as legal research prior to implementing the suggested changes. Among the issues discussed were the liquor license fees as well as the fees imposed on rental units that would involve annual inspection of those units to determine livable conditions. During the discussion the question of enforcement was raised by referring to the continuing complaints from the public that the Town does not enforce its Code.

Town Manager Scannell acknowledged that non-enforcement has been a long-standing problem, and apparently has existed even after the Code was adopted; research has brought to light the

discrepancies for review by the Council. Scannell added that he will address the complaint by Mr. Gray regarding the treatment of Rocky Construction and if merited will follow up with a request for a formal apology to that company.

Barber pointed out that it will take changes in the code to fix the business license portion of it and wanted to know that the Council was receptive to the proposed fees. Gioia also commented on the liquor license tax and wanting to pursue a revenue source for a Quality of Life Tax.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Idele LeGendre, who works as a legal advocate, described a problem faced by one renter in a Government-subsidized housing complex regarding deplorable living conditions not being corrected; she wondered if the inspections for rental fees would include those types of units. *Gioia requested that staff consider discussing that situation with the Housing Department in order to take a holistic approach.*

There was no further public input.

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

There was no public input.

13. Advanced Approvals of Town Expenditures

There are no advanced approvals.

There were no advance approvals.

14. Manager/Staff Report

Scannell requested confirmation of the planned allocation of the monies received from the Yavapai-Apache Nation; after discussion the members determined that the allocation recommended by the Nation when the funds were presented was duly authorized by Council acceptance at that time.

Scannell reported that the proposed amendment to Section 108D with respect to animal regulations will not be on the agenda for April 23rd but is advertised for hearing on May 28th; there was some concern expressed by the members regarding FFA representatives being available on that date; the subject and date will be discussed further.

Scannell clarified on the cash flow figures questioned by Gioia; he also assured the Council that the glitch in distributing the monthly financial report has been corrected and the members will be receiving the report on a monthly basis. Scannell apologized that he has been unable to follow up on the Rio Verde Plaza problem because of other demands; he is still working on it and will bring back a report on May 7.

Scannell said that the members will be receiving copies of the P&L Statement for the Pecan & Wine Festival; changes are being instituted for next year that will prevent the major loss experienced this year. Scannell also reported on the potential savings to be realized from eliminating the Crawdad Festival and the Gun & Knife Show.

15. Adjournment

On a motion by Hauser, seconded by Garrison, the meeting was adjourned at 9:41 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 16th day of April 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008.

Debbie Barber, Town Clerk

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: May 7, 2008

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Verbal Only

AGENDA TITLE: (Be Exact): Consideration of Resolution 2008-746, authorizing exemptions for certain motor vehicles used by the Marshal's Office

PURPOSE AND BACKGROUND INFORMATION: ARS 38-538.03 allows for exemptions in reference to motor vehicle license plates for agencies that conduct felony investigations and/or activities of a confidential nature. These exemptions are for unmarked police vehicles assigned to the Marshal's Office. These vehicles are issued regular license plates and require renewal annually.

STAFF RECOMMENDATION(S): Approve Resolution 2008-746 authorizing exemptions for certain motor vehicles used by the Marshal's Office.

LIST ALL ATTACHMENTS: Resolution 2008-746

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Marshal's Office

Contact Person: David R. Smith

Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



RESOLUTION 2008-746

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
PERTAINING TO CERTAIN EXEMPTIONS FOR MOTOR VEHICLES USED BY THE
MARSHAL'S OFFICE:**

WHEREAS, ARS 38-538.03 allows the head of an agency with the power and duty to conduct felony investigations or activities of a confidential nature to apply to the governing body of its political subdivision for exemptions for motor vehicles issued plates under its provisions; and

WHEREAS, the Mayor and Common Council of the Town of Camp Verde is the governing body authorized to grant the exemption for not more than one year; and

WHEREAS, Marshal David R. Smith is the head of the Camp Verde Marshal's Office, which has the power and duty to conduct felony investigations or activities of a confidential nature and is requesting the Mayor and Common Council to authorize exemptions for certain motor vehicles assigned to the Marshal's Office; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the Town of Camp Verde, Arizona as follows:

1. THAT approval for certain motor vehicles, whose make, model, year, and identification number is filed with the Town Clerk's Office and the Arizona Department of Transportation, is granted the exemption under ARS 38-538.03.
2. THAT Town Marshal David R. Smith is appointed agent for the Town of Camp Verde, to execute and submit all documents and any other necessary or desirable instruments in connection with such exemption.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 7th day of May 2008.

Tony Gioia, Mayor

Date: _____

Attest:

Approved as to form:

Deborah Barber, Town Clerk

Town Attorney

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Administrative Order No. 2008-15 & ARS8-323A

AGENDA TITLE: (Be Exact):
Discussion, consideration and possible approval to confirm Presiding Judge Rodger E. Overholser as a Juvenile Hearing Officer without additional compensation as per ARS8-323A and Administrative Order No. 2008-15

PURPOSE AND BACKGROUND INFORMATION:

On April 22, 2008, Judge Robert Brutinel, Presiding Judge of the Yavapai County Juvenile Court, appointed Presiding Judge Rodger E. Overholser a Juvenile Hearing Officer, for Yavapai county without additional compensation, ARS8-323A requires the Local Government body to approve the appointment of Municipal Judges as Juvenile Hearing Officers.
Consideration and possible approval of Council to confirm the appointment of Presiding Judge Rodger e. Overholser as a Juvenile Hearing Officer, without additional compensation as per the attached Administrative Order No. 2008-15.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approve Presiding Judge Rodger E. Overholser as a Juvenile Hearing Officer without additional compensation as per ARS8-323A and Administrative Order No. 2008-15

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount N/A

Comments: None

Fund: None

Line Item: None

Submitting Department: Court

Contact Person: Rodger E. Overholser

Town Manager/Designee: *RE Overholser*

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

FILED

8:45 O'Clock, a M

APR 23 2008

[Signature]
Clerk
Deputy

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF YAVAPAI

| | | |
|--------------------------|---|----------------------|
| IN THE MATTER OF: |) | |
| |) | ADMINISTRATIVE ORDER |
| APPOINTMENT OF |) | |
| JUVENILE HEARING OFFICER |) | No. 2008-15 |
| |) | |

Pursuant to A.R.S. §8-323,

IT IS ORDERED appointing Rodger E. Overholser as Juvenile Hearing Officer for Yavapai County, commencing immediately upon approval of the Town of Camp Verde.

IT IS FURTHER ORDERED that Rodger E. Overholser shall serve without additional compensation.

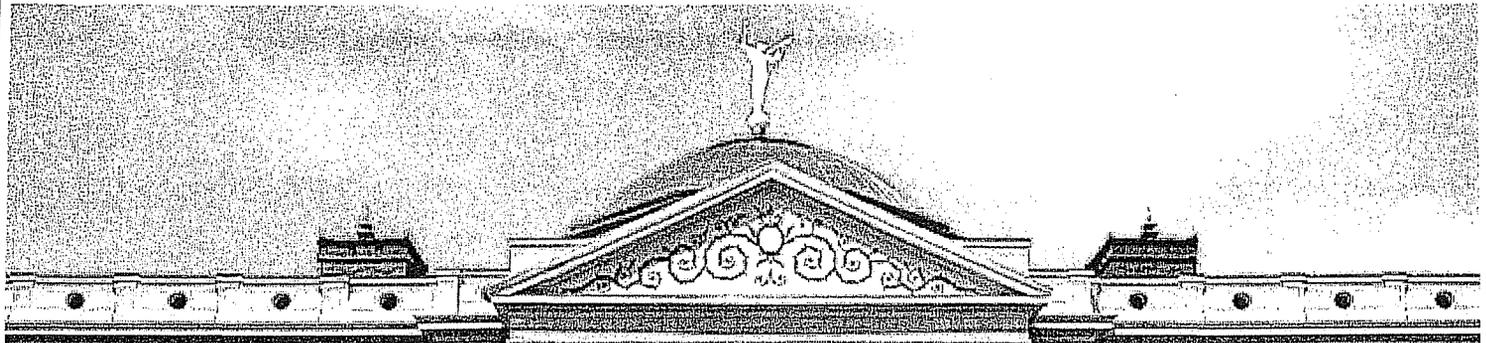
DATED at Prescott, Arizona, the 22 day of April, 2008.

[Signature]

ROBERT M. BRUTINEL
Presiding Juvenile Court Judge

- c: All Divisions of the Superior Court
- Jeanne M. Hicks, Clerk of Court
- Deborah M. Schaefer, Court Administrator
- Scott Mabery, Director of Juvenile Court Services
- Camp Verde Municipal Court

Arizona State Legislature

Bill Number Search: 

Forty-eighth Legislature - Second Regular Session

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8-323. Juvenile hearing officer; appointment; term; compensation; hearings; required attendance; contempt

A. The judge of the juvenile court, or in counties having more than one judge of the juvenile court, the presiding judge of the juvenile court, may appoint one or more persons of suitable experience who may be magistrates or justices of the peace to serve as juvenile hearing officers on a full-time or part-time basis. The county board of supervisors shall approve the appointment of justices of the peace as juvenile hearing officers. The local governing body shall approve the appointment of municipal judges as juvenile hearing officers. The juvenile hearing officer serves at the pleasure of the appointing judge. The appointing judge, with the approval of the board of supervisors, shall determine whether any compensation shall be paid to a juvenile hearing officer who is not otherwise employed by a public agency or holding another public office and shall establish the amounts and rates of the compensation.

B. Subject to the orders of the juvenile court a juvenile hearing officer may hear and determine juvenile pretrial detention hearings and may process, adjudicate and dispose of all cases that are not classified as felonies and in which a juvenile who is under eighteen years of age on the date of the alleged offense is charged with violating any law relating to the following:

1. Any provision of title 28 not declared to be a felony.
2. The purchase, possession or consumption of spirituous liquor by a juvenile.
3. Boating or game and fish.
4. Curfew.
5. Truancy.
6. The damage or disfigurement of property by graffiti or the purchase or possession of materials with the intent to use the materials for graffiti.
7. The purchase or possession of tobacco.
8. Any city, town or political subdivision ordinance.
9. Interference with judicial proceedings involving disobeying or resisting the lawful order, process or other mandate of a juvenile hearing officer or failure to appear related to any offense in this section.

C. A hearing before the juvenile hearing officer or a hearing before a commissioner or a judge of the juvenile court in which the juvenile is charged with any offense set forth in this section may be conducted on an exact legible copy of a written notice to appear, including a uniform Arizona traffic ticket and complaint form, that states, at a minimum, the name and address of the juvenile, the offense charged and the time and place the juvenile shall appear in court.

D. The juvenile hearing officer, commissioner or judge of the superior court shall not dispose of a petition or citation for any offense under this section unless the parent, guardian or custodian of the juvenile appears in

court with the juvenile at the time of disposition of the charge. On a showing of good cause that the parent, guardian or custodian cannot appear on the date and time set by the court, the court may waive the requirement that the parent, guardian or custodian appear. The court shall state on the record the reasons for waiving the requirement that the parent, guardian or custodian appear. At the time the court issues an order to appear or other order pursuant to this section, the court shall inform the juvenile that failure to appear or failure to comply with an order will result in suspension of the juvenile's driver license or privilege to drive. If the juvenile fails to appear pursuant to a citation or an order to appear properly issued under this section or if on disposition fails to comply with any court order, the juvenile hearing officer shall order the department of transportation to suspend the juvenile's driver license or privilege to drive or shall direct the department of transportation to refuse to issue, renew or restore the juvenile's driver license or privilege to drive until the juvenile reaches eighteen years of age or appears in court as directed or complies with the court's order.

E. If a parent, guardian or custodian fails to appear with the juvenile, and good cause for the failure to appear is not found as provided in subsection D of this section, the court shall issue an order to show cause to the parent, guardian or custodian as to why that person shall not be held in contempt.

F. Except as otherwise provided by law, on an admission by the juvenile of a violation charged pursuant to this section, or after a hearing, on the finding that the juvenile committed the violation, the juvenile hearing officer, commissioner or judge of the superior court may do one or more of the following:

1. Place the juvenile on probation, except that a city magistrate or justice of the peace may only place the juvenile on unsupervised probation.
2. Transfer the citation to the juvenile court for all further proceedings.
3. Suspend the driving privileges of the juvenile, or restrict the juvenile's driving privileges for a period of not to exceed one hundred eighty days.
4. Order the juvenile to attend a traffic school or a counseling or education program approved by the presiding judge of the juvenile court or the supreme court.
5. Order the juvenile to pay the monetary assessment or penalty that is applicable to the offense. Except as provided in section 8-341, subsection S, the monetary assessment or penalty shall not exceed five hundred dollars plus lawful surcharges and assessments payable to the public agency processing the violation. If no monetary assessment or penalty is specified for the offense, the juvenile hearing officer, commissioner or judge of the superior court may order the juvenile to pay not more than one hundred fifty dollars plus lawful surcharges and assessments payable to the public agency processing the violation.
6. In lieu of or in addition to a monetary assessment or penalty, order the juvenile to perform a program of work that does not conflict with the juvenile's regular schooling and employment, to repair the victim's property or to provide community restitution.
7. If the juvenile hearing officer, commissioner or judge of the superior court determines that the person charged is eighteen or more years of age, transfer the matter to the appropriate criminal court having jurisdiction.
8. If the juvenile violated any truancy laws, require the juvenile and the juvenile's parents or guardians to participate in a specialized program consisting of counseling, supervision and education under the terms and conditions the juvenile hearing officer, commissioner or judge of the superior court orders.
9. Order the juvenile and one or both of the juvenile's custodial parents to pay restitution to any person who suffered an economic loss as the result of the juvenile's conduct. The juvenile hearing officer, commissioner or judge of the superior court shall not consider the ability of the juvenile's parents to pay restitution before making a restitution order. If the juvenile hearing officer, commissioner or judge of the superior court orders one or both of the juvenile's custodial parents to pay restitution, the amount of the order shall not exceed the liability limit established pursuant to section 12-661.
10. Impose sanctions authorized by section 8-343.

11. Reprimand the juvenile and take no further action.

G. A record of the proceedings before a juvenile hearing officer may be made by a court reporter, videotape or audiotape or any other method approved by the supreme court that accurately reproduces what occurred at the proceeding.

H. Within five days after receiving the citation, the juvenile hearing officer shall notify the juvenile court that the juvenile has been charged with an offense by citation and shall indicate the listed charges. The juvenile hearing officer shall retain jurisdiction of the case until all orders made under this section have been fully complied with. Within five days after disposition, the juvenile hearing officer shall transmit a copy of the citation with the findings and disposition of the court noted on the copy to the juvenile court for record keeping purposes. If appropriate, the juvenile hearing officer shall transmit a copy of the citation to the department of transportation. If on disposition the juvenile fails to comply with any court order, the juvenile hearing officer, in the manner provided by subsection D of this section, may impose any of the sanctions prescribed in subsection F of this section.

I. Subject to an appeal pursuant to section 8-325 all orders of the juvenile hearing officer shall be effective immediately.

J. A city or town attorney or prosecutor shall act on behalf of the state in matters that are heard in a municipal court by a juvenile hearing officer pursuant to this section. In these matters and on approval of the presiding judge of the juvenile court and the county attorney, the city or town attorney or the prosecutor may establish diversion programs for offenses other than offenses involving a violation of section 28-1381, 28-1382 or 28-1383.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Contract from Arizona Engineering for Finnie Flat Rd. Sidewalk Improvements

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible approval (signature) of the Client Contract With Arizona Engineering Company for Stage 1 and 2 items required for the Finnie Flat Rd. Sidewalk Improvements

PURPOSE AND BACKGROUND INFORMATION:

This is for an ADOT TEA GRANT CMV-0(201)A. The Town is responsible for Design and Scoping Costs. Each stage is outlined in the proposal which provides a task-by-task breakdown. Actual construction may not begin prior to 2010; however, the Town must be prepared (all design, environmental, and geotechnical items must be complete and approved) to begin the project when ADOT directs. The Town would be at risk of loosing the grant or increased costs if any of the pre-construction tasks are not complete.

STAFF RECOMMENDATION(S): (Suggested Motion)

Staff recommends a motion that the Client Contract with Arizona Engineereing Co. be executed.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount
Yes

Comments: A transfer from General Funds in to the Public Works budget has been requested and approved for this expense

Fund: \$106,810

Line Item: 20-70-76-6096

Submitting Department: Public Works

Contact Person: Ron Long

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



**ARIZONA
ENGINEERING
COMPANY**

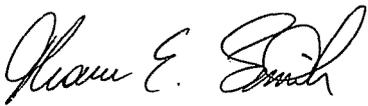
Client Contract

Civil Engineering & Land Surveying
Water & Wastewater Operations & Maintenance

04-22-08A11:58 RCVD

| | |
|---|---|
| Client Name & Address: Town of Camp Verde 395 S. Main Street Camp Verde, AZ 86322 Attention: Ron Long, P.E. | Proposal Date: April 17, 2008 |
| | Proposal Number: 07TOCV02 |
| | This Proposal Will Be Open for Acceptance Until: May 8, 2008 |
| Identification of Project: Town of Camp Verde – Finnie Flat Sidewalk | |
| Scope of Services (Basic Services): Described in attached cover letter dated March 26, 2008 and Scope of Services revised March 26, 2008. | |
| Payment for Basic Services: Lump sum amount of \$106,810.00. | |
| Retainer Amount and Terms: None required. | |
| Payment for Additional Services: Hourly per the rates on Page 2, or an agreed upon scope and fee. | |
| Special Conditions: This agreement is the Notice to Proceed. | |

The Terms and Conditions on Page 2 of this form, including rates & payment provisions, are a part of this Agreement.

| | |
|---|---|
| Submitted By Arizona Engineering Company | Accepted For: Town of Camp Verde |
|  | Accepted By: Ron Long, P.E. |
| | (Empty space for signature) |
| By: Thomas Smith, P.E. | Signature Date |

Please return one copy, bearing your original signature, to Arizona Engineering Company.

1501 South Yale Street, Suite 101 • Flagstaff, Arizona 86001 • 928-774-7179 • Fax 928-779-1041 • Toll-Free 1-800-4-ARIZONA
706 East Bell Road, Suite 210 • Phoenix, Arizona 85022 • 602-493-1009 • Fax 602-493-0099

Terms and Conditions

- You'll tell us everything you know about the Project and about what you want us to do for you.
- You'll give us all the information you have about the project.
- You'll make sure we have access to the Project site if we need it to do our work.
- You'll make decisions promptly so our progress won't be delayed.
- We may tell you how much we think it will cost to construct something but we don't guarantee that the actual cost won't be different from our estimate.
- We don't guarantee that there won't be changes in the project scope of work or project schedule that result from submitting the project for review by public agencies. Such changes may be the occasion for re-negotiating our fee.
- We'll decide who in our firm will work on the project.
- If our fee is based on an hourly or daily basis we will bill at the rates prevailing when we do the work. Our normal minimum charge is 2 hours. A table of hourly billing rates accompanies this contract form.
- Personnel charges will be assessed portal-to-portal. Equipment charges will be assessed for the time the equipment is actually in use.
- We will review our hourly billing rates annually in January and we will advise you of any changes that may affect work currently being performed for you.
- If you ask us to work outside normal business hours in order to expedite schedules or submittals beyond what we have proposed we'll charge 1.5 times our regular rates.
- We'll charge 2.0 times our regular rates for services related to litigation or arbitration including preparation for litigation or arbitration. This multiplier does not apply to non-binding mediation.
- Subconsultant services will be marked up 20 per cent.
- Reimbursable direct project expenses including travel, meals and lodging, expedited shipping, printing, and title reports will be billed separately and are not included in our lump sum or hourly fees. This is not a complete listing of reimbursable direct project expenses but merely some examples to indicate the nature of these expenses.
- We'll bill you monthly or when the work is complete. It's up to us. We won't provide backup documentation with our bill. If you take exception to any part of our bill including the amount of the bill or our estimate of the work complete you'll let us know in 10 days or less. By not doing so you agree that you won't dispute any part of the bill or withhold payment in whole or in part. You'll pay us in 30 days or less.
- If you don't pay us in 30 days you'll owe us interest at the rate of 1.5% per month and we can stop work until you pay us in full. This does not imply that by entering into this contract it is our intention to extend credit to you.
- If damages or losses result from something you do or fail to do you'll make sure that we don't have to pay for them.
- If damages or losses result from something we do or fail to do our financial responsibility will be limited to ten times our fee or \$50,000.00, whichever is less.
- At your request we will furnish you with a certificate of insurance showing types of insurance and limits that we currently maintain. If you require higher insurance limits or special certifications the cost of obtaining such insurance will be a reimbursable expense.
- In an effort to resolve any conflicts that may arise during design or construction of the Project or following the completion of the project we mutually agree that all disputes between us arising out of or relating to this agreement will be submitted to non-binding mediation unless at the time of the disputes we mutually agree otherwise.
- If either of us sues the other to enforce this agreement the one who loses will pay attorney fees and expenses for the one who wins.
- Drawings and documents prepared by us are for this project only. We don't accept any responsibility for damages or losses that result if they are re-used in whole or in part without our written permission and you agree to indemnify us against such damages.
- This contract is between you and Arizona Engineering Company. No one else is entitled to use the documents we prepare for this project without our written permission.
- We'll keep original drawings but you can have reproducible copies if you ask for them.
- Our work may not be perfect. However it will conform to generally accepted civil engineering and surveying principles and practices.
- Either of us may terminate this agreement at any time with or without cause by giving the other thirty calendar days' written notice. If either of us fails to live up to the terms of this agreement the other may quit on seven days' notice. If you decide to abandon the Project you can tell us to stop work on seven days' written notice.
- If this agreement is terminated for any reason you'll pay us for all the work we've done so far plus five per cent which we mutually agree to accept as the cost of stopping work and putting everything away.
- Any changes to this agreement will be in writing. If we advise you in writing of conditions that in our opinion justify changes in this agreement, specifically including changes that may result in increases in our fees or changes in the project schedule, you agree to notify us in writing within 5 business days of any objections or exceptions to the proposed changes. In the absence of such notification from you we mutually agree that our letter advising you of changes will constitute a written change to this agreement.

SINCE 1945



ARIZONA ENGINEERING COMPANY

Civil Engineering
Land Surveying

March 26, 2008

Ron Long, P.E.
395 S. Main Street
Camp Verde, AZ 86322

Project Number: 07TOCV02

Project Name: Town of Camp Verde - Finnie Flat Sidewalk

Dear Ron,

Arizona Engineering Company is pleased to present this proposal for the **Finnie Flat Sidewalk**. We look forward to working with the Town on this project.

The following proposal is based on the attached Scope of Services dated March 26, 2008. The scope assumes that no drainage design will be required for this project, however if drainage design is required we will prepare a scope and fee proposal to prepare the drainage calculations and submit the proposal to the Town for approval.

The table below presents a task by task break down of our fees. I have distributed project administration between Stages I-V based on estimated effort. Direct project expenses and ADOT Stage 2 items will be shared between ADOT and the Town, and ADOT Stage 1 items will be covered entirely by the Town.

| ADOT STAGE | Description | Federal TE Funds | TOCV Funds | Total |
|------------|---|------------------|-----------------|------------------|
| 1 | ADOT Stage I Topo Survey & Scoping Doc | | \$25,755 | \$25,755 |
| 2 | ADOT Stage II Initial Design (30% Plans) | \$15,008 | \$907 | \$15,915 |
| 2 | ADOT Stage III Preliminary Design (60% Plans) | \$24,334 | \$1,471 | \$25,805 |
| 2 | ADOT Stage IV Final Design (95% Plans) | \$12,375 | \$748 | \$13,123 |
| 2 | ADOT Stage V Construction Docs (100% Plans) | \$2,242 | \$136 | \$2,378 |
| | Subtotal | \$53,959 | \$29,017 | \$82,976 |
| 1 | Environmental (includes 20% mark-up) | | \$13,134 | \$13,134 |
| 2 | Geotechnical (includes 20% mark-up) | \$4,130 | \$250 | \$4,380 |
| NA | Direct Project Expenses | \$4,075 | \$2,245 | \$6,320 |
| | Total | \$62,164 | \$44,646 | \$106,810 |

We are prepared to begin work immediately. We will bill the Town monthly, lump sum, estimated percent complete per stage. If you have any questions please call me at extension 16 or Caleb Lanting at extension 12.

Very truly yours,

ARIZONA ENGINEERING COMPANY

Thomas Smith, P.E. – Vice President Engineering of Services
tsmith@arizonaengineering.com

1501 South Yale Street, Suite 101 • Flagstaff AZ 86001 • 928-774-7179 • Fax 928-779-1041
 706 East Bell Road, Suite 201 • Phoenix AZ 85022 • 602-493-1009 • Fax 602-493-0099

www.arizonaengineering.com



Civil Engineering • Land Surveying
Water & Wastewater Operations and Maintenance

Scope of Services

Town of Camp Verde – Finnie Flat Sidewalk
Civil Engineering and Land Surveying Services

Revised April 17, 2008

Project Understanding

The following scope of services presents Arizona Engineering Company's (AEC) understanding of the proposed ADOT Transportation Enhancement (TE) project. We have reviewed and based this scope of services on the TE Application provided by the Town.

The project is located in the Town of Camp Verde (TOCV) along Finnie Flat Road. The project limits are shown in the attached "Curb, Gutter and Sidewalk Exhibit". We understand that the project will include curb and gutter and sidewalk along Finnie Flat Road from the west side of the Basha's parking lot (in the Outpost Mall) east to the North West corner of Arnold Street and Main Street in uptown Camp Verde. The length of the sidewalk is approximately 2,660 feet.

The proposed sidewalk will be 6-ft wide concrete with MAG vertical curb and gutter. The project will provide pedestrian enhancements and connectivity to local shopping areas. Other components of the project include culvert extensions, and related earthwork. The project will be within right-of-way owned by TOCV. The project will require coordination with the local community and ADOT.

This scope of services is divided into Stages based on the ADOT TE submittal process. The scope includes developing and defining a scope of work to be included in a Project Scoping (PS) document. The PS will be developed based on the project Transportation Enhancement Application selected by the Transportation Enhancement Review Committee. This scope assumes that ADOT will provide a copy of this Application to AEC. This scope includes preparation of **Plans, Specifications and Estimates (PS&E's)** after approval of the PS.

Project Administration

Project administration includes developing this scope and fee proposal, preparing the work plan and schedule, updating the schedule as the project progresses, administrative setup, staff resource management, time reporting, billings, quality management, project manager planning, and project closeout activities. Project administration has been included with each Stage based on an estimate percentage of the project.

Deliverables: Proposal, scope of services, project schedule, project work plan, progress reports and invoices.

ADOT Stage 1 – Topo Survey and Scoping

During this stage AEC will attend the scoping kick-off meeting, prepare a draft Project Scoping (PS) Document and a final Project Scoping Document. This Stage includes 2 meetings: a project scoping kick-off meeting, and PS comment resolution meeting. All meetings are assumed to be 1 hour in duration and take place in Camp Verde.

A. Scoping Kick-off Meeting



Ron Long

April 17, 2008

AEC will attend a review and discussion of the project to be held in Camp Verde prior to the start of work. The meeting will include attendees from AEC's design team and environmental sub-consultants. Camp Verde will coordinate attendance of Town Staff and ADOT personnel.

- TOCV will coordinate with the ADOT PM and the proposed project team to determine scoping kick-off meeting date and location, and send out the notices and the agenda for the meeting.
- AEC will distribute a sign-in sheet, take minutes with action items during the meeting, and distribute the meeting minutes to the project team.

B. Preliminary Project Scoping Development

During the preliminary project scoping development AEC will:

- Develop a Project Scoping (PS) document in ADOT PS format. The PS is composed of the Project Assessment which will include:
 - 15% level plans: typical section, vicinity map
 - Construction Cost Estimate, dividing Federal and matching funds
 - Design Schedule.
 - The PS will include a discussion of environmental topics and identify potential drainage concerns.
- Perform field surveys to produce basemaps which will include existing conditions including drainage structures, pavements and edges, guard rails, irrigation ditches, driveways, centerline of Finnie Flat, property lines, right-of-way and property monuments easements, utilities from surface appurtenances, contours and spot elevations.
- AEC will submit 12 draft copies of the PS to the project team and distribute for review comments.
- AEC will assemble and respond to comments on the draft PS on our standard comment-response form and review with the project team.
- TOCV will coordinate date and location for a comment resolution meeting with the ADOT PM and project team and send out notices for that meeting.
- AEC will take meeting notes and distribute to the project team.
- AEC will retain the services of a geotechnical sub-consultant to provide recommendations for the compaction of fill under the sidewalk and design for the stacked block retaining wall.
- AEC will retain the services of an environmental sub-consultant to provide recommendations for the compaction of fill under the sidewalk.

C. Final Project Scoping

After the review comments have been addressed AEC will prepare a final Project Assessment (PA).



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Deliverables: Draft Project Assessment, Comment and Responses, Final Project Assessment.

Design

AEC will prepare 30%, 60% and 95% construction plans. The 30%, 60%, and 95% plans will be identified "PRELIMINARY-NOT FOR CONSTRUCTION." The percentage complete & date of submittal will be shown on all sheets.

- A. **ADOT Stage II Initial Design (30% Plans)** At the completion of this stage, design and plan development should be approximately 30% complete. For the 30% design stage AEC will provide the following:

As part of the Stage II, AEC will retain the services of an environmental consulting firm to prepare the Categorical Exclusion (CE) environmental document. The environmental services will be based on the attached scope of services from SWCA. Per the ADOT requirements the CE must be approved and signed prior to any work starting on the Stage III (60%) PS&E's.

As part of Stage II, AEC will retain the services of a geotechnical consulting firm to prepare a report with compaction recommendations for the sidewalk and within fill slopes. This scope includes design of a 4-5-ft stacked block retaining by a Speedie and Associates.

- a. AEC will prepare 30% design plans to submit to the design team.
 - i. AEC will coordinate with ADOT to acquire the preliminary standard Face Sheet from the ADOT Roadway Design Control Desk.
 - ii. The 30% plans will show the proposed sidewalk design and alignment, roadway stationing, ramps, curb and gutter, drainage structures, slope and embankments, existing contours, drainage-ways, etc., at 1"=20'.
 - iii. AEC will obtain, if available, utility basemaps for existing utilities which will be shown on the plans.
- b. AEC will prepare a preliminary cost estimate based on the 30% plans with line items by ADOT item number in ADOT format and use ADOT item numbers.
- c. AEC will update the project schedule.
- d. Once the 30% plans are complete, AEC will obtain utility clearance letters.
- e. AEC will submit the 30% plans to the project team and request review comments.
- f. AEC will assemble and respond to comments on the 30% plans on our standard comment-response form and review with the project team.
- g. TOCV will schedule the a Comment Resolution meeting with the project team for addressing 30% review comments and distribute notification of that meeting. AEC will attend the meeting.
- h. AEC will distribute a sign-in sheet, take minutes with action items during the meeting, and distribute the meeting minutes to the project team.



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Deliverables: 30% Plans, Preliminary Cost Estimate, Biological Evaluation Report (prepared by SWCA), Archaeological Survey Report (prepared by SWCA), ESA (prepared by SWCA), Categorical Exclusion Checklist (prepared by SWCA), Geotechnical Investigation Report (prepared by others).

- B. **ADOT Stage III Preliminary Design (60% Plans)** At the completion of this stage, design and plan development should be approximately 60% complete. For the 60% design stage AEC will provide the following services:
- a. The 60% plans will include:
 - i. Face Sheet (obtained from ADOT).
 - ii. Index to Sheets.
 - iii. Preliminary vehicular and pedestrian access, typical sections, back of curb profile, construction details.
 - iv. Quantities, construction notes, key notes, TOCV General Notes, AEC general notes.
 - b. Draft of Special Provisions.
 - c. Cost estimate in ADOT format.
 - d. Updated Project Schedule
 - e. SWPPP: (a) Erosion and Sediment Control Summary for construction quantities. (b) Erosion and Sediment Control BMP Detail Sheets. (c) Erosion and sediment control layouts.
 - f. AEC will submit the 60% plans to the project team and request review comments.
 - g. AEC will assemble and respond to comments on the 60% plans on our standard comment-response form and review with the project team.
 - h. TOCV will schedule a Comment Resolution meeting with the project team for addressing 60% review comments and distribute notification of that meeting. AEC will attend the meeting.
 - i. AEC will distribute a sign-in sheet, take minutes with action items during the meeting, and shall distribute the meeting minutes to the project team no later than five working days after the meeting date.

Deliverables: 60% Plans, Draft of Special Provisions, Cost Estimate.

- C. **ADOT Stage IV Final Design (95% Plans)** At the completion of this stage, design and plan development should be approximately 95% complete. For the 95% design stage AEC will provide the following services:
- i. Face Sheet, Index to Sheet.
 - ii. Typical sections, plans, earthwork quantities and construction details.
 - iii. Final construction quantities. Quantities shall be broken down on a per sheet basis.



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April 17, 2008

- b. Final Cost Estimate, summary and calculations.
- c. Final copy of the Special Provisions.
- d. Updated project schedule.
- e. AEC will submit the 95% plans to the project team and request review comments.
- f. AEC will assemble and respond to comments on the 95% plans on our standard comment-response form and review with the project team.
- g. TOCV will schedule a Comment Resolution meeting with the project team for addressing 95% review comments and distribute notification of that meeting. AEC will attend the meeting.
- h. AEC will distribute a sign-in sheet, take minutes with action items during the meeting, and shall distribute the meeting minutes to the project team.

Deliverables: 95% Plans, Final Special Provisions, Final Cost Estimate.

D. ADOT Stage V Construction Documents (100% Plans)

At the completion Stage V, the design plans and special provisions will be 100% complete and bid-ready. AEC will submit reproducible copies on Mylar for plan sheets and bond paper for all other contract documents. The 100% Plans and special provisions will be "Sealed and signed" by an Arizona registered Engineer.

AEC will attend a pre-construction partnering meeting after the project is advertised and awarded to a contractor.

Assumptions/Exclusions

The following assumptions and exclusions govern this proposal:

- This proposal assumes that the Design Concept Report/Scoping Letter will be limited to 1-2 pages.
- This proposal assumes that the Town will handle public involvement and participation.
- This scope of services does not include preparation of traffic control plans; this will be the responsibility of the Contractor.
- This scope does not include putting a pedestrian bridge across the channel on the west side of the Basha's grocery store.
- The Verde Ditch Commissioner has requested the wall adjacent to the Verde Ditch irrigation channel be raised to accommodate the project, this scope of services does not include increasing the height of the retaining wall along the Verde Ditch.
- This scope of services does not include drainage design or a drainage report. If drainage design is required we can provide a fee estimate at that time.
- The owner of Salt Mine Cellars has requested that the sidewalk meander in front of the restaurant. This scope assumes that the Town will coordinate right-of-way acquisition, if required, prior to the 30% plans. This scope of services does not include acquisition of additional right-of-way or easements. These services can be provided as



Ron Long

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additional once the Town has determined acquiring additional right-of-way or easements is necessary.

- The project scope and design will comply whenever possible with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and applicable American Association of State Highway and Transportation Officials (AASHTO) requirements, including the AASHTO Roadside Design Guide and the Guide for the Development of Bicycle Facilities.
- TOCV will provide seeding specification for the SWPPP.
- This proposal assumes the following elements will not be required for this project, or will be supplied by others: landscaping plans and design; irrigation plans and design; lighting plans and design and drinking fountain plans and design. If these elements are required the Town will provide AEC with plans and locations for them.
- This scope of work assumes that no ADEQ or Army Corps of Engineers submittals will be required.
- Preparation of as-built plans is an additional service.
- Construction staking is an additional service.
- Construction phase services: This scope does not include geotechnical materials testing during construction, technical retaining wall inspection and utility inspection during construction; these services can be provided as additional services.
- If digital plans are required the plans can be submitted to the Town in AutoCAD format. Plans will not need to be in Microstation format.
- ADOT will provide construction administration and will advertise the project for bid and submit the construction plans to plan rooms.
- ADOT will prepare the bid schedule, bid tabulation and contractor letter of recommendation.
- ADOT will provide the front end contractual documents.
- This scope does not include bid sets/manuals.

END OF SCOPE OF SERVICES

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Letters of Interest

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible appointment of Chip Norton to Design Review for a term expiring September 2009.

PURPOSE AND BACKGROUND INFORMATION:

Staff has been advertising for three (3) weeks and has received only one Letter of Interest.

STAFF RECOMMENDATION(S): (Suggested Motion)

Appoint Chip Norton to Design Review to fill the vacancy that expires September 2009

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

No

Comments:

None

Fund: None

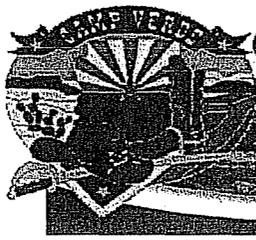
Line Item: None

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



Camp Verde, Arizona

LETTER OF INTEREST

| | | | |
|---|--|--|-------------------------|
| Name: CHIP NORTON | | Date: 4-21-08 | |
| Home Address: 1825 MONROE LANE CAMP VERDE | | | |
| Mailing Address, if different: P.O. BOX 1671 CAMP VERDE 86322 | | | |
| Email Address: CONDORS @ COMMSPEED.NET | | | |
| Home Telephone: 602-619-1484 | | Work Telephone: NA | |
| 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: 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): NA | | | |
| 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 COMMERCIAL BUILDING CONTRACTOR | | | |
| 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. DESIGN REVIEW BOARD | | 3. | |
| 2. P & Z COMMISSION | | 4. | |
| Education and Community Service | | | |
| Schools Attended: | | Degree: | Year: |
| CAMELBACK HIGH SCHOOL | | HS DIPLOMA | 1967 |
| ARIZONA STATE UNIVERSITY | | | 1967-1971 |
| Civic Activities-Service Organizations | | Office Held: | Year Begun: Year Ended: |
| VERDE WATERSHED ASSOCIATION | | SEC./TREASURER | Begun: 2008 TBD |
| STEWARDS OF PUBLIC LANDS | | | 2007 TBD |
| RIVER VOLUNTEER COGNADO N.F. | | | 2007 TBD |
| Please state why you would like to be appointed to a Town Board, Commission, or Committee: TO ASSIST LOCAL GOVERNMENT HELP THE COMMUNITY. | | | |
| What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members? | | | |
| (a) TO PROVIDE ACCURATE & CURRENT INFORMATION REGARDING ISSUES. | | | |
| (b) TO DILIGENTLY SERVE ALL CITIZENS AS A CAPABLE VOLUNTEER. | | | |
| (c) TO COMMUNICATE HONESTLY & EFFECTIVELY AND TO PERFORM MY SHARE OF THE WORK LOAD. | | | |

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

ON MAY 22, 2008, I WILL RETIRE AFTER
40 CONTINUOUS YEARS WORKING IN THE CONSTRUCTION
INDUSTRY. I HAVE BEEN A CORPORATE OFFICER FOR 36 YRS.
I HAVE TECHNICAL EXPERTISE, A STRONG WORK
ETHIC, AND A COLLABORATIVE APPROACH TO PROBLEM-SOLVING.

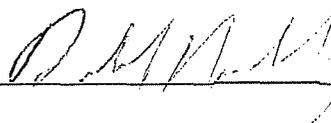
Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media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

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

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

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

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

Applicant's Signature:  Date: 4/21/08

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

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT:

AGENDA TITLE: (Be Exact):

Discussion, consideration and possible appointment of Bruce M. George and Steve Goetting to the Parks & Recreation Commission for terms expiring September 2009.

PURPOSE AND BACKGROUND INFORMATION:

Parks & Recreation Commission currently has two vacancies, both terms expire September 2009. Staff has been advertising for three (3) weeks and has received only two letters of interest.

STAFF RECOMMENDATION(S): (Suggested Motion)

Appoint Bruce M. George and Steve Goetting to the Parks & Recreation Commission for terms expiring September 2009.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

No

Comments:

None

Fund: None

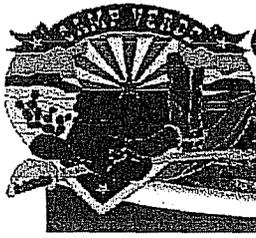
Line Item: None

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.



Camp Verde, Arizona

04-14-08A08:55 RCVD

LETTER OF INTEREST

| | | | |
|---|--|--|--|
| Name: <u>BRUCE M. GEORGE</u> | | Date: | |
| Home Address: <u>706 S. SGT WOODALL LN CAMP VERDE, AZ 86372</u> | | | |
| Mailing Address, if different: | | | |
| Email Address: <u>BGEORGE15@MSN.COM</u> | | | |
| Home Telephone: <u>928 567 9751</u> | | Work Telephone: | |
| 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: <u>9 yrs</u> | | 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: <u>SUPERVISE NPS VOLUNTEER PROGRAM AT LAKE POWELL IN SUMMER</u> | | | |
| 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. <u>PARKS + RECREATION</u> | | 3. | |
| 2. | | 4. | |

| Education and Community Service | | | |
|--|--|--------------------------|---|
| Schools Attended: | | Degree: | Year: |
| <u>ROGERS UNIVERSITY</u> | | <u>AA</u> | <u>1998</u> |
| Civic Activities-Service Organizations | | Office Held: | Year 2005 Year Ended: |
| <u>AARP TAX AIDE</u> | | <u>LOCAL COORDINATOR</u> | Begun: <u>2005</u> Year Ended: <u>ONGOING</u> |

Please state why you would like to be appointed to a Town Board, Commission, or Committee: TO GIVE BACK TO THE TOWN + TRY TO HELP WITH THE NEW PARK LAND

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

(a) TO MAKE RECOMMENDATIONS BASED ON RESEARCH + CONSULTATIONS

(b) TO CONTINUE TO IMPROVE OUR RECREATIONAL OPPORTUNITIES OF ALL TYPES

(c) TO LISTEN, SUGGEST, AND DISCUSS ISSUES WITH THE AIM OF ENHANCING OUR FELLOW CITIZENS LIVES HERE.

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: I AM A GOOD LISTENER. I WILL BE ABLE TO LISTEN

WITH AN OPEN MIND TO THE ISSUES THAT COME BEFORE US AND

MAKE DECISIONS THAT WILL BENEFIT THE PEOPLE OF CAMP

VERDE WITH MORE AND BETTER OPPORTUNITIES FOR RECREATION

AND PARKS.

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.

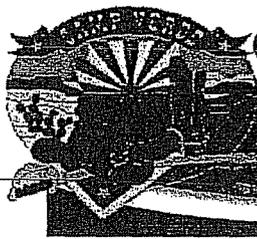
If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

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: Russ M. Hage Date: 04-14-08

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



Camp Verde, Arizona

04-30-08PG1:04 RLVU

LETTER OF INTEREST

| | | | |
|---|--|--|------------------------------|
| Name: <u>Steve Goetting</u> | | Date: <u>4-23-08</u> | |
| Home Address: <u>2530 S. Anapaya Lane</u> | | | |
| Mailing Address, if different: | | <u>FAX 928-547-6460</u> | |
| Email Address: <u>steve@virzona.com</u> | | | |
| Home Telephone: <u>703-298-3579</u> | | Work Telephone: <u>703-298-3579</u> - cell | |
| 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: <u>9 months</u> | | Do you operate a business in Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Name and address of business (if applicable): <u>Virzona, Inc.</u> | | | |
| 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. <u>Parks & Recreation</u> | | 3. | |
| 2. | | 4. | |
| Education and Community Service | | | |
| Schools Attended: | | Degree: | Year: |
| <u>Beloit College</u> | | <u>BA</u> | <u>1982</u> |
| <u>Georgetown University</u> | | <u>post grad</u> | <u>1983</u> |
| Civic Activities-Service Organizations | | Office Held: | Year Begun: Year Ended: |
| <u>Falls Church Education Foundation-Finance Committee</u> | | <u>2001</u> | <u>present</u> |
| <u>Chamber of Commerce-Falls Church</u> | | <u>chairman</u> | <u>2000</u> |
| Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>see section I of attachment</u> | | | |
| 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) <u>see section II of attachment</u> | | | |
| (b) <u>I</u> | | | |
| (c) <u>I</u> | | | |

cell

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

see section III of attachment

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

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

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

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

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

Applicant's Signature:



Date:

4/30/08

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

Steve Goetting
2530 S. Anapaya
Camp Verde, AZ 86322
703-298-3579

Letter of Interest
Parks and Recreation
Attachment

Section I

I would like to serve on the Parks and Recreation Commission. I want to contribute my abilities towards providing exceptional parks and recreation facilities and programs to the citizens of Camp Verde.

Section II

A: To the town council, I have the responsibility to uphold the high standards and responsibilities for the commission.

B: To the citizens of Camp Verde, it is my duty to represent them and provide the best possible service to insure that they get their full value for facilities and programs.

C: To other board members, I will respect their ideas and efforts so the board may provide the community with optimum results.

Section III

Through out my life, I have served on various boards and civic organizations. Also, I have coached recreational youth soccer and basketball for ten years. I was the assistant high school tennis coach for three years and head coach for one year. In that time span the high school won four state (Virginia) team titles and three state doubles titles. I actively reviewed and participated in studies for school and recreational facilities.

References:

Camp Verde, AZ
Dick Tilin, 928-567-5202
Frank Geminden, 928-300-7589

Falls Church, VA
Tom Horn, Athletic Director, George Mason High School, 571-221-8216
Danny Schlitt, Deputy Director, Parks and Recreation, Falls Church City, 703-248-5077
Howard Herman, General Manager of Community Services, Falls Church City,
703-248-5077

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Crawdad Festival

AGENDA TITLE: (Be Exact):

Presentation by Tim Roth of the Verde Valley Rangers Sheriff's Posse, followed by discussion, consideration and possible approval allowing the Posse to use town facilities and the ability to sell alcohol during the annual Crawdad Festival they are hoping to host.

PURPOSE AND BACKGROUND INFORMATION:

The Verde Valley Rangers Sheriff's Posse would like to host the annual Crawdad Festival, which is an event dropped by the Town. Before moving forward they would like request the use of the town facilities and be granted permission from Council to sell alcohol at the event.

STAFF RECOMMENDATION(S): (Suggested Motion)

At the March 5, 2008 Council meeting, staff was directed to take the issue of alcohol at Town sponsored and non-sponsored events to the Parks & Recreation Commission for discussion and their recommendation to Council. The Parks & Rec. Commission meeting was cancelled in April due to lack of quorum, but this item will be presented to them on May 6, 2008. At the October 2, 2007 meeting, the commission discussed the current fee schedule and policies for facility rental. The Parks & Recreation Commission and staff will be coming before Council when new fees are adopted and recommending that alcohol no longer be allowed for facility rental and outside events.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount N/A

Comments:

Fund:

Line Item:

Submitting Department: Parks & Recreation

Contact Person: Lynda Moore

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

08-09

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

APPLICATION FOR LIQUOR LICENSE

TYPE OR PRINT WITH BLACK INK

04-11-08P02:56 RCVD

Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.

SECTION 1 This application is for a:

- INTERIM PERMIT *Complete Section 5*
- NEW LICENSE *Complete Sections 2, 3, 4, 13, 14, 15, 16, 17*
- PERSON TRANSFER (Bars & Liquor Stores ONLY)
Complete Sections 2, 3, 4, 11, 13, 15, 16, 17
- LOCATION TRANSFER (Bars and Liquor Stores ONLY)
Complete Sections 2, 3, 4, 12, 13, 15, 16, 17
- PROBATE/WILL ASSIGNMENT/DIVORCE DECREE
Complete Sections 2, 3, 4, 9, 13, 15, 17 (fee not required)
- GOVERNMENT *Complete Sections 2, 3, 4, 10, 13, 15, 16, 17*

SECTION 2 Type of ownership:

- J.T.W.R.O.S. *Complete Section 6*
- INDIVIDUAL *Complete Section 6*
- PARTNERSHIP *Complete Section 6*
- CORPORATION *Complete Section 7*
- LIMITED LIABILITY CO. *Complete Section 7*
- CLUB *Complete Section 8*
- GOVERNMENT *Complete Section 10*
- TRUST *Complete Section 6*
- OTHER Explain _____

SECTION 3 Type of license and fees:

LICENSE #: 13133015

1. Type of License: Series 13 2. Total fees attached: \$ _____

| |
|---------------------|
| Department Use Only |
|---------------------|

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE.

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44.6852)

SECTION 4 Applicant: (All applicants must complete this section)

1. Applicant/Agent's Name: Mr. Glomski Eric Steven
(Insert one name ONLY to appear on license) Last First Middle
2. Corp./Partnership/L.L.C.: Arizonal Stronghold Vineyards, LLC B1039666
(Exactly as it appears on Articles of Inc. or Articles of Org.)
3. Business Name: Arizona Stronghold Vineyards B1039667
(Exactly as it appears on the exterior of premises)
4. Business Address: 4688 & 4700 Old Hwy 279 Camp Verde Yavapai 86322
(Do not use PO Box Number) City COUNTY Zip
5. Business Phone: (928) 639-3004 Residence Phone: _____
6. Is the business located within the incorporated limits of the above city or town? YES NO
7. Mailing Address: 1500 North Page Springs Rd Cornville AZ 86325
City State Zip
8. Enter the amount paid for a 06, 07, or 09 license: \$ _____ (Price of License ONLY)
City State Zip
N/A AZ 86325

| DEPARTMENT USE ONLY | | | | | |
|-------------------------------|----------------------|------------------------|----------------------------|-----------|-------|
| Accepted by: <u>Dm</u> | Date: <u>3/31/08</u> | Lic. #: | <u>13133015</u> | | |
| Fees: <u>100⁰⁰</u> | | <u>96⁰⁰</u> | \$ <u>196⁰⁰</u> | | |
| Application | Interim Permit | Agent Change | Club | F. Prints | TOTAL |

PROCESSING APPLICATIONS TAKES APPROXIMATELY 90 DAYS, AND CIRCUMSTANCES OFTEN RESULT IN A LONGER WAITING PERIOD.
YOU ARE CAUTIONED REGARDING PLANS FOR A GRAND OPENING, ETC., BEFORE FINAL APPROVAL AND ISSUANCE OF THE LICENSE.

SECTION 5 Interim Permit: N/A '08 MAR 31 Lic. Lic. #1907

1. If you intend to operate business while your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01.
2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.
3. Enter the license number currently at the location. _____
4. Is the license currently in use? YES NO If no, how long has it been out of use? _____

ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER, STOCKHOLDER OR LICENSEE of the stated license and location.
(Print full name)

X _____ State of _____ County of _____
(Signature) The foregoing instrument was acknowledged before me this _____ day of _____, _____
Day Month Year

My commission expires on: _____
(Signature of NOTARY PUBLIC)

SECTION 6 Individual or Partnership Owners: N/A

EACH PERSON LISTED MUST SUBMIT A COMPLETED FORM "LIC0101", AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$29 FEE FOR EACH CARD.

1. Individual:

| Last | First | Middle | % Owned | Residence Address | City State Zip |
|------|-------|--------|---------|-------------------|----------------|
| | | | | | |

Partnership Name: (Only the first partner listed will appear on license) _____

| General | Limited | Last | First | Middle | % Owned | Residence Address | City State Zip |
|--------------------------|--------------------------|--------------------------|--------------------------|--------|---------|-------------------|----------------|
| | | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | | | | | | |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

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

| Last | First | Middle | Residence Address | City, State, Zip | Telephone# |
|------|-------|--------|-------------------|------------------|------------|
| | | | | | |
| | | | | | |

SECTION 7 Corporation/Limited Liability Co.:

EACH PERSON LISTED MUST SUBMIT A COMPLETED FORM "LIC0101", AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$29 FEE FOR EACH CARD.

- CORPORATION Complete questions 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.
- L.L.C. Complete questions 1, 2, 4, 5, 6, 7 and attach copy of Articles of Org. and Operation Agreement.

1. Name of Corporation/L.L.C.: Arizona Stronghold Vineyards, LLC
(Exactly as it appears on Articles of Inc. or Articles of Org.)
2. Date Incorporated/Organized: 11/17/06 State where Incorporated/Organized: Arizona
3. AZ Corporation Commission File No.: _____ Date authorized to do business in AZ: _____
4. AZ L.L.C. File No: L13213842 Date authorized to do business in AZ: 11/17/06
5. Is Corp./L.L.C. non-profit? YES NO If yes, give IRS tax exempt number: _____

6. List all directors, / officers, controlling stockholders or members in Corporation/L.L.C.:

| Last | First | Middle | Title | Residence Address | City State Zip |
|---------|----------|--------|-----------------------|-------------------|----------------|
| Glomski | Eric | Steven | President m/m | [REDACTED] | [REDACTED] |
| Young | Rod | Lee | Treasurer/ CFO m/m | [REDACTED] | [REDACTED] |
| Keenan | Maynard | James | Member | [REDACTED] | [REDACTED] |
| Glomski | Terrence | Joseph | Member | [REDACTED] | [REDACTED] |

SEE (ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

7. List stockholders or controlling members owning 10% or more:

| Last | First | Middle | % Owned | Residence Address | City State Zip |
|---------|----------|--------|---------|-------------------|----------------|
| Keenan | Maynard | James | 37.5 | [REDACTED] | [REDACTED] |
| Glomski | Terrence | Joseph | 21.7 | [REDACTED] | [REDACTED] |
| Glomski | Eric | Steven | 25.0 | [REDACTED] | [REDACTED] |
| Young | Rod | Lee | 13.0 | [REDACTED] | [REDACTED] |

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

8. If the corporation/L.L.C. is owned by another entity, attach an ownership, and director/officer/members disclosure for the parent entity. Attach additional sheets as necessary in order to disclose real people.

SECTION 8 Club Applicants: N/A

EACH PERSON LISTED MUST SUBMIT A COMPLETED FORM "LIC0101", AN "APPLICANT" TYPE FINGERPRINT CARD, AND \$29 FEE FOR EACH CARD.

1. Name of Club: _____ Date Chartered: _____
(Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)

2. Is club non-profit? YES NO If tax exempt, give IRS tax exempt number: _____

3. List officer and directors:

| Last | First | Middle | Title | Residence Address | City State Zip |
|------|-------|--------|-------|-------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |

ATTACH ADDITIONAL SHEET(S) IF NECESSARY

SECTION 9 Probate, Will Assignment or Divorce Decree of an Existing Bar or Liquor Store: N/A

- 1. Current Licensee's Name: _____
(Exactly as it appears on license) Last First Middle
- 2. Assignee's Name: _____
Last First Middle
- 3. License Type: _____ License Number: _____ Date of Last Renewal: _____
- 4. ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE TO THIS APPLICATION.

SECTION 10 Government: (for cities, towns, or counties only) N/A

- 1. Person to administer this license: _____
Last First Middle
- 2. Assignee's Name: _____
Last First Middle

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

SECTION 11 Person to Person Transfer: N/A

Questions to be completed by CURRENT LICENSEE (Bars and Liquor Stores ONLY).

- 1. Current Licensee's Name: _____ Entity: _____
(Exactly as it appears on license) Last First Middle (Indiv., Agent, etc.)
- 2. Corporation/L.L.C. Name: _____
(Exactly as it appears on license)
- 3. Current Business Name: _____
(Exactly as it appears on license)
- 4. Current Business Address: Street _____
City, State, Zip _____
- 5. License Type: _____ License Number: _____ Last Renewal Date: _____
- 6. Current Mailing Address: Street _____
(Other than business) City, State, Zip _____

- 7. Have all creditors, lien holders, interest holders, etc. been notified of this transfer? YES NO
- 8. Does the applicant intend to operate the business while this application is pending? YES NO If yes, complete section 5, attach fee, and current license to this application.
- 9. I hereby relinquish my rights to the above described license to the applicant named in this application and hereby declare that the statements made in this section are true, correct and complete.

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER, STOCKHOLDER or LICENSEE of the stated license. I have read this section and the contents and all statements are true, correct and complete.

X _____
(Signature of CURRENT LICENSEE)

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

My commission expires on: _____

(Signature of NOTARY PUBLIC)

SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY) N/A

APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE.

08 MAR 31 11:47 AM '07

1. Current Business: Name _____
(Exactly as it appears on license) Address _____
2. New Business: Name _____
(Do not use PO Box Number) Address _____
3. License Type: _____ License Number: _____ Last Renewal Date: _____
4. What date do you plan to move? _____ What date do you plan to open? _____

SECTION 13 Questions for all in-state applicants:

1. Distance to nearest school: 27,716 ft. Name of school: Tavasci Elementary (5.33 miles away)
(Regardless of distance) Address 2939 E. Del Rio Dr. , Cottonwood, AZ 86326
2. Distance to nearest church: 14,976 ft. Name of church: Middle Verde Rock Church (2.88 miles away)
(Regardless of distance) Address 2221 Reservation Loop, Camp Verde, AZ 86322
3. I am the: LESSEE SUB LESSEE OWNER PURCHASER (of premises)
4. If the premises is leased give lessors: Name N/A
Address _____
- 4a. Monthly rental/lease rate \$ _____ What is the remaining length of the lease? _____ yrs. _____ mos.
- 4b. What is the penalty if the lease is not fulfilled? \$ _____ or other _____
(give details - attach additional sheet if necessary)
5. What is the total **business** indebtedness of the applicant for this license/location excluding lease? \$ 1.41M

Does any one creditor represent more than 10% of that sum? YES NO If yes, list below. Total must equal 100%.

| Last | First | Middle | % Owed | Residence Address | City State | Zip |
|---------------|-------|--------|--------|------------------------------------|------------|-------|
| M & I Bank | | | 98% | 303 N. Montezuma St., Prescott, AZ | | 86301 |
| Kubota Credit | | | 2% | 1175 S. Guild Ave., Lodi, CA | | 95240 |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for? (BE SPECIFIC) wine production
7. Has a license, or a transfer license for the premises on this application been denied by the state within the past one (1) year?
 YES NO If yes, attach explanation.
8. Does any spirituous liquor manufacturer, wholesaler, or employee, have any interest in your business? YES NO
9. Is the premises currently licensed with a liquor license? YES NO. If yes, give license number and licensee's name:
License # _____ (Exactly as it appears on license) Name _____

SECTION 14 Restaurant, or Hotel-Motel Applicants: N/A

1. Is there a valid restaurant or hotel-motel liquor license at the proposed location? YES NO If yes, give licensee's name:

08 MAR 31 LIQ. LIC. #1907

and license #: _____
 Last First Middle

- If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. Section 4-203.01; and complete Section 5 of this application.
- All restaurant applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor.
- Do you understand that 40% of your gross revenue must be from food sales? YES NO

SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

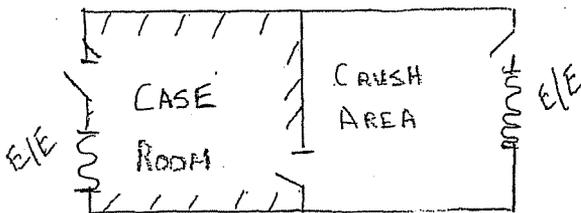
1. Check ALL boxes that apply to your licensed premises:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Entrances/Exits | <input checked="" type="checkbox"/> Liquor storage areas |
| <input type="checkbox"/> Drive-in windows | <input type="checkbox"/> Patio enclosures |
| <input type="checkbox"/> Service windows | <input type="checkbox"/> Under construction: estimated completion date _____ |

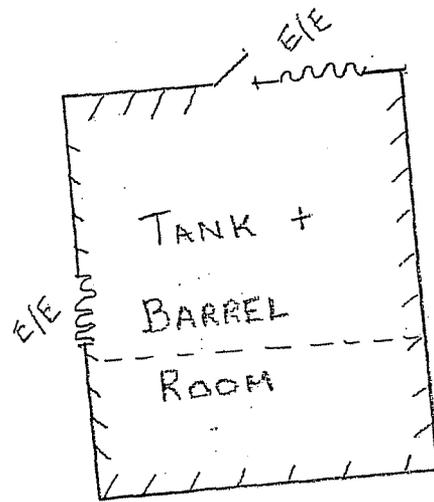
- Restaurants and Hotel/Motel applicants must explicitly depict kitchen equipment and dining facilities.
- The diagram below is the only area where spirituous liquor is to be sold, served, consumed, dispensed, possessed, or stored. Give the square footage or outside dimensions of the licensed premises.

DO NOT INCLUDE PARKING LOTS, LIVING QUARTERS, ETC.

PERIMETER of
 /// = WINE STORAGE AREA
 w w = ROLL-UP DOOR
 / ← = MAN DOOR



Building 2
 - 5,000 sq. ft.



Building 1
 8,000 sq. ft.

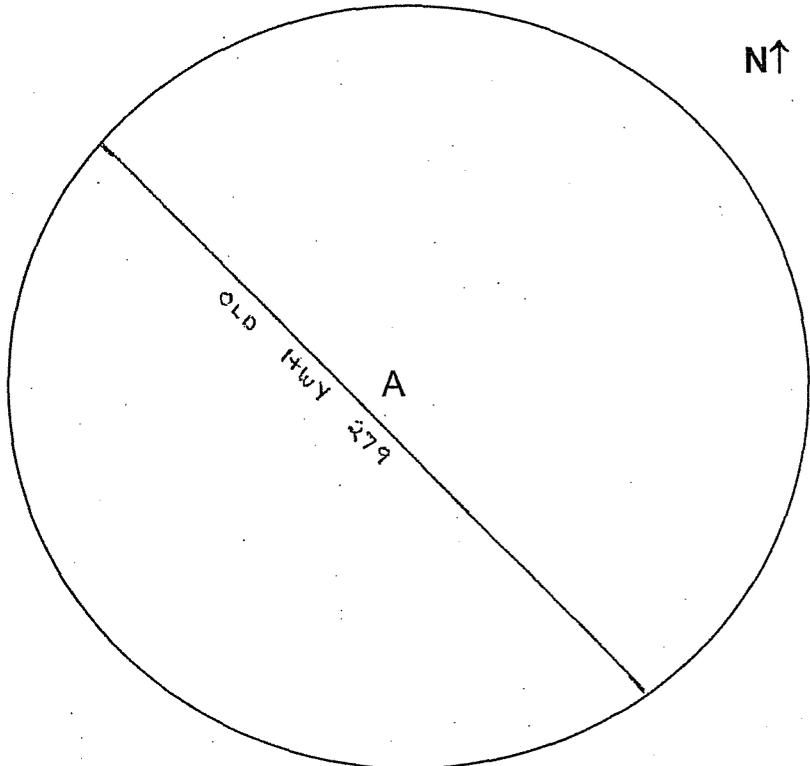
YOU MUST NOTIFY THE DEPARTMENT OF LIQUOR OF ANY CHANGES OF BOUNDARIES, ENTRANCES, EXITS, OR SERVICE WINDOWS MADE AFTER SUBMISSION OF THIS DIAGRAM.

TOP MAR 31 Lic. Lic. # 907

SECTION 16 Geographical Data: **A SAMPLE FOR THIS SECTION IS PROVIDED ON THE NEXT PAGE.**

List below the exact names of all churches, schools, and spirituous liquor outlets within a one mile radius of your proposed location. Ref. A.R.S. 4-201 (B)

- 1. N/A none
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____



A = Your business name and identify cross streets.

ATTACH ADDITIONAL SHEET(S) IF NECESSARY

SECTION 17 Signature Block:

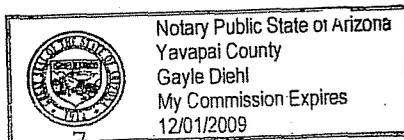
I, Eric Steven Gloriski, declare that: 1) I am the APPLICANT (Owner, Agent, Partner, Stockholder (Print name of APPLICANT/AGENT listed in Section 4 Question 1) (10% or more), Member, Officer (10% or more ownership), or Club Member making this application; 2) I have read the application and the contents and all statements are true, correct and complete; 3) that this application is not being made to defraud or injure any creditor, taxing authority, regulatory authority, or transferor; 4) that no other person, firm, or corporation, except as indicated, has an interest in the spirituous liquor license for which these statements are made; and 5) that to the best of my knowledge and belief, none of the owners, partners, members, officers, directors or stockholders listed have been convicted of a felony in the past five (5) years.

X _____
 (Signature)

State of AZ County of Yavapai
 The foregoing instrument was acknowledged before me this
17th day of March 2008
 Day Month Year

My commission expires on: 12/01/09

 (Signature of NOTARY PUBLIC)



ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

9046074

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

08 MAR 31 1997 LIC 41-9107

QUESTIONNAIRE

Attention all Local Governing Bodies: Social Security and Birthdate Information is Confidential. This information may be given to local law enforcement agencies for the purpose of background checks only but must be blocked to be unreadable prior to posting or any public view.

Read carefully. This instrument is a sworn document. Type or print with black ink. An extensive investigation of your background will be conducted. False or incomplete answers could result in criminal prosecution and the denial or subsequent revocation of a license or permit.

TO BE COMPLETED BY EACH OWNER, AGENT, PARTNER, STOCKHOLDER (10% OR MORE), MEMBER, OFFICER OR MANAGER. ALSO EACH PERSON COMPLETING THIS FORM MUST SUBMIT AN "APPLICANT" TYPE FINGERPRINT CARD WHICH MAY BE OBTAINED AT THE DEPT. FINGERPRINTING MUST BE DONE BY A BONA FIDE LAW ENFORCEMENT AGENCY OR A FINGERPRINTING SERVICE APPROVED BY THE DEPARTMENT OF LIQUOR. THE DEPARTMENT DOES NOT PROVIDE THIS SERVICE.

Liquor License #

Eff. 10/01/03 there is a \$29.00 processing fee for each fingerprint card submitted.

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44.6852)

(If the location is currently licensed)

1. Check appropriate box →

| | | | | | | |
|--|----------------------------------|--------------------------------------|--|---|---|---|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Partner | <input type="checkbox"/> Stockholder | <input checked="" type="checkbox"/> Member | <input checked="" type="checkbox"/> Officer | <input checked="" type="checkbox"/> Agent | <input type="checkbox"/> Manager(Only) |
| <input type="checkbox"/> Other | | | | | | |
| (Complete Questions 1-20 & 24) | | | | | | (Complete All Questions <u>except</u> # 14, 14a & 25) |
| Licensee or Agent must complete # 25 for a Manager | | | | | | Licensee or Agent must complete # 25 |

2. Name: Glomski Eric Steven Date of Birth: [REDACTED]
Last First Middle (This Will Not Become a Part of Public Records)

3. Social Security Number: [REDACTED] Drivers License #: [REDACTED] State: Arizona
(This Will Not Become a Part of Public Records)

4. Place of Birth: Park Ridge IL USA Height: 5'10" Weight: 155 Eyes: blue Hair: blonde
City State Country (not county)

5. Marital Status Single Married Divorced Widowed Residence (Home) Phone: [REDACTED]

6. Name of Current or Most Recent Spouse: Diehl Gayle S. Kratz Date of Birth: 8/8/72
(List all for last 5 years - Use additional sheet if necessary) Last First Middle Maiden

7. You are a bona fide resident of what state? Arizona If Arizona, date of residency: 1990

8. Telephone number to contact you during business hours for any questions regarding this document. (928) 639 - 3004

9. If you have been a resident less than three (3) months, submit a copy of driver's license or voter registration card.

10. Name of Licensed Premises: Arizona Stronghold Vineyards Premises Phone: (928) 639 - 3004

11. Licensed Premises Address: 4688 & 4700 Old Hwy 279 Camp Verde Yavapai 86322
Street Address (Do not use PO Box #) City County Zip

12. List your employment or type of business during the past five (5) years, if unemployed part of the time, list those dates. List most recent 1st.

| FROM Month/Year | TO Month/Year | DESCRIBE POSITION OR BUSINESS | EMPLOYER'S NAME OR NAME OF BUSINESS (Give street address, city, state & zip) |
|--------------------|------------------|----------------------------------|---|
| 12/03 | CURRENT | Executive Winemaker | Page Springs Cellars; 1500 N. Page Springs Rd., Cornville, AZ 86325 |
| | | | |
| | | | |

ATTACH ADDITIONAL SHEET IF NECESSARY FOR EITHER SECTION ↑

13. Indicate your residence address for the last five (5) years:

| FROM Month/Year | TO Month/Year | Rent or Own | RESIDENCE Street Address If rented, attach additional sheet giving name, address and phone number of landlord | City | State | Zip |
|--------------------|------------------|----------------|--|------------|------------|------------|
| 3/06 | CURRENT | OWN | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| 3/03 | 3/06 | rent | 790 Sunshine Lane - Foothills Property Mgmt. 1615 W. Highway 89A Sedona, Arizona 86336 PH. 800-369-7368 | Sedona | AZ | 86336 |
| | | | | | | |
| | | | | | | |

If you checked the Manager box on the front of this form skip to # 15

14. As an Owner, Agent, Partner, Stockholder, Member or Officer, will you be physically present and operating the licensed premises? If you answered YES, how many hrs/day? 8, answer #14a below. If NO, skip to #15. YES NO
- 14a. Have you attended a Department approved Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to # 14a is "NO", course must be completed before issuance of a new license or approval on an existing license.
15. Have you **EVER** been detained, cited, arrested, indicted or summoned into court for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? For traffic violations, include only those that were alcohol and/or drug related. YES NO
16. Have you **EVER** been convicted, fined, posted bond, been ordered to deposit bail, imprisoned, had sentence suspended, placed on probation or parole for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? For traffic violations, include only those that were alcohol and/or drug related. YES NO
17. Are there **ANY** administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses **PENDING** against you or **ANY** entity in which you are now involved? YES NO
18. Have you or any entity in which you have held ownership, been an officer, member, director or manager **EVER** had a business, professional or liquor **APPLICATION OR LICENSE rejected, denied, revoked, suspended or fined** in this or any other state? YES NO
19. Has anyone **EVER** filed suit or obtained a judgment against you in a civil action, the subject of which involved fraud or misrepresentation of a business, professional or liquor license? YES NO
20. Are you **NOW** or have you **EVER** held ownership, been a controlling person, been an officer, member, director, or manager on any other liquor license in this or any other state? YES NO

If any answer to Questions 15 through 20 is "YES" YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions.

If you checked the Manager box on the front of this form, fill in #21-23 and 24, all others skip the following box (21-23) and go to # 24

Manager Section

21. Have you attended a Department approved Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to #21 is "NO" course must be completed **BEFORE ISSUANCE** of a new license **OR APPROVAL** on an existing license.
22. Do you make payments to the licensee? YES NO If "yes", how much? \$ _____ per month. Total debt to licensee \$ _____
23. Is there a formal written contract or agreement between you and the licensee relating to the operation or management of this business? YES NO If "yes", attach a copy of such agreement

24. I, ERIC Steven Glomski, hereby declare that I am the APPLICANT filing this questionnaire.
(Print full name of Applicant)

I have read this questionnaire and the contents and all statements are true, correct and complete.

X _____
(Signature of Applicant)

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

17th day of MARCH, 2008
Day Month Year

Notary Public State of Arizona
Yavapai County
Gayle Diehl
My Commission Expires 12/01/2008
Day Month Year

(Signature of NOTARY PUBLIC)

FILL IN THIS SECTION ONLY IF YOU ARE A LICENSEE OR AGENT APPROVING A MANAGER APPLICATION Licensee or Agent Approval of Manager

25. I, (Print Licensee/Agent's Name): _____
Hereby authorize the applicant to act as manager for the named liquor license.

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

X _____
(Signature of LICENSEE/AGENT)

_____ day of _____
Day Month Year

My commission expires on: _____
Day Month Year

(Signature of NOTARY PUBLIC)

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141



400 W Congress #150
Tucson AZ 85701-1352
(520) 628-6595

CERTIFICATION OF COMPLETED ALCOHOL TRAINING PROGRAM(S)

OBTAIN ORIGINALS OF THIS FORM FROM DLLC-DO NOT PHOTOCOPY, DOCUMENT IS COMPUTER SCANNED. TYPE OR PRINT WITH BLACK INK

ALCOHOL TRAINING PROGRAM INDIVIDUAL INFORMATION

ERIC GLOMSKI

Individual Name (Print)

Eric Glomski

Individual Signature

1/15/04

Date Training Completed

TYPE OF TRAINING COMPLETED
TRAINER MUST CHECK YES OR NO FOR EACH TYPE

- | | |
|--|--|
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BASIC | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ON SALE |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO MANAGEMENT | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO OFF SALE |
| <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BOTH | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO OTHER |

IF TRAINEE IS EMPLOYED BY A LICENSEE:

NAME OF THE LICENSEE

BUSINESS NAME

LIQUOR LICENSE NUMBER

ALCOHOL TRAINING PROGRAM PROVIDER INFORMATION

Julene BOGER

Company or Individual Name

Box 5606

Address

Flagstaff

City

AZ

State

86011-5606

Zip

523-1614

Phone

I Certify the above named individual has successfully completed the specified program(s).

Julene BOGER

Trainer Name (Print)

Julene Boger

Trainer Signature

1/15/04

Date

Trainer give original of completed form to trainee, photocopy and maintain completed document for your records.

Mandatory Liquor Law Training for all new applications submitted after Nov. 1, 1997. A.R.S. Section 4-112(G)(2). Completion of the Liquor License Training Courses is required at the issuance of a license.

The person(s) required to attend both the Basic Liquor Law and Management Training, (either on-sale or off-sale), will include all of the following: owner(s), licensee/agent or manager(s) WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY OPERATION OF THE BUSINESS. Proof of attendance within the last five years for the required courses must be submitted to the Department before the license application is considered complete.

Before acceptance of a Manager's Questionnaire and/or Agent Change for an existing license, proof of attendance for the Basic Liquor Law and Management Training (either on-sale or off-sale) will be required.

08 MAR 31 Lique. Lic. AM 9 07

I, Eric Steven Glomski hereby declare that I hold another liquor license with the State of Arizona Department of Liquor Licenses and Control. The license was issued to Page Springs Cellars on 4/27/2004 the number is: 13133004. It has been renewed annually and is currently active.

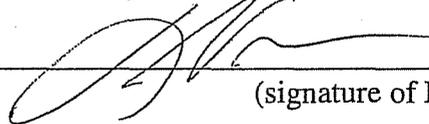
X 

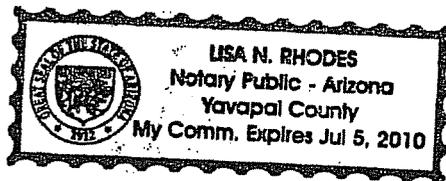
Dated: 3/13/08

State of Arizona County of Yavapai

The forgoing instrument was acknowledged before me this

13 day of March, 2008


(signature of NOTARY PUBLIC)



*08 MAR 31 Lique. Lic. AM 9 '07

ARIZONA GRAND **Driver License** **Number** **Expires** **Date of Birth** **Issued**
05/21/2033
03/05/2003
03/05/2003

ERIC STEVEN GLOMSKI
3005 N ECHO CANYON ROAD
CORNVILLE AZ 86325

Class D Sex M
Eyes BLU Height 5-10
Hair BR Weight 150

Eric Glomski



ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

P1057290

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595



Attention all Local Governing Bodies: Social Security and Birthdate information is Confidential. This information may be given to local law enforcement agencies for the purpose of background checks only but must be blocked to be unreadable prior to posting or any public view.

Read carefully. This instrument is a sworn document. Type or print with black ink. An extensive investigation of your background will be conducted. False or incomplete answers could result in criminal prosecution and the denial or subsequent revocation of a license or permit.

TO BE COMPLETED BY EACH OWNER, AGENT, PARTNER, STOCKHOLDER (10% OR MORE), MEMBER, OFFICER OR MANAGER. ALSO EACH PERSON COMPLETING THIS FORM MUST SUBMIT AN "APPLICANT" TYPE FINGERPRINT CARD WHICH MAY BE OBTAINED AT THE DEPT. FINGERPRINTING MUST BE DONE BY A BONA FIDE LAW ENFORCEMENT AGENCY OR A FINGERPRINTING SERVICE APPROVED BY THE DEPARTMENT OF LIQUOR. THE DEPARTMENT DOES NOT PROVIDE THIS SERVICE.

Liquor License #

Eff. 10/01/03 there is a \$29.00 processing fee for each fingerprint card submitted.
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44.6852)

(If the location is currently licensed)

1. Check appropriate box → Owner Partner Stockholder Member Officer Agent Manager (Only)
 Other (Complete Questions 1-20 & 24) (Complete All Questions except # 14, 14a & 25)
Licensee or Agent must complete # 25 for a Manager Licensee or Agent must complete # 25

2. Name: Keenan, Maynard James Date of Birth: [Redacted]
Last First Middle (This Will Not Become a Part of Public Records)

3. Social Security Number: [Redacted] Drivers License #: [Redacted] State: Arizona
(This Will Not Become a Part of Public Records)

4. Place of Birth: Akron, Ohio, U.S.A. Height: 5' 6" Weight: 150 Eyes: BR Hair: BR
City State Country (not county) unlisted

5. Marital Status Single Married Divorced Widowed Residence (Home) Phone: (310) 938-6150

6. Name of Current or Most Recent Spouse: _____ Date of Birth: _____
(List all for last 5 years - Use additional sheet if necessary) Last First Middle Maiden

7. You are a bona fide resident of what state? Arizona If Arizona, date of residency: 03/01/1996

8. Telephone number to contact you during business hours for any questions regarding this document. (310) 666-6160

9. If you have been a resident less than three (3) months, submit a copy of driver's license or voter registration card.

10. Name of Licensed Premises: Arizona Stronghold Vineyards, LLC Premises Phone: (928) 639-3004

11. Licensed Premises Address: 4688 & 4700 Old Hwy 279, Camp Verde, AZ 86322
Street Address (Do not use PO Box #) City County Zip

12. List your employment or type of business during the past five (5) years, if unemployed part of the time, list those dates. List most recent 1st.

| FROM Month/Year | TO Month/Year | DESCRIBE POSITION OR BUSINESS | EMPLOYER'S NAME OR NAME OF BUSINESS (Give street address, city, state & zip) |
|-----------------|---------------|-------------------------------|--|
| 08/1991 | CURRENT | Recording Artist | Tool Dissectional, LLC 5653 1/2 HOLLYWOOD BLVD #7 LOS ANGELES, CA 90028 |
| 08/1999 | CURRENT | Recording Artist | A Perfect Circle, LLC 2850 OCEAN BLVD #300 SANTA MONICA CA 90405 |
| | | | |

ATTACH ADDITIONAL SHEET IF NECESSARY FOR EITHER SECTION 12 OR 13

13. Indicate your residence address for the last five (5) years:

| FROM Month/Year | TO Month/Year | Rent or Own | RESIDENCE Street Address (if rented, attach additional sheet giving name, address and phone number of landlord) | City | State | Zip |
|-----------------|---------------|-------------|---|------------|------------|------------|
| 01/1997 | CURRENT | Own | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| | | | | | | |
| | | | | | | |
| | | | | | | |

[Handwritten signature]

If you checked the Manager box on the front of this form skip to # 15

14. As an Owner, Agent, Partner, Stockholder, Member or Officer, will you be physically present and operating the licensed premises? If you answered YES, how many hrs/day? answer #14a below. If NO, skip to #15. YES NO
- 14a. Have you attended a Department approved Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to # 14a is "NO", course must be completed before issuance of a new license or approval on an existing license.
15. Have you **EVER** been detained, cited, arrested, indicted or summoned into court for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? For traffic violations, include only those that were alcohol and/or drug related. YES NO
16. Have you **EVER** been convicted, fined, posted bond, been ordered to deposit bail, imprisoned, had sentence suspended, placed on probation or parole for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? For traffic violations, include only those that were alcohol and/or drug related. YES NO
17. Are there **ANY** administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses **PENDING** against you or **ANY** entity in which you are now involved? YES NO
18. Have you or any entity in which you have held ownership, been an officer, member, director or manager **EVER** had a business, professional or liquor APPLICATION OR LICENSE rejected, denied, revoked, suspended or fined in this or any other state? YES NO
19. Has anyone **EVER** filed suit or obtained a judgment against you in a civil action, the subject of which involved fraud or misrepresentation of a business, professional or liquor license? YES NO
20. Are you **NOW** or have you **EVER** held ownership, been a controlling person, been an officer, member, director, or manager on any other liquor license in this or any other state? YES NO

If any answer to Questions 15 through 20 is "YES" YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions.

If you checked the Manager box on the front of this form, fill in #21-23 and 24, all others skip the following box (21-23) and go to # 24

Manager Section

21. Have you attended a Department approved Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to #21 is "NO" course must be completed **BEFORE ISSUANCE** of a new license **OR APPROVAL** on an existing license.
22. Do you make payments to the licensee? YES NO If "yes", how much? \$ _____ per month. Total debt to licensee \$ _____
23. Is there a formal written contract or agreement between you and the licensee relating to the operation or management of this business? YES NO If "yes", attach a copy of such agreement

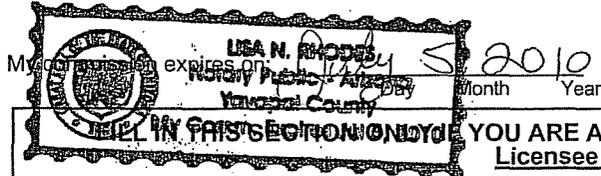
24. I, WAYWARD JAMES KEENAN, hereby declare that I am the APPLICANT filing this questionnaire.
(Print full name of Applicant)

I have read this questionnaire and the contents and all statements are true, correct and complete.

X [Signature]
(Signature of Applicant)

State of Arizona County of Yavapai
The foregoing instrument was acknowledged before me this

_____ day of _____, _____
Day Month Year



[Signature]
(Signature of NOTARY PUBLIC)

YOU ARE A LICENSEE OR AGENT APPROVING A MANAGER APPLICATION
Licensee or Agent Approval of Manager

25. I, (Print Licensee/Agent's Name): _____
Hereby authorize the applicant to act as manager for the named liquor license.

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

X _____
(Signature of LICENSEE/AGENT)

_____ day of _____, _____
Day Month Year

My commission expires on: _____
Day Month Year

(Signature of NOTARY PUBLIC)

08 MAR 31 Lique. Lic. #19107

I, Maynard James Keenan hereby declare that I hold ownership in another business that has a series 7 liquor license with the State of Arizona Department of Liquor Licenses and Control. The license was issued to Merkin V & O Market Café, LLC on 2/25/08. The license number is: 07130020. The physical address is of the business is 9655 Cornville Rd., Cornville, AZ 86325.

X [Handwritten Signature]

Dated: 17 MARCH, 2008

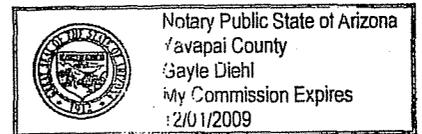
State of ARIZONA County of YAVAPAI

The forgoing instrument was acknowledged before me this

17th day of MARCH, 2008

[Handwritten Signature]

(signature of NOTARY PUBLIC)



ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

P 1046075

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

08 MAR 31 10 11 AM '07

QUESTIONNAIRE

Attention all Local Governing Bodies: Social Security and Birthdate Information is Confidential. This information may be given to local law enforcement agencies for the purpose of background checks only but must be blocked to be unreadable prior to posting or any public view.

Read carefully. This instrument is a sworn document. Type or print with black ink. An extensive investigation of your background will be conducted. False or incomplete answers could result in criminal prosecution and the denial or subsequent revocation of a license or permit.

TO BE COMPLETED BY EACH OWNER, AGENT, PARTNER, STOCKHOLDER (10% OR MORE), MEMBER, OFFICER OR MANAGER. ALSO EACH PERSON COMPLETING THIS FORM MUST SUBMIT AN "APPLICANT" TYPE FINGERPRINT CARD WHICH MAY BE OBTAINED AT THE DEPT. FINGERPRINTING MUST BE DONE BY A BONA FIDE LAW ENFORCEMENT AGENCY OR A FINGERPRINTING SERVICE APPROVED BY THE DEPARTMENT OF LIQUOR. THE DEPARTMENT DOES NOT PROVIDE THIS SERVICE.

Liquor License #

Eff. 10/01/03 there is a \$29.00 processing fee for each fingerprint card submitted.

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44.6852)

(If the location is currently licensed)

1. Check appropriate box → Owner Partner Stockholder Member Officer Agent Other _____ (Complete Questions 1-20 & 24) Licensee or Agent must complete # 25 for a Manager Manager(Only) (Complete All Questions except # 14, 14a & 25) Licensee or Agent must complete # 25

2. Name: Glomski Terrence Joseph Date of Birth: _____
Last First Middle (This Will Not Become a Part of Public Records)

3. Social Security Number: _____ Drivers License #: _____ State: IL
(This Will Not Become a Part of Public Records)

4. Place of Birth: Chicago IL USA Height: 5' 11" Weight: 160 Eyes: Blue Hair: Brown
City State Country (not county)

5. Marital Status Single Married Divorced Widowed Residence (Home) Phone: _____

6. Name of Current or Most Recent Spouse: Okamura Nancy Same Date of Birth: _____
(List all for last 5 years - Use additional sheet if necessary) Last First Middle Maiden

7. You are a bona fide resident of what state? Illinois If Arizona, date of residency: _____

8. Telephone number to contact you during business hours for any questions regarding this document. (312) 286 - 3687

9. If you have been a resident less than three (3) months, submit a copy of driver's license or voter registration card.

10. Name of Licensed Premises: Arizona Stronghold Vineyards, LLC Premises Phone: (928) 639 - 3004

11. Licensed Premises Address: 4688 & 4700 Old Hwy 279 Camp Verde Yavapai AZ 86322
Street Address (Do not use PO Box #) City County Zip

12. List your employment or type of business during the past five (5) years, if unemployed part of the time, list those dates. List most recent 1st.

| FROM Month/Year | TO Month/Year | DESCRIBE POSITION OR BUSINESS | EMPLOYER'S NAME OR NAME OF BUSINESS (Give street address, city, state & zip) |
|-----------------|---------------|-------------------------------|--|
| 5/1992 | CURRENT | Investment Manager | Lehman Bros. Asset Management; 190 S. LaSalle, Chicago, IL 60603 |
| | | | |
| | | | |

ATTACH ADDITIONAL SHEET IF NECESSARY FOR EITHER SECTION ↓

13. Indicate your residence address for the last five (5) years:

| FROM Month/Year | TO Month/Year | Rent or Own | RESIDENCE Street Address (If rented, attach additional sheet giving name, address and phone number of landlord) | City | State | Zip |
|-----------------|---------------|-------------|---|-------|-------|-------|
| 7/1999 | CURRENT | Own | _____ane | _____ | _____ | _____ |
| | | | | | | |
| | | | | | | |

Terrence Joseph Glomski

If you checked the Manager box on the front of this form skip to # 15

14. As an Owner, Agent, Partner, Stockholder, Member or Officer, will you be physically present and operating the the licensed premises ? If you answered YES, how many hrs/day? _____, **answer #14a below**. If NO, skip to #15. YES NO
- 14a. Have you attended a Department approved Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to # 14a is "NO", course must be completed before issuance of a new license or approval on an existing license.
15. Have you **EVER** been detained, cited, arrested, indicted or summoned into court for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? For traffic violations, include only those that were alcohol and/or drug related. YES NO
16. Have you **EVER** been convicted, fined, posted bond, been ordered to deposit bail, imprisoned, had sentence suspended, placed on probation or parole for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? For traffic violations, include only those that were alcohol and/or drug related. YES NO
17. Are there **ANY** administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses **PENDING** against you or **ANY** entity in which you are now involved? YES NO
18. Have you or any entity in which you have held ownership, been an officer, member, director or manager **EVER** had a business, professional or liquor APPLICATION OR LICENSE rejected, denied, revoked, suspended or fined in this or any other state? YES NO
19. Has anyone **EVER** filed suit or obtained a judgment against you in a civil action, the subject of which involved fraud or misrepresentation of a business, professional or liquor license? YES NO
20. Are you **NOW** or have you **EVER** held ownership, been a controlling person, been an officer, member, director, or manager on any other liquor license in this or any other state? YES NO

If any answer to Questions 15 through 20 is "YES" YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions.

If you checked the Manager box on the front of this form, fill in #21-23 and 24, all others skip the following box (21-23) and go to # 24

Manager Section

21. Have you attended a Department approved Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to #21 is "NO" course must be completed **BEFORE ISSUANCE** of a new license **OR APPROVAL** on an existing license.
22. Do you make payments to the licensee? YES NO If "yes", how much? \$ _____ per month. Total debt to licensee \$ _____
23. Is there a formal written contract or agreement between you and the licensee relating to the operation or management of this business?
 YES NO If "yes", attach a copy of such agreement

24. I, Terrance Joseph Glonski, hereby declare that I am the APPLICANT filing this questionnaire.
(Print full name of Applicant)
I have read this questionnaire and the contents and all statements are true, correct and complete.



State of Illinois County of Cook
The foregoing instrument was acknowledged before me this
19th day of March, 2008
Day Month Year
Doreen S Moskal
(Signature of NOTARY PUBLIC)

FILL IN THIS SECTION ONLY IF YOU ARE A LICENSEE OR AGENT APPROVING A MANAGER APPLICATION Licensee or Agent Approval of Manager

25. I, (Print Licensee/Agent's Name): _____
Hereby authorize the applicant to act as manager for the named liquor license.
State of _____ County of _____
The foregoing instrument was acknowledged before me this
X _____ day of _____
(Signature of LICENSEE/AGENT) Day Month Year
My commission expires on: _____
Day Month Year (Signature of NOTARY PUBLIC)

I, Terrence Joseph Glomski hereby declare that I hold ownership in another business that has a liquor license with the State of Arizona Department of Liquor Licenses and Control. The license was issued to Page Springs Cellars on 4/27/2004 the number is: 13133004. It has been renewed annually and is currently active.

X Terrence Joseph Glomski

Dated: 3/19/08

State of Illinois County of COOK

The forgoing instrument was acknowledged before me this

19TH day of March, 2008



Doreen S Moskal

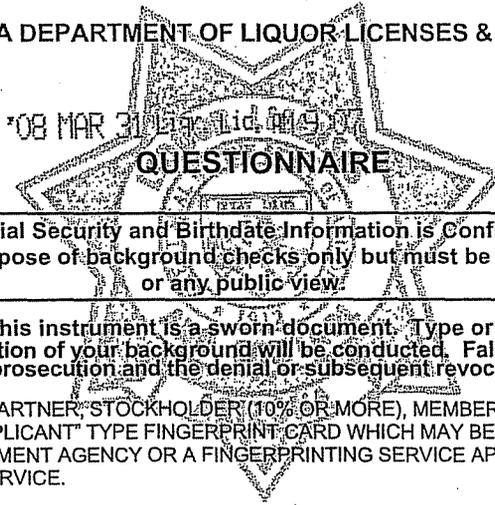
(signature of NOTARY PUBLIC)

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

P1046076

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595



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Read carefully. This instrument is a sworn document. Type or print with black ink. An extensive investigation of your background will be conducted. False or incomplete answers could result in criminal prosecution and the denial or subsequent revocation of a license or permit.

TO BE COMPLETED BY EACH OWNER, AGENT, PARTNER, STOCKHOLDER (10% OR MORE), MEMBER, OFFICER OR MANAGER. ALSO EACH PERSON COMPLETING THIS FORM MUST SUBMIT AN "APPLICANT" TYPE FINGERPRINT CARD WHICH MAY BE OBTAINED AT THE DEPT. FINGERPRINTING MUST BE DONE BY A BONA FIDE LAW ENFORCEMENT AGENCY OR A FINGERPRINTING SERVICE APPROVED BY THE DEPARTMENT OF LIQUOR. THE DEPARTMENT DOES NOT PROVIDE THIS SERVICE.

Liquor License #

Eff. 10/01/03 there is a \$29.00 processing fee for each fingerprint card submitted.

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. 44.6852).

(If the location is currently licensed),

1. Check appropriate box →

| | | | | | | |
|--|----------------------------------|--------------------------------------|--|----------------------------------|--------------------------------|---|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Partner | <input type="checkbox"/> Stockholder | <input checked="" type="checkbox"/> Member | <input type="checkbox"/> Officer | <input type="checkbox"/> Agent | <input type="checkbox"/> Manager(Only) |
| <input type="checkbox"/> Other | | | | | | (Complete All Questions <u>except</u> # 14, 14a & 25) |
| Licensee or Agent must complete # 25 for a Manager | | | | | | Licensee or Agent must complete # 25 |

(Complete Questions 1-20 & 24)

2. Name: Young Rodney Lee Date of Birth: [REDACTED]
Last First Middle (This Will Not Become a Part of Public Records)

3. Social Security Number: [REDACTED] Drivers License #: [REDACTED] State: NH
(This Will Not Become a Part of Public Records)

4. Place of Birth: Lakeview Oregon USA Height: 6'0" Weight: 200 Eyes: Blue Hair: Brown
City State Country (not county)

5. Marital Status Single Married Divorced Widowed Residence (Home) Phone: [REDACTED]

6. Name of Current or Most Recent Spouse: [REDACTED] Date of Birth: [REDACTED]
(List all for last 5 years - Use additional sheet if necessary) Last First Middle Maiden

7. You are a bona fide resident of what state? New Hampshire If Arizona, date of residency: [REDACTED]

8. Telephone number to contact you during business hours for any questions regarding this document. (617) 834 - 5664

9. If you have been a resident less than three (3) months, submit a copy of driver's license or voter registration card.

10. Name of Licensed Premises: Arizona Stronghold Vineyards Premises Phone: (928) 639 - 3004

11. Licensed Premises Address: 4688 & 4700 Old Hwy 279 Camp Verde Yavapai 86322
Street Address (Do not use PO Box #) City County Zip

12. List your employment or type of business during the past five (5) years, if unemployed part of the time, list those dates. List most recent 1st.

| FROM Month/Year | TO Month/Year | DESCRIBE POSITION OR BUSINESS | EMPLOYER'S NAME OR NAME OF BUSINESS (Give street address, city, state & zip) |
|--------------------|------------------|----------------------------------|---|
| 1/07 | CURRENT | President | Forest Econsult, LLC 1 Lands End Lane Moultonboro, NH 03254 |
| 10/85 | 12/06 | President | RISI, Inc. 4 Alfred Circle Bedford, MA 01730 |
| | | | |

ATTACH ADDITIONAL SHEET IF NECESSARY FOR EITHER SECTION ↑

13. Indicate your residence address for the last five (5) years:

| FROM Month/Year | TO Month/Year | Rent or Own | RESIDENCE Street Address If rented, attach additional sheet giving name, address and phone number of landlord | City | State | Zip |
|--------------------|------------------|----------------|--|------------|------------|------------|
| 1/07 | CURRENT | Own | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| 6/05 | 12/06 | N/A | 3 Benjamin Kidder Lane (lived with partner) | Bedford | MA | 01730 |
| 1/95 | 6/05 | Own | 154 Southfield Road | Cofford | MA | 01742 |
| | | | | | | |

[Handwritten signature]

If you checked the Manager box on the front of this form skip to # 15

14. As an Owner, Agent, Partner, Stockholder, Member or Officer, will you be physically present and operating the the licensed premises ? If you answered YES, how many hrs/day? _____, **answer #14a below.** If NO, skip to #15. YES NO
- 14a. Have you attended a Department approved, Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to # 14a is "NO", course must be completed before issuance of a new license or approval on an existing license.
15. Have you **EVER** been **detained, cited, arrested, indicted or summoned** into court for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? **For traffic violations, include only those that were alcohol and/or drug related.** YES NO
16. Have you **EVER** been **convicted, fined, posted bond, been ordered to deposit bail, imprisoned, had sentence suspended, placed on probation or parole** for violation of **ANY** law or ordinance (regardless of the disposition even if dismissed or expunged)? **For traffic violations, include only those that were alcohol and/or drug related.** YES NO
17. Are there **ANY** administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses **PENDING** against you or **ANY** entity in which you are now involved? YES NO
18. Have you or any entity in which you have held ownership, been an officer, member, director or manager **EVER** had a business, professional or liquor **APPLICATION OR LICENSE rejected, denied, revoked, suspended or fined** in this or any other state? YES NO
19. Has anyone **EVER** **filed suit or obtained a judgment against you** in a civil action, the subject of which involved **fraud or misrepresentation of a business, professional or liquor license?** YES NO
20. Are you **NOW** or have you **EVER** held **ownership**, been a **controlling person**, been an **officer, member, director**, or **manager** on **any other liquor license** in this or any other state? YES NO

If any answer to Questions 15 through 20 is "YES" YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions.

If you checked the Manager box on the front of this form, fill in #21-23 and 24, all others skip the following box (21-23) and go to # 24

Manager Section

21. Have you attended a Department approved Liquor Law Training Course within the last 5 years? (Must provide proof) YES NO
If the answer to #21 is "NO" course must be completed BEFORE ISSUANCE of a new license OR APPROVAL on an existing license.

22. Do you make payments to the licensee? YES NO If "yes", how much? \$ _____ per month. Total debt to licensee \$ _____

23. Is there a formal written contract or agreement between you and the licensee relating to the operation or management of this business? YES NO If "yes", attach a copy of such agreement

24. I, Rodney Young, hereby declare that I am the APPLICANT filing this questionnaire.
 (Print full name of Applicant)

I have read this questionnaire and the contents and all statements are true, correct and complete.

X [Signature] State of ARIZONA County of YAVAPAI
 The foregoing instrument was acknowledged before me this
17th day of MARCH, 2008
 Day Month Year
[Signature]
 (Signature of NOTARY PUBLIC)

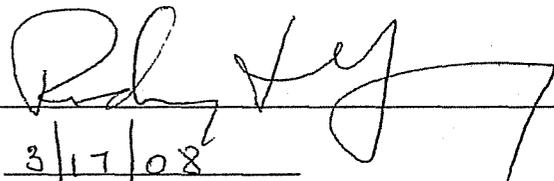
My commission expires on: 12/01/09
 My Commission Expires 12/01/2009 Day Month Year

FILL IN THIS SECTION ONLY IF YOU ARE A LICENSEE OR AGENT APPROVING A MANAGER APPLICATION
Licensee or Agent Approval of Manager

25. I, (Print Licensee/Agent's Name): _____
 Hereby authorize the applicant to act as manager for the named liquor license.
 State of _____ County of _____
 The foregoing instrument was acknowledged before me this
 X _____ day of _____
 (Signature of LICENSEE/AGENT) Day Month Year
 My commission expires on: _____
 Day Month Year (Signature of NOTARY PUBLIC)

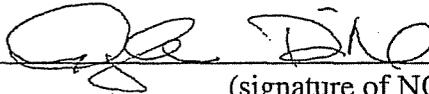
08 MAR 31 Lique. Lic. AM 9 07

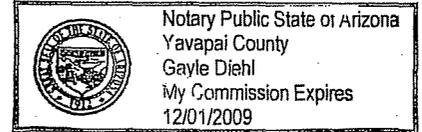
I, Rodney Young hereby declare that I hold ownership in another business that has a liquor license with the State of Arizona Department of Liquor Licenses and Control. The license was issued to Page Springs Cellars on 4/27/2004 the number is: 13133004. It has been renewed annually and is currently active.

X 
Dated: 3/17/08

State of ARIZONA County of Yavapai
The forgoing instrument was acknowledged before me this

17th day of MARCH, 2008


(signature of NOTARY PUBLIC)



**ADDITIONAL INFORMATION REGARDING
ARIZONA STRONGHOLD VINEYARDS, LLC
IS AVAILABLE IN THE
CLERK'S OFFICE
LOCATED AT 473 S. MAIN STREET
CAMP VERDE**

- **Operating Agreement**
- **Member Addendum and Counterpart Signature pages**
- **Letter to Arizona Vinyards, LLC from Arizona Corporation Commission**



Print Form

Application for Funding

Date stamp

Fiscal Year: _____
 Applicant Name: Verde Valley Veterans Vans LLC Primary Contact: Dave or Camile Severson
 Address: 480 Calvary way City: Cottonwood State: AZ Zip: 86326
 Telephone #: (928) 639-9518 Fax #: (928) 639-9518
 Email Address: None Date Organization Founded: 2001
 Federal ID #: 74-2953459 AZ - Corp Commission State ID #: L-0938022-8

501(c)3 Other Non-Profit Government Agency Other: _____

Proof of non-profit status must be included with your application in order to be eligible for funding.

Project/Program Title: Veteran, Elderly, Disabled, Youth Transportation

Check all that apply:

Cash Donation, Amount Requested: \$ 2500.00 *Specific projects are preferred, however if you are requesting funding for general operating expenses, please complete the remainder of this application to the best of your ability. Your focus should be on how your organization benefits the community and Camp Verde citizens. Be as specific as possible.

Facilities/Equipment Donation

Please attach the following items to your application.

- Most recent financial statement showing income, expenses and funding sources.
- Proof of non-profit status.
- Program budget (if applicable).

You may also attach:

- Organization brochures
- Photos/charts
- Letters of support

Please give a brief summary of your request: Funding for expenses, i.e. insurance, phones, maintenance.

Please answer the following questions (attach additional sheets of paper if needed):

Section I - About the Organization

1. Please describe the organization's purpose. This may include mission statement or philosophy.

To provide transportation to Veterans, Elderly & Disabled to medically scheduled appointments.
Availability for youth programs also.

2. Share your organizations experience, capacity and qualifications to successfully complete the project, program or event (if the request is not for a project, program or event, discuss the organizations experience and accomplishments).

We have been providing this service for 10-11 years
Our drivers go to V.A. Voluntary Services for training and fingerprinting.

3. Please identify any donated services that you currently receive, or have received in the past from the Town of Camp Verde (include dates).

None

4. Please provide statistics of current (or past) Camp Verde citizens served by your organization if applicable.

Appx. 1/3 or 300+ rides are given to Camp Verde residents.
Appx 200 patients through out the year.

Section 2 - Description and Benefit

5. Describe your project, program or event. What are you requesting?

Veterans, Elderly, Disabled Transportation
Funding \$2500.00

6. How will the Town of Camp Verde's funds or facilities/equipment contributions be used?

To pay operational costs & Van Maintenance.

7. How the project, program or events benefit the community? How many Camp Verde residents will the project, program or event benefit?

Provides no cost rides to community citizens.
Appx 200

8. How many Camp Verde citizens will benefit by the program, project or event?

Appx 200 or as many as call for our service.

9. How do you know this project, program or event is needed? Please explain if there other entities providing the same or similar service available to Camp Verde residents and how your organization complements these services, or fills a gap in services.

We know because we have been providing this service for 10+ years, Our Citizens that have fixed or limited income and can not drive need this service.

Section 3 - Tracking and Evaluation

10. How you will track the number of Camp Verde citizens benefited by your organization, project, program and/or event?

Monthly reports count Volunteer Hours, mileage & Number of patients transported.

11. How will you evaluate if you were successful? How will the success be measured?

We are always successful. We base this on Patient and community feed-back.

12. If you have or are currently done/doing this project/program or event, describe results you have experienced and statistics (if applicable).

Satisfaction of helping our communities, we Transport Appx. 900 veteran, elderly & disabled individuals Our vans are on the road daily servicing Cottonwood, Prescott, Anthem & Phoenix V.A. Hospitals and local Doctors offices.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the Town of Camp Verde must be expended as I have represented in this application and according to any requirements set by the Town Council and according to the Program guidelines. I agree that if funds are not expended accordingly, in the opinion of the Town of Camp Verde, said funds will be returned to the Town of Camp Verde within ten (10) days from the date the Town of Camp Verde demands such.

Camile Severson 4/27/08
 Authorized Signature for the Applicant Date
 Name Printed or Typed: Camile Severson Title: Coordinator

Return this application to:

Deadline: 4:00 p.m., August 1

Town Manager (Program Contact)
 Town of Camp Verde
 473 S. Main, Ste. 102
 Camp Verde, AZ 86322
 (928) 567-6631 ext. 102

Electronic and facsimile submissions will not be considered.

| For Town of Camp Verde Use Only | | |
|---|------|---|
| Date Application Received: _____ | | Proof of Non-Profit Status Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Eligible for Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", attach letter to applicant. | | |
| Committee Meeting Date: _____ | | Committee Members: _____ |
| Committee Recommendation: _____ | | |
| | | |
| Council Meeting Date: _____ | | Council Decision: _____ |
| | | |
| | | |
| Signature | Date | Title |



VERDE VALLEY VETERANS VAN/LLC

480 Calvary Way

Cottonwood, Az 86326

(928)639-9518

November 5, 2007

Town of Camp Verde
Attn: Mayor Gioia
473 S. Main St.
Camp Verde, AZ 86322

The Verde Valley Veterans Van was founded to ensure that veterans in our community have adequate transportation to and from medically scheduled appointments. We have the capability to transport the most handicapped patients (wheel chair capability, oxygen tanks): n the DAV Transportation does not provide this service in our area. We also provide our service to elderly, disabled and youth programs in our community.

In January 2004 we lost the use of our DAV van service in our area due to mechanical problems that began in October 2003. On September 11th 2006, the DAV decided to pull their van out of the Verde Valley calling on the Verde Valley Veteran Vans, LLC, we handled all of the responsibility for transportation allowing them a six month trial to provide adequate service to the Prescott V.A. Hospital. On June 1st we reestablished our transportation to Prescott due to the DAV's failure to provide consistent service to our community.

Attachment #1 is the transportation record for 2005; we had 236 runs clocking 26,861.6 miles on the two Verde Valley Veterans Vans. Attachment #2 shows that for 2006 we had 324 runs clocking 30,161.6 miles. Volunteer driving hours for 2005 were 1475 and for 2006 were 1393.25. With fuel costs at a premium now our cost for this program is sky rocketing. Attachment #3 is the actual expenses for 2005-2006 and the projected expenses for 2006-2007. Attachment #4 is the Organizational Information/Officers and Board Members.

Our patient list exceeds 650 veterans who are using our vans for transportation to the Hospital, Doctors Offices and dialysis centers in Cottonwood, Prescott, and the Phoenix Metropolitan areas.

Serving all of these areas requires the use of both vans to be up and running at all times, as we have patients needing to be at different locations on the same days. Our service has become an important part of the community and our veteran's lives. We are grateful to

VETERANS SERVING VETERANS

have the capability to ensure that the veterans and elderly in our community can make their scheduled appointments.

This organization is operated by 16 volunteers. Our volunteer base is smaller as our drivers move out of the area or become too old themselves to continue this rigorous schedule. We are always looking for more volunteers.

If there is any funding available to assist this transportation system it would be greatly appreciated.

Sincerely,



Camile Severson, Coordinator

Cc: Verde Valley Veterans Vans, L.L.C.
Dave Severson, Sr. Manager
480 Calvary Way
Cottonwood, Arizona 86326

VETERANS SERVING VETERANS

Verde Valley Veterans Van LLC Records of Transportation 2005

| Month Miles | LLC Van | DAV Van | Phx | Prescott | Ctwd | LLC Miles | DAV |
|----------------|---------|---------|-----|----------|------|-----------|---------|
| JAN | 17 | 12 | 5 | 10 | 14 | 1888.0 | 1436.9 |
| FEB | 17 | 10 | 5 | 8 | 14 | 1556.3 | 1503.0 |
| MAR | 22 | 10 | 8 | 10 | 14 | 2456.7 | 1195.6 |
| APR | 21 | 9 | 7 | 11 | 12 | 2903.6 | 1169.3 |
| MAY | 20 | 9 | 7 | 8 | 14 | 2978.6 | 1021.0 |
| JUNE | 22 | 11 | 7 | 12 | 14 | 1949.5 | 658.7 |
| JULY | 12 | 13 | 4 | 10 | 11 | 1467.1 | 1360.3 |
| AUG | 22 | 14 | 7 | 15 | 14 | 2909.1 | 2365.7 |
| SEPT | 23 | 10 | 7 | 10 | 16 | 2582.6 | 1367.0 |
| OCT | 21 | 9 | 6 | 10 | 14 | 2604.4 | 1140.4 |
| NOV | 18 | 10 | 5 | 8 | 15 | 1852.4 | 1348.6 |
| DEC | 21 | 12 | 3 | 12 | 18 | 1673.0 | 1376.3 |
| TTL | 236 | 129 | 71 | 124 | 170 | 26861.6 | 21871.8 |

**Verde Valley Veterans Van LLC
Records of Transportation 2006**

| Month Miles | LLC Van | DAV VAN | PHX | Prescott | Cwtd | Tucson | LLC Miles | DAV |
|----------------|------------|-----------|-----------|-----------|------------|----------|----------------|----------------|
| JAN | 22 | 12 | 2 | 12 | 20 | 0 | 1331.4 | 1646.3 |
| FEB | 25 | 12 | 6 | 10 | 19 | 0 | 2556.0 | 1181.3 |
| MAR | 29 | 12 | 8 | 12 | 21 | 0 | 2452.6 | 1204.8 |
| APRIL | 22 | 11 | 6 | 11 | 16 | 0 | 2226.8 | 1205.8 |
| MAY | 32 | 12 | 6 | 12 | 25 | 0 | 3096.6 | 1694.5 |
| JUNE | 26 | 9 | 3 | 11 | 21 | 0 | 1930.1 | 1088.5 |
| JULY | 25 | 9 | 5 | 9 | 19 | 0 | 2237.7 | 1219.3 |
| AUG | 26 | 13 | 7 | 13 | 19 | 0 | 2594.5 | 1635.7 |
| SEPT | 28 | 3 | 9 | 3 | 19 | 0 | 3080.5 | 433.0 |
| OCT | 32 | 0 | 8 | 1 | 23 | 0 | 2490.6 | 0 |
| NOV | 32 | 0 | 11 | 1 | 20 | 0 | 3557.0 | 0 |
| DEC | 25 | 0 | 7 | 0 | 18 | 0 | 2607.8 | 0 |
| TTL | 324 | 93 | 78 | 95 | 240 | 0 | 30161.6 | 11309.2 |

Verde Valley Veterans Van/LLC
 Projected Expense
 Year ending May 31

| EXPENSES | PROJECTED 2005 | YTD ACTUAL 2005 | PROJECTED 2006 | ACTUAL 2006 | YTD ACTUAL 2007 | PROJECTED 2007 |
|----------------------|-------------------|-----------------------|-------------------|------------------|-----------------------|-------------------|
| INSURANCE | \$8,619.00 | \$ 4,442.00 | \$ 4,442.00 | \$ 4,143.00 | \$4,143.00 | \$ 4,143.00 |
| TELEPHONE | \$ 1,041.00 | \$ 1,241.24 | \$ 1,050.00 | \$ 512.59 | \$407.17 | \$ 1,000.00 |
| OFFICE/SUPPLIES | \$ 61.00 | \$ 75.00 | \$ 131.87 | \$ 150.00 | \$250.00 | \$ 450.00 |
| GAS | \$ 2,325.00 | \$ 3,620.21 | \$ 5,812.00 | \$ 2,775.31 | \$ 2,547.77 | \$ 6,000.00 |
| POSTAGE | \$ 29.00 | \$ 77.00 | \$ 37.00 | \$ 70.00 | \$ 42.00 | \$ 80.00 |
| LICENSE AND PERMITS | \$ 37.00 | \$ 87.00 | \$ 37.00 | \$ 50.00 | \$ 30.00 | \$ 90.00 |
| VEHICLE REGISTRATION | \$ 28.00 | \$ 741.52 | \$ 741.52 | \$ 780.00 | \$ *227.02 | \$ 750.00 |
| VAN SIGNS | \$ 518.00 | \$ - | \$ - | \$ - | \$ - | \$ 1,000.00 |
| DRIVER AWARDS DINNER | \$ 242.00 | \$ 500.00 | \$ 500.00 | \$ 804.22 | N/A to date | \$ 800.00 |
| VAN MAINTENANCE | \$ 88.00 | \$ 1,032.00 | \$ 2,500.00 | \$ 1,602.00 | \$ 480.00 | \$ 3,000.00 |
| TOTALS | 10,986.00 | 11,815.97 | 15,251.39 | 10,687.12 | 8,108.96 | 17,143.00 |

NOTE:

MAINTENANCE IS INCREASED AS BOTH VANS ARE BEYOND WARRANTY.

* Denotes only 1 vehicle registration has been paid to date. The other is due in October
 GASOLINE IS UP DUE TO THE HIGH COST OF FUEL WE HAVE ALSO PICKED UP
 PRESCOTT TRANSPORTATION AGAIN DUE TO THE DAV'S INADEQUACY IN THE
 VERDE VALLEY
 INSURANCE COST IS DOWN DUE TO GOOD DRIVER
 DEDCTIONS AND NO ACCIDENTS
 WE WILL NEED TO PURCHASE NEW TIRES FOR BOTH VANS THIS YEAR.

VERDE VALLEY VETERANS VANS, L.L.C.

TO WHOM IT MAY CONCERN:

The Verde Valley Veterans Vans, L.L.C. (hereafter called "VVVV") is a non-profit organization which operates out of the American Legion Post #25 located in Cottonwood, Arizona under the Federal tax exempt #13036342-M. [NOTE: the IRS classifies all Veterans Organization as 501(c) (19) organizations.] The VVVV's federal EIN is 74-2953459 and the Arizona Corporation Commission number is L-0938022-8.

The mission and main purpose of the VVVV is to provide transportation to veterans located anywhere within the Verde Valley to and from medical facilities free of cost to the veteran. When a vehicle is not scheduled to perform this main mission the vehicles are authorized to be utilized to provide transportation for any organization within the Verde Valley which qualifies as an IRS 501(c)(3) organization.

Everyone, all vehicle drivers, dispatchers, Board of Directors and operational personal are volunteers. No one is paid a salary or any type of employment pay. Everyone who works for or on the behalf of the VVVV is a volunteer and one hundred percent (100%) of all donations go to the operation of the vehicles. No one is paid a fund raising fee. The VVVV has a Senior and Vice Senior Manager which must be on the Board of Directors because the VVVV has no outside management. These two positions are drawn from its Board of Directors which consists of eight (8) members.

The name, address and telephone number of each member of the VVVV is:

| | |
|--|--|
| <p>Dave M. Severson (Post 25) <u>Sr. Mngr.</u> 1870 Hawk Hollow Way Clarkdale, AZ 86324 928-821-0526</p> | <p>Walt Brown (Post 25) 3060 N. Shady Lane Camp Verde, AZ 86322 928-567-2237</p> |
| <p>Joe Duggan (Post 93) P. O. Box 873 Rimrock, AZ 86335 928-567-5540</p> | <p>Dave Stuart (Post 93) P.O. Box 887 Camp Verde, AZ 86322 928-274-2156</p> |
| <p>Bill Eckenrod (Post 6739) <u>Vice Sr. Mngr.</u> 419 Lampliter Village Clarkdale, AZ 86324 928-634-5779</p> | <p>R. J. Carlson (Post 6739) 1790 Stagecoach Dr. Camp Verde, AZ 86322 928-567-4280</p> |
| <p>Robert Powell (Post 7400) 4813 E. Brigade Cr. Cottowood, AZ 86326 928-646-6492</p> | <p>Phillip O'Neil (Post 25) P.O. Box 71 Cornville, AZ 86325 928-634-5669</p> |



Town of Camp Verde Guidelines for Non-Profit Funding

The Camp Verde Council developed a Non-Profit Funding Program to support non-profit entities that benefit the Town of Camp Verde and its citizens. In addition, a small amount of funding may be available in the Parks & Recreation budget to assist those organizations that provide a direct benefit for underprivileged youth and/or sports activities (i.e. the Jacob Teague Memorial Fund that provides local tournaments to benefit the Camp Verde Marshal's Office K-9 efforts and/or after school program(s) that benefit the low-income children.)

Organizations may submit an application for funding or use of facilities and/or equipment donations by 4p.m. on August 1 of each year. A committee of usually 3 to 5 people, consisting of at least one council member and one staff member, is formed to evaluate the applications and to make a recommendation to the Town Council. The Town Council has the final authority to make funding decisions.

Deadlines

The deadline to submit an application is 4p.m. on August 1. This date is to allow for the budgeting process. The deadline to expend funds or facilities/equipment use donations is June 30 of the following year. Funds not used by this date must be returned to the Town of Camp Verde. Funds expended in a manner other than represented in the application or required by the Town Council shall be returned to the Town of Camp Verde.

Awards

Awards, if budgeted, will be made following Council's adoption of the current fiscal year budget. This usually takes place in July of every year.

Eligibility

501(c)3 non-profit organizations, government entities and other organizations not organized for profit classified as non-profit by the IRS are eligible to apply. Proof of non-profit status must be included with the application or the application will not be considered. Additionally, late, electronic and faxed applications will not be considered.

Organizations or foundations that provide direct services to the underprivileged or fund raising efforts for the direct benefit of the Town (i.e. K-9 unit, library, parks, etc.) may submit an application for consideration. These organizations must show a direct benefit for the Town and its citizens. Awards are limited to no more than \$500.00.

Use of Facilities and/or Use of Equipment Donations

Town facilities, equipment, surplus, or supplies – applicants interested in requesting the waiver of reimbursement fees for the use of Town facilities should first contact Town Hall and review the policies, rules and requirements of using a Town facility. If a request for waiver of reimbursement fees for the use of facilities is approved, the following requirements will apply:

- A standard Reimbursement Agreement must be signed.
- The refundable cleaning/damage and key deposits must be paid.
- Proof of liability insurance must be provided as outlined in the Reimbursement Agreement.
- Use is subject to facility availability.

Reporting Requirements For Funding

Applicants who receive funding must submit Performance Reports to the Town Manager. The required Report Forms are included in this packet. Reporting dates are defined in each agreement.

Ranking Criteria

Applications will be ranked according to the criteria contained in the Ranking Sheet which is included in this packet for your information.

Non-Profit Funding Program Ranking Sheets

Fiscal Year: _____

Applicant Name: _____

Date: _____

Project/Program Title: _____

Cash Award Ranking Sheet

| Criteria | | Points Possible | Score |
|----------|--|-----------------|-------|
| 1. | Credibility of organization, philosophy, mission | 15 | |
| 2. | Capacity of organization to perform project, qualifications, track record | 20 | |
| 3. | Specific as to how funds will be used | 10 | |
| 4. | Submitted timely reports from previous funding cycle | 50 | |
| 5. | Financial statement included, completeness | 10 | |
| 6. | Project budget include (if applicable), specific, thorough, accurate | 10 | |
| 7. | Overall completeness of application, concise, clear and specific | 5 | |
| 8. | Clearly identified benefit to the community and benefit to Camp Verde citizens, number of citizens served | 30 | |
| 9. | Cost vs. benefit | 15 | |
| 10. | Demonstrated need and how project or the organization will meet or meets the need, benefit to underserved population, meeting need not being met by another organization | 20 | |
| 11. | Defined how success will be measured and documented | 15 | |

Total Score: _____ out of 200 possible points.

Facilities/Equipment Award Ranking Sheet

| Criteria | | Points Possible | Score |
|----------|--|-----------------|-------|
| 1. | Credibility of organization, philosophy, mission | 15 | |
| 2. | Qualification of organization, track record | 15 | |
| 3. | Specific as to how in-kind will be used | 10 | |
| 4. | Submitted timely report(s) from previous funding cycle | 30 | |
| 5. | Overall completeness of application, concise, clear and specific | 5 | |
| 6. | Clearly identified benefit to the community | 15 | |
| 7. | Cost vs. benefit | 10 | |

Total Score: _____ out of 100 possible points.

Comments/Recommendation:

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Steve Coury Ford-Lincoln-Mercury dealership ; parcel 407-09-043

AGENDA TITLE: (Be Exact):

Discussion, clarification and possible direction regarding Council approval for Steve Coury Ford-Lincoln-Mercury dealership on parcel 407-09-043. Staff is requesting direction on Council's intention for the requirement for sidewalks, curbs and gutters as part of the landscaping. The original grading and drainage plans, approved by staff on 8-16-07 called for curb, gutter and sidewalk to be installed along Coury Drive.

PURPOSE AND BACKGROUND INFORMATION:

The original Grading and Drainage plans for Steve Coury Ford Dealership, approved by staff on 08/16/07, called for curb, gutter and sidewalk to be installed along Coury Dr. In response to staff's e-mail to Colton Constructors dated 03/20/08, the contractor, stated "The city council has amended the curb and gutter requirements shown on C4 of C7 along with the landscape and signage plan." On February 20, 2008 Council "voted 6-1 to approve the Landscaping, Signage, and Lighting Site for the new Steve Cory Ford-Lincoln-Mercury dealership on parcel 407-09-043" (copies of minuets of this meeting are attached). By approving the landscaping & signage plan ,was it the intention of council to delete the requirement for sidewalks, curbs and gutters?

STAFF RECOMMENDATION(S): (Suggested Motion)

If Council did not intend to delete the sidewalks, curbs, and gutters in the 02/08/08 vote; then staff recommends that the sidewalk, curb and gutters be installed as represented on the Grading & Drainage Plans approved by staff on 08/16/07.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

N/A

Comments:

Fund: N/A

Line Item: N/A

Submitting Department: Public Works

Contact Person: Ron Long

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

for the April 3rd meeting for a report and update. Cochise County is voting on House Bill 1575, a good move; that bill addresses water use when platting a subdivision.

Gioia announced that February 17th to 23rd has been Adult Literacy Week.

7. **Yavapai Apache Nation Chairman Thomas Beauty will update the Council on the Nation's activities and will present a check in the amount of \$46,368.75 to the Town as a contribution from the Cliff Castle Gaming Facility, pursuant to Section 12(d)(1) of the Tribal-State Gaming Compact.**

There was no action taken.

Cora-Lei Marquez, a Tribal Council member of the Yavapai-Apache Nation, presented the subject distribution of funds in the amount of \$46,368.75, as approved by the Tribal Council; the Nation requested that the funds be allocated as follows: 40% to the Parks & Recreation Department; 40% to the Camp Verde Schools Native American Club; and 20% to the Camp Verde Library Endowment. Mayor Gioia accepted the check facsimile, expressing appreciation for all the support the Nation gives to the community.

There was no public input.

- 
8. **Discussion, consideration, and possible approval of the Landscaping, Signage, and Lighting Site for the new Steve Coury Ford-Lincoln-Mercury dealership on parcel 407-09-043 and located on State Route 260, which may include a waiver of certain requirements of the Town of Camp Verde Sign and Lighting Regulations.**

On a motion by German, seconded by Smith, the Council voted 6-1 to approve the Landscaping, Signage, and Lighting Site for the new Steve Coury Ford-Lincoln-Mercury dealership on parcel 407-09-043 and located on State Route 260 as submitted, granting the waivers based on the concessions made as follows: Pulling the Pre-Owned Vehicles sign out; the signage square footage calculations; and erection of a Town entrance sign as discussed; **with a 'no' vote by Garrison.**

Community Development Director Buckel displayed an overhead projection of the site plan that is the last phase of the approval for the new Coury Ford Dealership plan submitted in 2006. Buckel described the landscaping plans that carry out the Western element, and pointed out that the signage program basically does not meet the Town Code specifications. Buckel explained that the lighting requirements have been met. The only issue to be resolved is the signage, and Buckel outlined the proposed signs that would be in excess of the regulations, adding that this is the last site plan the Council will be hearing. All site plans in the future will be reviewed by the newly formed Design Review Board; that Board cannot waive or make any exceptions.

Among the issues discussed in detail by the Council were whether the proposed non-conforming signs were beyond the recognized standards in the industry, and what circumstances would justify exceeding the established size and height limitations.

During the discussion, **Rick Cartel** spoke on behalf of the Steve Coury Dealership, explaining that the new dealership actually consists of three businesses, Ford, Lincoln and Mercury, which should be factored in to the proposed number of signs, and that the requested height of the one sign is no more than the GM sign already in place across the highway. **Steve Coury** said that he has no control over the Ford Franchise requirements, but that he does have control over the used vehicles operation, and volunteered to sacrifice the Pre-Owned Vehicles sign as a compromise. **Mr. Coury** also said he had proposed erecting a Town entrance sign, and agreed to a design similar to the two signs existing at the other Town locations.

Buckel calculated the total square footage represented by the proposed signage, less the Pre-Owned Vehicles sign; the resulting total was generally acceptable, but the excessive requested sign height remained an issue of contention. Throughout the Council discussion, Garrison

Marvin Buckel

From: "Deborah Ranney" <dranney@cvaz.org>
To: <randyr@coltonconst.com>; <garyl@coltonconst.com>
Cc: "Ron Long" <rlong@cvaz.org>; <rfeldmann@cvaz.org>; <mbuckel@cvaz.org>
Sent: Thursday, March 20, 2008 1:49 PM
Subject: Steve Coury - Camp Verde Arizona

Randy and/or Gary,

The following observations by Marvin Buckel are a result of his site inspection on March 12, 2008, at Steve Coury Ford Dealership, Camp Verde, Arizona. *This inspection was not in-depth and the comments should be used only as a guide to assist the developer in completing the project.*

- 1) Detention/Retention Basin: There is a 4" SDR PVC pipe extending into the basin, which is not on the plan. The contractor indicated this was the discharge pipe from the oil water separator, collecting the wash bay area of the repair shop. Marvin advised that discharge permits were needed; this water would go directly into the storm system and is not a typically allowed discharge under the MS4-NPDES Permit held by the Town of Camp Verde.
- 2) Catch Basin: Sheet C3 of C7, the outlet Weir Plate of the Catch Basin has not yet been constructed.
- 3) Parcel A: Grading of Parcel A is not to plan and has 7.82 acres of disturbed land that requires a SWPP and ultimately stabilized before a NOT.
- 4) Parcel B: Item A – the East property line has yet to be landscaped or stabilized.
 Item B – The North property line has yet to be landscaped or stabilized.
 Both areas are required to be stabilized before a NOT can be authorized.
 *Comments # 3 and #4 are covered on *General Notes #4* on sheet C7 of C7
- 5) Concrete or asphalt catchment berms have not been completed on the North and East edges of the paved lot to divert storm water into the designed catchments. *Note 502 Sheet C4 of C7
- 6)) The existing Buick/GMC dealership has a discharge of water into the ditch on the Southwest edge of the new Ford dealership. This discharge appears to be from the repair by wash rack and needs clean up and a discharge permit.
- * 7) Sheet C4 of C7: Improvements to Coury Drive have not been completed - *See below for additional comments from Town Engineer*

Comments from Ron Long, P.E., Town Engineer

With respects to your request to delete the required public improvements of sidewalk, curb and gutters along Coury Drive; I must advise you that as the Town Engineer, I do not have the authority to grant the change to your approved plans. In order to obtain a waiver, a representative from your company will need to request an agenda item on the Town Council Meeting, as only the Town Council may approve your changes. The telephone number for the Town Clerk is 928-567-9061.

I hope this information is helpful.

Ron Long, P.E., Town Engineer
 Marvin Buckel, Street Inspector

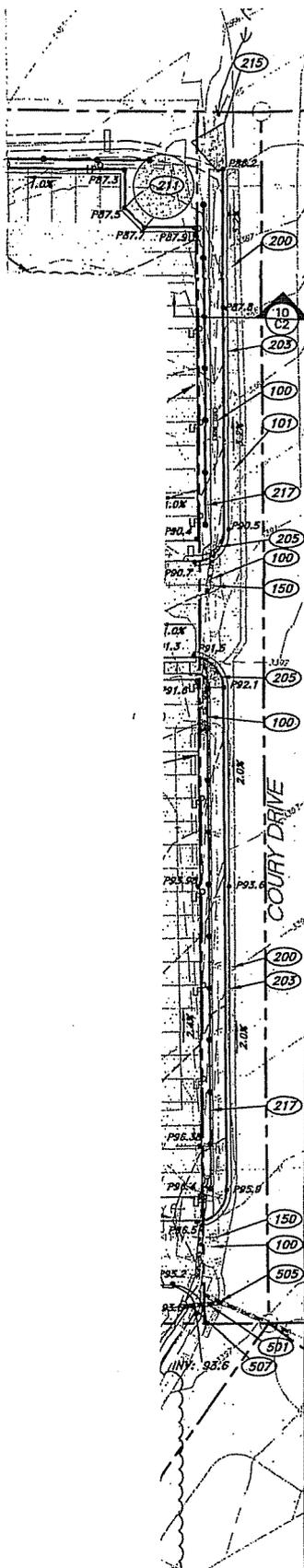
3/31/2008

April 3, 2008

Marvin Buckel

This is response to your note dated 3/24/08 for Steve Coury Ford, Camp Verde, AZ.

- ① Detention basin: 4 inch SDR PV pipe extending into the basin. This is for the Oil / Water separator. This was a permitted installation along with the Eptic and loach field installation. Mr. Jack Bodwell of the Yavapai County Flood Control directing us in writing how they wanted the 4 inch P V pipe installed.
2. Catch Basin: Sheet C3 of C 7, the weir outlet plate has been installed.
- ③ Parcel A: is not a part of this project and should not be held on this building for getting a permanent C of O. This issue should be directed to Mr. Steve Coury.
4. Landscaping will be completed by this Monday 4-7-08
5. Catch basins and the berms have been completed.
- ⑥ The existing Buick / GMC dealership discharging water into the ditch on Coury dr. This issue should be dealt with Mr. Coury and not this building.
- ⑦ The city council has amended the curb and gutter requirements shown on C4 of sheet C 7 along with the landscape and signage plan.
- ⑧ The letter from Mr. Ron Long prompted Mr. Coury to submit the above for approval at the City Council meeting all items have been approved.



- NOTE: ALL PAVEMENT EDGES THAT ARE NOT ADJACENT TO A CURB SHALL HAVE A THICKENED EDGE PER MAG STD. DET. 201, TYPE 'A'.
- ▲ (NOTE 202) 110 LF NEW TYPE 'B' CURB PER MAG STD. DET. 222.
 - ▲ (NOTE 203) 1550 LF NEW TYPE 'A' CURB AND GUTTER PER MAG STD DET 222. GUTTER PAN SLOPE SHALL MATCH PAVEMENT SLOPE.
 - ▲ (NOTE 204) 5035 SF NEW 4" THICK CONCRETE SIDEWALK WITH 4" ABC COMPACTED TO 95% PER MAG STD. DET. 230, WIDTH SHOWN ON PLANS AND THE ARCHITECT'S SPECIFICATIONS. SCORING PER ARCHITECTS PLANS.
 - ▲ (NOTE 205) 6 EA NEW SIDEWALK RAMP PER DETAIL 5, SHEET C2.
 - ▲ (NOTE 206) 2 EA NEW SIDEWALK RAMP PER DETAIL 6, SHEET C2.
 - ▲ (NOTE 207) 2 EA NEW LANDSCAPE ISLAND PER DETAIL 4, SHEET C2.
 - (NOTE 208) 2 EA NEW REFUSE ENCLOSURE PER ARCHITECTS PLANS.
 - (NOTE 210) 1 LS 4" WIDE WHITE STRIPING PER PLANS.
 - (NOTE 211) 505 SF CONCRETE CAR DISPLAY PER ARCHITECTS PLANS. 4" THICK CONCRETE WITH "B" ABC BASE COMPACTED TO 95%. SCORING PER THE ARCHITECTS PLANS.
 - ▲ (NOTE 212) 58 EA LIGHTPOST PER ARCHITECTS PLANS.
 - (NOTE 213) 4 EA HANDICAP PARKING ONLY STRIPING AND SIGN PER ARCHITECTS PLANS.
 - (NOTE 214) 2005 SF 3' WIDE CONCRETE VALLEY GUTTER PER MAG STD. DET. 240.
 - ▲ (NOTE 215) 750 SF 12" THICK 6" D50 HAND PLACED RIP RAP PAD. ADD MASHTD M288 CLASS 1 WOVEN GEOTEXTILE FABRIC UNDER PAD.
 - ▲ (NOTE 216) 3025 SF 12" THICK 6" D50 GROUTED RIP RAP PAD. PAD SHALL HAVE 24" DEEP TOE DOWN AT EDGES OF PAD. ADD MASHTD M288 CLASS WOVEN GEOTEXTILE UNDER PAD.
 - (NOTE 217) 755 LF CONSTRUCT FENCE PER ARCHITECTS PLANS.
- DRAINAGE CONSTRUCTION**
- ▲ (NOTE 500) 1 EA GRADE RETENSION BASIN PER THIS PLAN AND DETAIL 11, SHEET C3.
 - (NOTE 501) 12 LF NEW 18" ADS STORM DRAIN PIPE PER ELEVATIONS SHOWN ON PLANS. TRENCHING PER DETAIL 1, SHEET C2.
 - (NOTE 502) 3 EA NEW DOUBLE TYPE E CATCHBASIN PER MAG STD. DET. 534. INVERT ELEVATIONS PER DETAIL 11, SHEET C3.
 - ▲ (NOTE 503) 1 EA CONSTRUCT OUTLET STRUCTURE PER DETAIL 11, SHEET C3.
 - ▲ (NOTE 504) 650 LF NEW (42" ADS STORM DRAIN PIPE PER ELEVATIONS SHOWN. TRENCHING PER DETAIL 1, SHEET C2.
 - ▲ (NOTE 505) 2 EA CONCRETE COLLAR TO CONNECT CULVERTS.
 - ▲ (NOTE 506) 95 LF NEW (24" ADS STORM DRAIN PIPE PER ELEVATIONS SHOWN. TRENCHING PER DETAIL 1 SHEET C2.
 - ▲ (NOTE 507) 5 EA NEW ADS END SECTION. DIAMETER SHALL MATCH PIPE SIZE.
 - ▲ (NOTE 508) 1 EA NEW STORM DRAIN MANHOLE PER MAG STD. DET. 521 AND 522.
 - ▲ (NOTE 509) 310 LF NEW (30" ADS STORM DRAIN PER ELEVATIONS SHOWN. TRENCHING PER DETAIL 1, SHEET C2.

NOTE:
 = GRADE BREAK
 P = PAVEMENT OR GUTTER GRADE
 TC = TOP OF CURB OR CONCRETE GRADE
 ME = MATCH ELEVATION
 ADD 3300' TO ALL ELEVATIONS TO GET ACTUAL ELEVATION.



NO. 7

The **WLB** Group INC.

Surveying • Planning • Grading • Landmarks Architecture • Urban Design
 Offices Located In: Tucson, Phoenix, Flagstaff, AZ 86001
 533 N. 5th Ave., Suite 100, Flagstaff, AZ 86001
 PH: (928) 779-1500

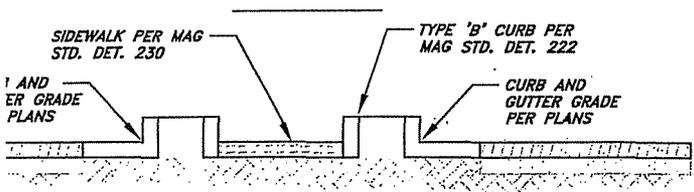
**STEVE COURTY FORD
 GRADING AND DRAINAGE PLAN**



DESIGNED BY: JLB
 DRAWN BY: CBR
 CHECK BY: JLB
 DATE: JULY 2007
 BY: _____
 DATE: _____

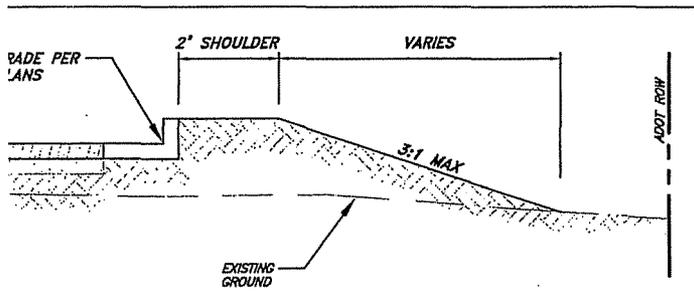
PROJECT NO.
307003A001

SHEET OF
C4C7

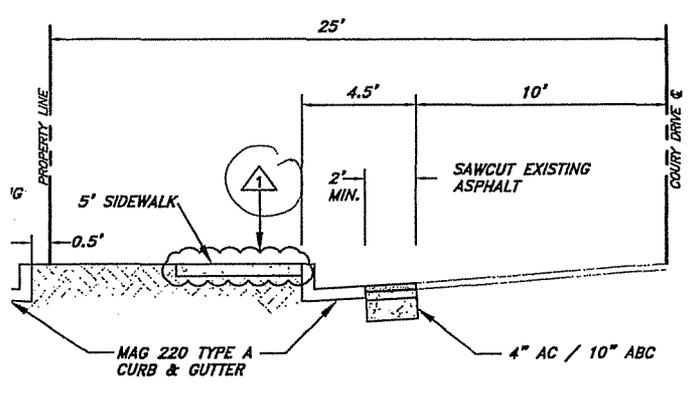


SECTION A - A

4 LANDSCAPE ISLAND DETAIL
N.T.S.



9 TYPICAL GRADING CROSS SECTION
N.T.S.



10 TYPICAL SECTION CURB COURTY DRIVE
N.T.S.

THESE SIGNS GO ON BEFORE YOU GO
CALL FOR THE BLUE SIGNS
1-800-782-5348
BLUE SIGNS CENTER

The **WLB** Group, Inc.
 59 La Grange Rd
 La Grange, IL 60525

STEVE COURTY FORD
DETAILS



DESIGNED BY: JLF
 DRAWN BY: CRE JS
 CHECK BY: DB
 DATE: JULY 2007
 BY: _____
 DATE: _____

PROJECT NO.
 307003A001
 SHEET OF
C2C7

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Old Hwy 279

AGENDA TITLE: (Be Exact):

Discussion consideration and possible approval for Town to research the abandonment and conveyance of Old Highway 279 to the Yavapai Apache Nation

PURPOSE AND BACKGROUND INFORMATION:

Old Hwy 279 is and has been for some time in such a state of disrepair that the Town does not have adequate resources to bring the road to a serviceable standard. There are several washes on the road that flood and require closure when it rains, a large portion is dirt, and what pavement exists is crumbling/breaking apart. The Tribe is interested in placing this road in the Indian Road Rehab Program. They will be able to build bridges or correct the low level washes, and pave the road. This will increase property values, provide an adequate, safe roadway for the homes and businesses in the area.

STAFF RECOMMENDATION(S): (Suggested Motion)

Staff recommends a motion to approve staff to research the current status of Old Hwy 279 and the procedure for conveying Old Hwy 279 to the Yavapai Apache Nation

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

Comments:

Fund: N/A

Line Item: N/A

Submitting Department: Public Works

Contact Person: Ron Long

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Off Road Parking on Finney Flat Road

AGENDA TITLE: (Be Exact):

Discussion and possible direction on the Town Engineer's Report on the parking on the south side of the road of Finney Flat Road at the curve, west of the signal, in the general area across from Salt Mine Cellar

PURPOSE AND BACKGROUND INFORMATION:

Please see the attached memo written in response to emails received by Council Member Norma Garrison which were forwarded to the Town Manager and the Town Engineer.

STAFF RECOMMENDATION(S): (Suggested Motion)

Staff makes no recommendation, and defers to council for any further action they may wish to take.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount

N/A

Comments:

See Attached memo

Fund: N/A

Line Item: N/A

Submitting Department: Public Works

Contact Person: Ron Long

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

TOWN OF CAMP VERDE



Memorandum Public Works Department

To: Town Council Members

From: Ron Long, P.E., Public Engineer

Date: April 28, 2008

Re: Report of complaints received about parking along Finnie Flat Road

On April 13, and again on April 15th, 2008, staff received emails from citizens stating their concerns about parking on Finnie Flat Rd. The area of concern is the south side of Finnie Flat Rd, at the curve, west of the signal at Circle K generally across from Salt Mine Cellar. Complaints sited the potential for a hazardous pedestrian crossing caused by motorists parking vehicles off the road.

The following data offers facts and feedback for your consideration:

- 1.) Measurements were taken, the area is sufficient to contain vehicles and accommodate the open/closing of doors. It varies in width from 7' to 10' wide. Both traffic/travel lanes are 11' wide. Moving traffic has a sight area of 380'.
- 2.) This area of the road does not have street lighting.
- 3.) The Fire Inspector was called on 04/17/08. They have not had any issues/problems nor complaints about this area.
- 4.) The Marshall's office responded by telephone on 04/21/08. They can remember two complaints in the last several months reporting cars parked in this area. When an officer investigated, no citations were issued as the vehicles were off the road, and not impeding traffic.
- 5.) The estimate to install a street light is approximately \$8,000 + electricity. The estimate to install signage is \$1,500.
- 6.) Town Code section 12-3-4

Section 12-3-4 Authority to Erect Signs Restricting Parking

The town manager, upon approval by the Council, may cause to be placed signs requiring parking at an angle to the curb, notifying drivers that parking is prohibited, or restricting parking in any way that may be necessary. No parking restrictions shall become effective until such restricted parking area is specifically designated by resolution of the Council, and signs have been erected as authorized by this section. It is a civil traffic violation for any person to stop or stand a vehicle in disobedience to such parking restrictions.

Pavement

29'-6" +/-

Fence Line.

11'-

11'-

10'-2"

3'-4"

10'-8"

10'-0"

3'-0"

10'-10"

4'-6"

8'-

3'-6"

9'-4"

8'-11"

11'-8"

8'-8"

8'-8"

8'-

9'-3/4"

7'-10"

7'-2"

7'-10"

9'-8"

3'-11"

3'-11"

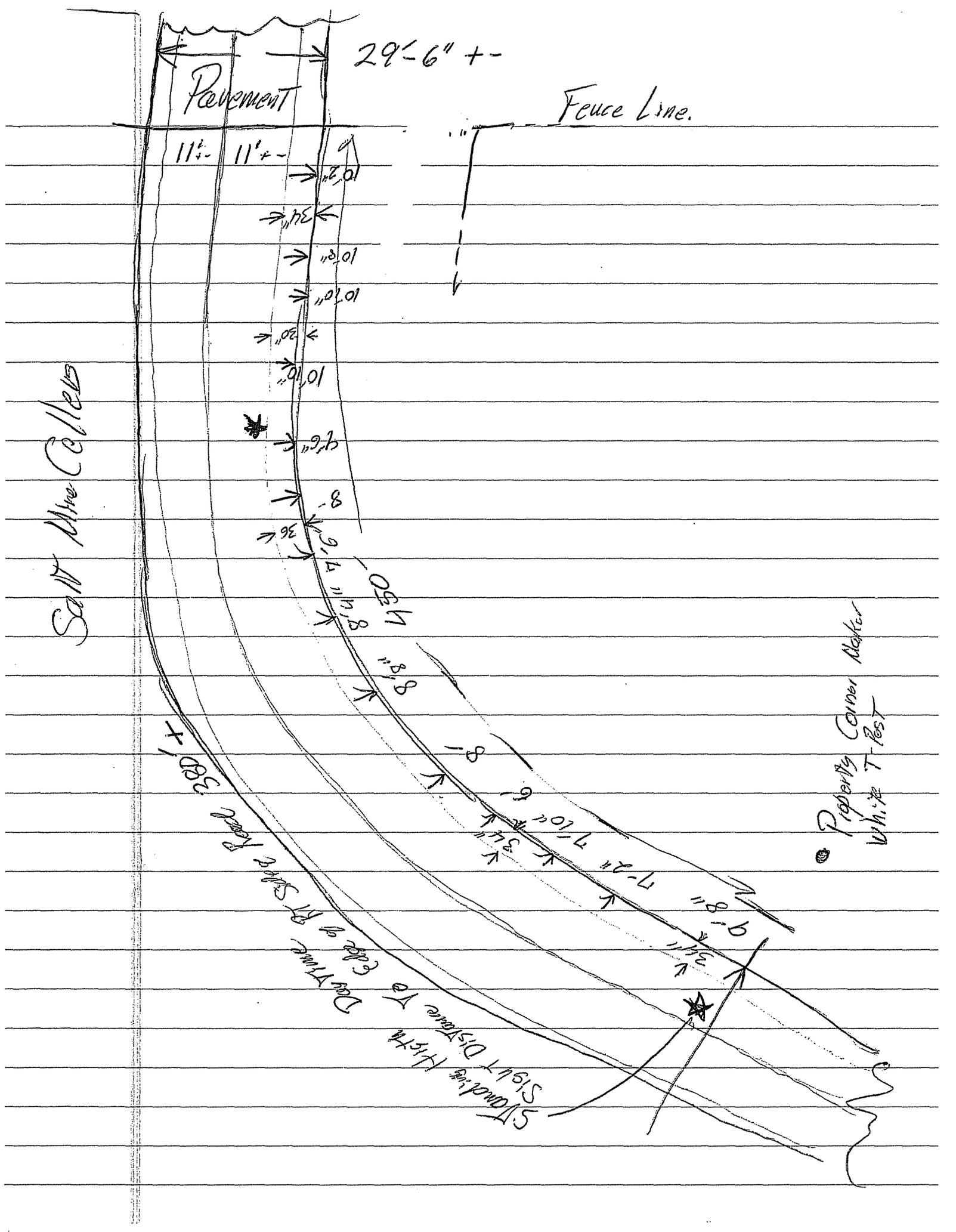
3'-0" +/-

Distance of RT Slope from Pavement to Edge of RT Slope from Pavement

Standing Height to Sight Distance to Edge of RT Slope from Pavement

Salt Area Collected

Property Corner Marker White T-Post



April 30th 2008

05-02-08A11:03 RCVD

RE: Parking Concern across street from Salt Mine Cellar

Mr. Mayor and Members of Town Council

We apologize that we were unable to attend this important meeting concerning parking. We have had plans for some months now to be out of town this week. As many of you know we have been doing business as Salt Mine Cellars for almost four years now and collecting sales tax on behalf of the town. To my knowledge we have never had a problem with any vehicles parking across the road from our establishment. That is not to say that we are not concerned about this issue.

It is our understanding that these vehicles parked across from the Cellar meet all parking requirements within the Town's Right of Way. We also understand that under the town code of Section 12-3-4 the Town Manager upon approval by the town council may place no parking restrictions along town right of way.

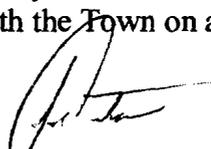
It appears that this may be the action that town council is considering taking. We would like to point out that the Town has similar parking situation in front of Parks and Recreation, Historical Society and in front of the Wingfield Plaza. The main difference is that this parking is paved and the ROW across from the Cellar is not.

For the most part the patrons who visit our restaurant find adequate parking in either the front of our building or down below next to our storage sheds. We have a town permit to remove the storage sheds which we will turn into additional parking. We expect that we will be able to continue this project in June of this year.

We believe that we may have the solution to this occasional concern. We are willing to apply for a Camp Verde Dedicated Right of Way Permit. We will hire a local contractor to place material and dress up this right of way across from our business. This will allow for those that choose to park at this location to pull further off the road making it safer for patrons and the general traveling public. We also would very much to work with the town to develop additional parking when the town moves forward with the sidewalk project past our property as well.

We hope that you will be able to look favorably upon this suggestion. We look forward to working with the Town on a win-win situation for all involved.

Sincerely,



Ownership of Salt Mine Cellars.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Housing Department Budget Analysis

AGENDA TITLE: (Be Exact):
Possible approval of reclassification of Housing and Neighborhood Revitalization Department Administrative Assistant position from part-time to full-time status.

PURPOSE AND BACKGROUND INFORMATION:

The Town Council approved Fiscal Budget 07/08 and expenditures for a full-time position, administrative assistant, from January through June of 2008. Recognizing the Town's limited resources, the Housing Department has limited this position to part-time, 24 to 26 hours per week, for as long as possible to minimize Town cost. Given the necessary tasks to complete HOME Grant Award 07/08, and to move forward with the Parkway Homes development, the Housing Department requests permission to make this position full-time. The department will still be able to hold salary expenditures below the approved budget limits, as a portion of staff time is reimbursed from the Arizona Department of Housing. In addition, grant administrative funds will pay for increased costs from part-time to full-time for fiscal year 08/09. Town Manager Michael Scannell has reviewed the request and agrees the additional staff time is necessary to meet current Town objectives.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approve reclassification of Housing and Neighborhood Revitalization Department Administrative Assistant position from part-time to full-time status.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount
Yes

Comments:

Fund: Housing Dpt.: 01-50-14, Housing Grant: 18-00-00

Line Item:

Submitting Department: Housing

Contact Person: Matt Morris

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

Narrative

The Town Council approved Fiscal Budget 07/08 and expenditures for a full-time position, administrative assistant, from January through June of 2008. Recognizing the Town's limited resources, the Housing Department has limited this position to part-time, 24 to 26 hours per week, for as long as possible to minimize Town cost. Given the necessary tasks to complete HOME Grant Award 07/08, and to move forward with the Parkway Homes development, the Housing Department requests permission to make this position full-time. The department will still be able to hold salary expenditures below the approved budget limits, as a portion of staff time is reimbursed from the Arizona Department of Housing. In addition, grant administrative funds will pay for increased costs from part-time to full-time for fiscal year 08/09. Town Manager Michael Scannell has reviewed the request and agrees the additional staff time is necessary to meet current Town objectives.

| Est. Cost: Admin Assistant Full-Time | |
|---|-----------------|
| Salary Expenditures 07/08 | \$ |
| Exp. To Date (3-31-08) | 55,639.57 |
| Est. Cost (4-1-08 to 6-30-08) | 26,275.15 |
| Total Est. Cost (7-1-07 to 6-30-08) | 81,914.72 |
| 2007/2008 Budget | 86,940.00 |
| Annual Variance Estimated | 5,026.28 |
| RLF/HTF Reimbursement | 6,607.81 |
| Estimated Budget 07/08 Totals | 76,948.47 |
| Revised 2007/008 Budget | 79,031.00 |
| Revised Annual Variance Estimated | 2,082.53 |

The above table is an analysis of the total salary expenditures to date added with the estimated cost through the end of this fiscal year. The total estimated cost, including increased cost of administrative position at full-time from May 19th through June 30th, is approximately \$81,915. This includes the total salary cost for both hourly employee compensation and associated fringe benefits (e.g. health insurance, taxes, etc) for all Housing Department employees. This is roughly \$5,026 below the 2007/08 Approved Fiscal Budget. With our current outstanding salary reimbursements added with our estimated reimbursement for the remainder of the fiscal year, we will affectively reduce the general fund exposure by \$6,608, which would ultimately leave the department budget total at \$76,949.

In January of this year, the Town realized Town revenues were going to be less than originally estimated, the Department Head Team revised the departmental budgets to mitigate the pending shortfall. The Housing Department reduced the salary expenditure budget from \$86,940 to \$79,031. If the Council were to approve the reclassification of the administrative assistant position from part-time to full-time status, the total estimated salary expenditures would equal approximately \$76,949, which is an additional \$2,083 below the Revised 2007/08 Budget.

Est. Cost: Admin Assistant Full-Time

| Salary Expenditures 08/09 | \$ |
|----------------------------------|-----------|
| 24.25 Hrs Per Week | 19,219.72 |
| Full-Time | 37,203.74 |
| Variance 17,984.01 | |

The end of fiscal year 2007/08 is almost upon us; as such, we have included analysis regarding the impact of reclassifying the admin position on the Town General Fund in fiscal year 2008/09. The total cost, including employee salary and fringe, for a part-time admin position is approximately \$19,220. The total cost for a full-time admin position is \$37,204. Therefore, to mitigate this impact from the Town General Fund, we need to allocate alternative funding sources for an amount greater than \$17k.

Available Grant Admin Funds

| Admin Funds 08/09 | \$ |
|--------------------------------------|-----------|
| Arizona Housing Trust Funds (HTF) | 26,082.00 |
| Camp Verde Revolving Loan Fund (RLF) | 10,136.00 |
| Total 36,218.00 | |

In addition to the federal HOME funds awarded to the Town for Owner Occupied Home Rehabilitation (OOHR) activities, the Arizona Department of Housing (ADOH) awarded the Town \$35,000 of Arizona Housing Trust Funds (HTF) for general administrative costs. In addition, the Town has \$171,361.43 in its Revolving Loan Fund (RLF) which must be expended prior to the HOME funds. ADOH has confirmed product delivery costs associated with OOHR activities are an eligible expense to be paid from the Town's RLF. As such, we have estimated 10% of the RLF balance for product delivery costs. Product delivery costs include any cost necessary to conduct OOHR, which includes staff time, homebuyer education, credit reports, etc.

The increased cost of reclassifying the Administrative Assistant position for fiscal year 2008/09 is roughly \$17,984; however the impact to the Town General Fund would be equal to or less than \$0 as the Housing Department has over \$30,000 to pay for the additional cost.

In conclusion, staff recognizes the fiscal constraints imposed on the Town, and has done everything possible to save the Town money while maintaining a high level of customer service in meeting Town objectives. However as previously stated, the additional staff time is necessary to meet current Town objectives, which include both completing HOME Grant 07/08 and advancing the Parkway Homes development.

Mission Statement

To promote and preserve community enhancement through comprehensive neighborhood revitalization efforts; and to provide and advocate for the availability and preservation of decent, safe and attainable housing for all Camp Verde citizens.

Performance Objectives for Fiscal Year 08/09

Complete HOME Grant 07/08.

Formulate Parkway Homes Program Criteria (buyer requirements, resale formula, etc.)

Draft and release Request for Proposals – Parkway Homes

Completed Objectives for Fiscal Year 07/08

Completed Public Participation & Drafted Conceptual Plan for 5-Acre Property

Conducted Public Outreach and Applications for Owner Occupied Home Rehab

Established Southwest Fair Housing Council Sat. Office at Town Hall and Yavapai College

Hourly Cost

| Position | Hourly Rate | ASRS/Hour | Health Ins Hourly Rate | FICA/MC Taxes/Hour | Employment Taxes/Hour | Total Fringe Hourly Rate | Total Hourly Rate |
|---------------------------|-------------|-----------|---------------------------|-----------------------|--------------------------|-----------------------------|----------------------|
| Housing Director | 25.83 | 2.48 | 2.75 | 1.98 | 0.42 | 7.63 | 33.46 |
| Admin Assistant Part-Time | 12.70 | 1.22 | | 0.97 | 0.21 | 2.40 | 15.10 |
| Admin Assistant Full-Time | 12.70 | 1.22 | 2.75 | 0.97 | 0.21 | 5.15 | 17.85 |

Weekly Cost: Admin Assistant Part-Time

| Position | Weekly Rate | ASRS/Week | Health/Week | FICA/Week | Taxes/Week | Total Fringe/Week | Total |
|---------------------------|-------------|-----------|-------------|-----------|------------|-------------------|----------|
| Housing Director | 1,033.20 | 99.19 | 110.19 | 79.04 | 16.92 | 305.34 | 1,338.54 |
| Admin Assistant Part-Time | 304.80 | 29.26 | 0.00 | 23.32 | 4.99 | 57.57 | 362.37 |
| Housing Department | 1,338.00 | 128.45 | 110.19 | 102.36 | 21.91 | 362.91 | 1,700.91 |

Remaining Budget 3-31-08

| Position | 01-50-14-6000 | 7015 | 6002-6003 | 7014-7013 | 7011-7012 | Total Fringe | Total |
|-----------------|---------------|----------|-----------|-----------|-----------|--------------|-----------|
| Approved Budget | 66,528.00 | 6387 | 8407 | 5090 | 529 | 20,413.00 | 86,941.00 |
| Exp. To Date | 44,683.72 | 4,289.62 | 3,876.78 | 2,770.38 | 19.07 | 10,955.85 | 55,639.57 |
| Annual Variance | 21,844.28 | 2,097.38 | 4,530.22 | 2,319.62 | 509.93 | 9,457.15 | 31,301.43 |

Projected Available Budget 5-19-08 (7 wks)

| Position | 01-50-14-6000 | 7015 | 6002-6003 | 7014-7013 | 7011-7012 | Total Fringe | Total |
|-------------------------------------|---------------|----------|-----------|-----------|-----------|--------------|-----------|
| Exp. To Date (3-31-08) | 44,683.72 | 4,289.62 | 3,876.78 | 2,770.38 | 19.07 | 10,955.85 | 55,639.57 |
| Est. Cost (4-1-08 to 5-19-08) | 9,366.00 | 899.14 | 771.35 | 716.50 | 153.39 | 2,540.37 | 11,906.37 |
| Total Est. Cost (7-1-07 to 5-19-08) | 54,049.72 | 5,188.76 | 4,648.13 | 3,486.88 | 172.46 | 13,496.22 | 67,545.94 |
| Projected Annual Variance | 12,478.28 | 1,198.24 | 3,758.87 | 1,603.12 | 356.54 | 6,916.78 | 19,395.06 |

Weekly Cost: Admin Assistant Full-Time

| Position | Weekly Rate | ASRS/Week | Health/Week | FICA/Week | Taxes/Week | Total Fringe/Week | Total |
|---------------------------|-------------|-----------|-------------|-----------|------------|-------------------|----------|
| Housing Director | 1,033.20 | 99.19 | 110.19 | 79.04 | 16.92 | 305.34 | 1,338.54 |
| Admin Assistant Full-Time | 508.00 | 48.77 | 110.19 | 38.86 | 8.32 | 206.14 | 714.14 |
| Housing Department | 1,541.20 | 147.96 | 220.39 | 117.90 | 25.24 | 511.48 | 2,052.68 |

Est. Cost: Admin Assistant Part-Time (5-19-08/6-30-08)

| Position | 01-50-14-6000 | 7015 | 6002-6003 | 7014-7013 | 7011-7012 | Total Fringe | Total |
|-------------------------------------|---------------|----------|-----------|-----------|-----------|--------------|-----------|
| Exp. To Date (3-31-08) | 44,683.72 | 4,289.62 | 3,876.78 | 2,770.38 | 19.07 | 10,955.85 | 55,639.57 |
| Est. Cost (4-1-08 to 6-30-08) | 18,732.00 | 1,798.27 | 1,542.70 | 1,433.00 | 306.77 | 5,080.74 | 23,812.74 |
| Total Est. Cost (7-1-07 to 6-30-08) | 63,415.72 | 6,087.89 | 5,419.48 | 4,203.38 | 325.84 | 16,036.59 | 79,452.31 |
| Annual Variance (Projected) | 3,112.28 | 299.11 | 2,987.53 | 886.62 | 203.16 | 4,376.41 | 7,488.69 |

Est. Cost: Admin Assistant Full-Time (5-19-08/6-30-08)

| Position | 01-50-14-6000 | 7015 | 6002-6003 | 7014-7013 | 7011-7012 | Total Fringe | Total |
|-------------------------------------|---------------|----------|-----------|-----------|-----------|--------------|-----------|
| Exp. To Date (3-31-08) | 44,683.72 | 4,289.62 | 3,876.78 | 2,770.38 | 19.07 | 10,955.85 | 55,639.57 |
| Est. Cost (4-1-08 to 6-30-08) | 20,154.40 | 1,934.82 | 2,314.04 | 1,541.81 | 330.07 | 6,120.75 | 26,275.15 |
| Total Est. Cost (7-1-07 to 6-30-08) | 64,838.12 | 6,224.44 | 6,190.82 | 4,312.19 | 349.14 | 17,076.60 | 81,914.72 |
| Annual Variance Estimated | 1,689.88 | 162.56 | 2,216.18 | 777.81 | 179.86 | 3,336.40 | 5,026.28 |
| RLF/HTF Reimbursement | 4,955.86 | 634.35 | 301.72 | 505.50 | 200.00 | 10.39 | 6,607.81 |
| Estimated Budget 07/08 Totals | 59,882.26 | 5,590.09 | 5,889.11 | 3,806.69 | 149.14 | 17,066.21 | 76,948.47 |

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT:

AGENDA TITLE: (Be Exact):

Possible approval of Summer Internship within Housing and Neighborhood Revitalization Department.

PURPOSE AND BACKGROUND INFORMATION:

Through dialogue with Arizona State University Professor Joochul Kim, the Housing Department has identified a potential Summer Intern. The student is currently enrolled within ASU's Masters of Urban Planning program and has communicated the desire to broaden their perspective and work as an intern during the summer with or without pay. This student is a Chinese citizen, and is looking to gain experience on housing issues and to gain an American small town cultural experience. While the student has indicated the willingness to work without compensation, staff requests the Town Council's approval to provide compensation. Because the work completed by the intern would consist primarily of Owner Occupied Home Rehabilitation, their time would be reimbursable from the Arizona Housing Trust Funds. The ten week internship total cost is estimated to be below \$3,000, and the Housing Department would be able to stay within approved budget limits for both fiscal year 07/08 and 08/09.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approve Housing and Neighborhood Revitalization Department Summer Internship with employee compensation.

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount Yes

Comments:

Fund: Housing Dpt.: 01-50-14, Housing Grant: 18-00-00

Line Item:

Submitting Department: Housing

Contact Person: Matt Morris

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Re-employment Policy Change Concerning Vacation and Sick Leave Accrual Rates

AGENDA TITLE: (Be Exact): Discussion, consideration and possible approval of a personnel policy change providing an opportunity for individuals upon Town re-employment to keep the vacation and sick leave accrual rates that mirror those thresholds obtained prior to severing their employment.

PURPOSE AND BACKGROUND INFORMATION: To keep up with Industry Standards the Town may wish to provide the opportunity for individuals upon Town re-employment to keep the vacation and sick leave accrual rates that mirror those thresholds obtained prior to severing their Town employment. The following conditions would apply in this scenario: 1) the employee is in good standing; 2) the re-employment occurs within 180 days; 3) approval is at the discretion of the employee's respective department head.

Please note: 1) Below are the current *sick leave separation entitlement conversion rates (at retirement or resignation) and the **vacation accrual rates. Rehires able to obtain their former vacation/sick leave thresholds upon Town re-employment would accelerate entitlements for the sick pay conversion and vacation accrual rates, if they did not have to start their years of service over again upon re-employment.

Personnel Manual Page 28, Section 609

*1) At the time of resignation or retirement, an employee in good standing shall receive the cash value of their accumulated sick leave balance under Section 904 as calculated below:

| Years of Continuous Service | Payout Percentage |
|-----------------------------|-------------------|
| 1 to 10 years | 10% |
| 10 to 15 years | 25% |
| 15 + years | 50% |

EXAMPLE ONLY

| | |
|---|-------------|
| Sick Leave Cash Conversion after 15 + years | |
| Employee Wage | \$ 18.00 |
| Maximum Allowable Sick Hours Converted (480/50 %) | x 240 Hrs. |
| Total Sick Leave Converted to Cash | \$ 4,320.00 |

** Personnel Manual, Page 38, Section 905

| Non Exempt Employees Years of Continuous Service! | Annual Vacation Accrual |
|---|-------------------------|
| 1 - 5 | 80 hours |
| 5 - 10 | 104 hours |
| 10 or more | 120 hours |

B) Exempt employees shall be entitled to the following annual vacation accrual:

| Years of Continuous Service | Annual Vacation Accrual |
|-----------------------------|-------------------------|
| 1 - 5 | 120 hours |
| 5 - 10 | 144 hours |
| 10 or more | 160 hours |

STAFF RECOMMENDATION(S): (Suggested Motion) Approve the personnel policy change to provide an opportunity for individuals upon Town re-employment to keep the vacation and sick leave accrual rates that mirror those thresholds obtained prior to severing their employment.

Type of Document Needing Approval: Special Consideration

Finance Director Review

Budgeted/Amount N/A

Comments: This could increase the employee entitlement cash conversions in future budgets.

Fund:

Line Item:

Submitting Department: Administration/Manager

Contact Person:
Michael K. Scannell

Town Manager/Designee:

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular Session

Type of Presentation: Verbal Only

REFERENCE DOCUMENT: Resolution 2008-745

AGENDA TITLE: (Be Exact):

Discussion, consideration, and possible approval of Resolution 2008-745, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Superseding Resolution 2000-447 and establishing meeting policies and procedures for Council and all Town Commissions.

PURPOSE AND BACKGROUND INFORMATION:

This resolution modifies established meeting procedures and policies related to e-mail, legal opinions, correspondence to include citizen complaints, agenda format, and mail distribution.

STAFF RECOMMENDATION(S): (Suggested Motion)

Approve Resolution 2008-745

Type of Document Needing Approval:

Finance Director Review

Budgeted/Amount: N/A

Comments: This amendment clarifies and simplifies the previous resolution, allowing for a more comprehensive complaint process.

Fund: N/A

Line Item: N/A

Submitting Department: Council

Contact Person: Council Member Charlie German

RESOLUTION 2008-745

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUPERSADING RESOLUTION 2000-447 AND ESTABLISHING MEETING POLICIES AND PROCEDURES FOR COUNCIL AND ALL TOWN COMMISSIONS

WHEREAS, the Legislature has made substantial modifications to the Open Meeting Law (OML), ARS Sections 38-431 through 38-431.09, effective July 18, 2000, and

WHEREAS, changes in the law concerning executive sessions, meetings, open calls to the public and enforcement should be adopted by the Council as a policy and procedural directive to staff, and

WHEREAS, it would be in the best interest of the Town to adopt Policies and procedures for meetings applicable not only to the Council but also its boards, commissions, and committees, collectively named "public bodies herein,

NOW THEREFORE THE COUNCIL RESOLVES AS FOLLOWS:

1. Meetings. A meeting by less than a quorum of a public body is permissible under the OML, and is at times necessary to prepare for Town business or obtain information concerning pending or future agenda items. Violations of OML could occur if ideas are shared from a meeting of *less* than a quorum of members of a public body with intent to circumvent the OML, whether by one of the members attending, or an intermediary, such as a member of the staff, or a member of the public. Discussions concerning Town business that result in a quorum by whatever means must be done in a public meeting.

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2. Calls to the Public. The OML now allows an open call to the public to allow individuals to address the public body on any issue within Its jurisdiction, subject to reasonable time, place, and manner restrictions. Pursuant to Section 2-3-7.E, remarks shall be limited to three (3) 5 minutes, unless the Mayor or chair for good cause modifies the time limits. At the conclusion of the *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. The public body may not otherwise discuss or take legal action on matters raised. Public input will normally be allowed on all agenda items of the public body except the consent agenda, staff updates, reports by members of the public body, and advance approvals.

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3. Executive Sessions. The Council may instruct its attorneys or representatives regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or In settlement discussions conducted

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in order to avoid or resolve litigation. Agenda items in executive sessions must specifically refer to the matter as well as the statutory authority for the session, and minutes reflect the instructions given to the attorneys. To prevent the public from having to wait an indefinite period while an executive session is in progress, if the Council cannot comfortably fix a time to reconvene, the Council will wait until a special session is posted, or the next normal meeting date, to take action on the item.

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4. Current Events Summary. The Mayor, chair, or Manager may recite a brief summary of current events without listing in the agenda the specific matters to be summarized, provided that the summary itself is listed on the agenda, and the public body does not propose, discuss, deliberate or take legal action on any of the matters, unless the matter was specifically listed in the summary for legal action.

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5. Enforcement. The public body and staff will cooperate in written investigative demands by the County Attorney or Attorney General investigating a complaint of a violation of the OML, and supply the information requested by subpoena, written statements, and depositions. All requests shall come through and responses reviewed by the Town Attorney, or special counsel retained by the Council, to maintain the independence of the investigation. Under the expanded liability provisions of the OML, any person found violating the law, or knowingly aiding another to violate the law, may be ordered to pay a civil I penalty not to exceed \$500 for each violation, and, in the case of a public officer, be removed from office and assessed attorneys fees and court costs.

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6. E-Mail. A "meeting" under ARS 38-431.4 now includes gathering in person or through technological devices. This would mean e-mail or communications through wireless PDA devices could constitute a meeting by members of the public body and/or staff, and is subject to the same policy as set forth in "meetings" above. E-mail communications between members of the public body concerning public business are also considered public records, and the originator will send a copy to the Town Clerk who will print a hard copy in a separate file for public inspection. E-mail cannot be used by staff or members of the public body to conduct straw polls on municipal issues, or discuss Town business by a quorum or more of its members. If e-mail is used by staff or members of a public body to distribute informational material or web sites, it should not be made with the intention of soliciting responses and deliberations on the topic. Whenever possible, e-mail should not be used to communicate with the Town Attorney concerning pending litigation or requests for legal advice.

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7. Legal Opinions. If there is a legal issue concerning an agenda item, the Town Attorney or legal counsel may be requested by the Mayor, after direction by the Council, to provide a written opinion to Council, call for a vote for an executive session, or to discuss the matter with the interested

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Council member in private, rather than give impromptu opinions during the meeting. The Town Manager may also request a formal written opinion in advance of a meeting. This would not prevent the attorney from responding to questions on procedures, or explaining the provisions of forms or documents related to the agenda items.

8. Correspondence. Procedure for handling correspondence will depend on which of the following categories are applicable:

- A. Incidental correspondence are routine items that do not set policy for the Town, such as acknowledging receipt of documents, public relations responses, letters of appreciation, and congratulations for special activities and events. Incidental correspondence will be answered by the Mayor, or such other member authorized by Council. Individual Council members may review the correspondence and comment to the Mayor on a particular response, or request a review by the full Council.
- B. Policy correspondence is that which purports to set or explain Town official policy, such as letters of support, expressions of position or opinion, or assertions of intent. It must first receive approval of a majority of the Council at a public meeting, and will then be signed by the Mayor, or such other member authorized by Council, on behalf of the Council.

1. At the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor, as the Town's Chief Elected Official, to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interests and require an immediate response.

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- C. Implementation correspondence is that which implements a policy or position already established by the Council, such as continuing letters of support on legislation, positions on actions by other government agencies, responding to public information requests, and other administrative steps identified in the initial presentation of the issue and approved by the Council. It will be signed by the Mayor, or such other member authorized by Council, on behalf of the Council.
- D. Public Inspection each type of correspondence will be kept chronologically in a separate binder available for public inspection, and when possible, indexed by subject.

E. Citizen Complaints (Non-Personnel): Any correspondence that is addressed to the Town, the Mayor, and/or a Council member and that is signed or otherwise verified and identified to be a citizen complaint concerning any issue(s) relating to official Town business

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or responsibility as authorized by statute or other legal authority shall be directed to the Town Manager upon receipt to assign appropriately for resolution. Appropriate tracking measures shall be established in order for resolution to be reported back to the Town Manager, the complainant, and the Town Council.

9. Agenda Format. The public bodies shall follow the form and sample detailed content as set forth in **Exhibit A**, which illustrates provisions of this resolution.

10. Mail Distribution. Upon receipt of mail addressed to the Town of Camp Verde, or the Council as a whole, it will be opened and copied to the Mayor and full Council. Upon receipt of mail addressed to the Mayor alone, or an individual Council member, the mail will be opened, date stamped, and copied. ~~The original will be forwarded to the addressee, and the copies delivered one business day later to allow the addressee the courtesy of viewing the mail first.~~ Nothing in this policy is intended to require the release of confidential correspondence as protected under State or Federal laws. Should the Mayor or individual Council members determine that a non-personnel complaint is being made by a citizen or citizens, the correspondence should be referred to the Town Manager in order for appropriate assignments to be made and allowing the process for resolution to be started. Should the Mayor or individual Council member(s) determine a complaint is being lodged against an employee of the Town; the correspondence should be referred to the Town Manager for further investigation and resolution keeping the personnel matters confidential.

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PASSED AND APPROVED by a majority vote of the Common Council at the regular meeting of May 7, 2008.

Mayor Tony Gioia

Approved as to form:

Attest:

Town Clerk Deborah Barber

Town Attorney

Exhibit A attached

EXHIBIT "A"

AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, APRIL 16, 2008
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time.

2. **Roll Call**

3. **Pledge of Allegiance** – *(Please remove your hat.)*

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) April 9, 2008 – Work Session – Quarterly Reports
- 2) April 2, 2008 – Regular Session

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

- 1) Council Hears Planning & Zoning – April 23, 2008 at 6:30 p.m.
- 2) Regular Session – May 7, 2008 at 6:30 p.m.
- 3) Regular Session – May 21, 2008 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – May 28, 2008 at 6:30 p.m.

c) **Possible approval of Proclamation declaring April 13-19, 2008 as National Library Week.** Staff Resource: Mayor Gioia

d) **Possible approval of Proclamation declaring April as Child Abuse Prevention Month.** Staff Resource: Debbie Barber

e) **Possible acceptance of the following letters of resignation and presentation of Certificates of Appreciation to Trapper Moore, Chair Parks & Recreation; Ginger Mason, Vice-Chair Parks & Recreation; and Dugan McDonald, Vice-Chair of Design Review Board.** Staff Resource: Debbie Barber

f) **Possible award of bid for a comprehensive classification and compensation study to the low bidder Public Sector Personnel Consultants not to exceed \$25,000.** There is \$50,000 budgeted in Consultant Services, Line Item 01-50-55-6604. Staff Resource: David R. Smith

g) **Possible approval of a hiring freeze of all vacant Town positions.** Staff Resource: Michael Scannell

h) **Possible authorization for Town Manager to review and approve or reject any budgeted expenditures over \$1,000 through the end of the 2007-2008 fiscal year.** Staff Resource: Michael Scannell

i) **Possible approval of the interfund transfers to correct unbudgeted and misappropriated amounts in the FY 2007/2008 budget.** Staff Resource: Michael Scannell

j) **Possible consolidation of the Town's bank accounts.** Staff Resource: Michael Scannell

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

6. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will 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.

- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.** Note: Requests may be identified, but no discussion of the item will occur at this time.
7. **Discussion, consideration, and possible award of bid for CDBG project #107-07 to Asphalt Paving and Supply to include Alternate #2, for a total contract price of \$465,231, authorization for the Mayor to execute the contract documents, and authorization for staff to request a transfer of CDBG administration funds to the project fund as needed.** This is a budgeted item in CDBG and CIP. Staff Resource: Ron Long
 8. **Discussion, consideration, and possible authorization for the Mayor to send a letter to the U.S. Forest Service requesting that they refrain from divesting public lands located within the Town limits.**
 9. **Discussion and possible action by Town Council relative to taking a position opposing any ballot measure that may be placed on the Nov. 08 ballot which addresses the possible transfer of the administration and management of Camp Verde Sanitary District to the Town.** Staff Resource: Mayor and Council
 10. **Discussion, consideration, and possible adoption of a Council Mission Statement, Duties, and Performance Objectives for FY 2008/09.** Staff Resource: Mayor and Council
 11. **Discussion, consideration, and review of proposed fees for business licenses, liquor licenses, and residential and commercial rental units, followed by possible direction to staff to make appropriate modifications to the rates and/or Town Code so that the new rates and rules will become effective by July 1, 2008. Discussion may include, but not be limited to current rates; non-compliance; methods to ensure compliance with the Town Code as it relates to business licenses; additional requirements for business licenses; and establishing fees for liquor licenses and sales tax on liquor.** Staff Resource: Debbie Barber
 12. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

13. **Advanced Approvals of Town Expenditures**
There are no advanced approvals.
14. **Manager/Staff Report**
15. **Adjournment**

Posted by: _____ Date/Time: _____
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.



Town of Camp Verde Citizen Complaint Procedures Personnel

The Town of Camp Verde has initiated a policy for receiving citizen complaints to ensure a fair review of concerns of the public about the performance of Town Employees. The Citizens Complaint Process is designed to investigate the allegations of citizens and to make a determination of fact as to any violations that may have occurred. Therefore, it is important all allegations presented in a complaint be based on factual information. In most cases, a matter can be resolved by discussion in person with the employee, however, if you believe there has not been an adequate response or resolution of the problem, the following procedures apply.

How to Make a Complaint:

Complete a 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.

1. Complaints against employees for reasons not associated with their performance as employees of the Town will not be considered.
2. You must sign and date a written complaint and deliver it to the Clerk's Office. The Complaint should state specific dates, facts, and other pertinent information. You may attach any relevant documents supporting your claim. If you plan to include comments or statement 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.

What to expect:

1. Upon receipt of your complaint, the Clerk's Office will date stamp the complaint, prepare a file and prepare copies that will be forwarded to the Town Manager, appropriate Department Head, and the Mayor and Council.
2. The Town Manager has ten (10) days to pass the complaint onto the appropriate department head for action. During this time, the Manager may also return the complaint if it is not filed in accordance with this policy.
3. The Department Head has ten (10) days after delivery of the complaint by the Manager to respond in writing. This response will be mailed to you and filed with the Manager.
4. If the response is not satisfactory to you, you have ten (10) days from the date of the written response to request that the Manager to review the matter.
5. The Manager will review the matter within ten (10) 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 that additional corrective action

be taken in accordance with the Personnel Manual, or place the matter on a Council agenda.

6. If you are not satisfied with the response of the Manager, you will have an additional ten (10) days from receipt of his decision to discuss the problem with members of the Council. If at least three (3) Council members agree to sponsor the item, it will be scheduled for the next available Council session. Council members will already have been provided a copy of the complaint, the responses of the department, and the decision of the Manager.

EMPLOYEE YOU HAVE A COMPLAINT AGAINST _____

DATE INCIDENT HAPPENED _____

Your Name:

Your Residence:

Your Mailing Address:

Your Telephone #

Your Cell Phone #

Have you ever filed a complaint against this employee before?

Yes No

If Yes, When?

Please list all agencies you contacted regarding this complaint:

| Person/Agency Contact | Address | Date of |
|------------------------------|----------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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.

ACTION REQUESTED

Briefly describe the specific action you are suggesting.

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. Please sign and date this notice.

Name _____ Date _____

| For Office Use Only | |
|--|---|
| File # | _____ |
| Original Filed with: | _____ Date _____ |
| Copy to Town Manager: | _____ Review Deadline _____ <small>Date</small> <small>Date</small> |
| Department Review: | _____ Review Deadline _____ <small>Date</small> <small>Date</small> |
| Action by Department: | _____ |
| | |
| | |
| Citizen Notified: | _____ Date _____ |
| <small>(i.e. phone call, letter, fax – attach copies to original document)</small> | |

Council Review:

Council cannot sit as an adjudication body. This review process allows you the opportunity to address Council directly. You must make the presentation to Council yourself, keeping in mind that no new allegations or documentation can be added. The Council Review is limited to ensuring that policy has been followed. The Council may elect to affirm the responses, take no action, call for an executive session, or take other appropriate action.



Town of Camp Verde Citizen Complaint Procedures Non-Personnel

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, and/or similar issues. This form is not for the filing of a complaint against Town personnel or employees.

How to Make a Complaint:

Complete a 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 and deliver it to the Clerk's Office. The Complaint should state specific dates, facts, and other pertinent information. You may attach any relevant documents supporting your claim. If you plan to include comments or statement 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.

What to expect:

1. Upon receipt of your complaint, the Clerk's Office will date stamp the complaint, prepare a file and prepare copies that will be forwarded to the Town Manager, appropriate Department Head, and the Mayor and Council.
2. The Town Manager has ten (10) days to review the complaint and refer it to the appropriate department head for action. During this time, the Manager may also return the complaint if it is not filed in accordance with this policy; or direct you to other applicable avenues of relief, such as the Board of Adjustment for zoning complaints or the Marshal's Office or Magistrate for complaints of criminal matters.
3. The Department Head has ten (10) days after delivery of the complaint by the Manager to respond in writing. This response will be mailed to you and filed with the Manager.
4. If the response is not satisfactory to you, you have ten (10) days from the date of the written response to request that the Manager to review the matter. The Manager will review the matter within ten (10) 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 corrective action.
5. If you are not satisfied with the response of the Manager, you will have an additional ten (10) days from date of his decision to discuss the problem with members of the Council. If at least three (3) Council members agree to sponsor the item, it will be scheduled for the next available Council session. Council members will already have been provided a copy of the complaint, the responses of the department and the decision of the Manager.

**TOWN OF CAMP VERDE
CITIZEN COMPLAINT FORM
NON-PERSONNEL**

Name:

Residence:

Mailing Address:

Telephone #

Cell Phone #

Have you ever presented a complaint or information to this office before?

Yes No

If Yes, When?

Please list all agencies you contacted regarding this complaint:

| Person/Agency | Address | Date of Contact |
|----------------------|----------------|------------------------|
| | | |
| | | |
| | | |

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.

**TOWN OF CAMP VERDE
CITIZEN COMPLAINT FORM
NON-PERSONNEL**

ACTION REQUESTED

Briefly describe the specific action you are suggesting.

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. Please sign and date this notice.

Name _____ Date _____

| For Office Use Only | | File # _____ |
|---|---------------------|------------------------------|
| Original Filed with: _____ | | Date _____ |
| Copy to Town Manager: _____ | | Review Deadline _____ |
| | <small>Date</small> | <small>Date</small> |
| Department Review: _____ | | Review Deadline _____ |
| | <small>Date</small> | <small>Date</small> |
| Action by Department: _____ | | |
| | | |
| | | |
| | | |
| Citizen Notified: _____ | | Date _____ |
| <small>(i.e. phone call, letter, fax – attached copies to original)</small> | | |

Council Review:

Council cannot sit as an adjudication body. This review process allows you the opportunity to address Council directly. You must make the presentation to Council yourself, keeping in mind that no new allegations or documentation can be added. The Council Review is limited to ensuring that policy has been followed. The Council may elect to affirm the responses, take no action, call for an executive session, or take other appropriate action.

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: May 7, 2008

Meeting Type: Regular

Type of Presentation: Verbal

REFERENCE DOCUMENT: N/A

AGENDA TITLE: (Be Exact):
Discussion, consideration, and possible increase of Council's \$50.00 per month salary to become effective with the seating of the 2009 Mayor and Council in June 2009.

PURPOSE AND BACKGROUND INFORMATION:

Council's current 'salary' of \$50.00 per month does not cover the expenses that we each incur on a monthly basis. Cottonwood pays the Mayor \$700 per month and Council members 500 per month. Sedona pays \$650 per month to the Mayor and \$450 per month to Council members. Clarkdale pays their Mayor \$400 per month to the Mayor and \$200 per month to Council members. Jerome pays Mayor and Council \$50 per month. With an election coming up, this would be a good time to consider increasing the salaries to encourage people to run. We all know how many hours we spend as Council members and there should not be a monetary cost to serve our community. If we approve an increase, it will not become effective until the new Council is seated and it could be budgeted in the next budget year.

COUNCIL RECOMMENDATION(S): (Suggested Motion)

Discuss and agree upon amount(s) to be paid and move to approve amount(s) to be paid effective June 2009 when the new Council is seated.

Type of Document Needing Approval: Special Consideration

Finance Director Review: N/A

Budgeted/Amount:

Comments:

Fund: 2009/2010 Council Budget

Line Item: N/A

Submitting Department: Council

Contact Person: Council Member Ron Smith

April 30th 2008

05-02-08A11:03 RCVD

RE: Parking Concern across street from Salt Mine Cellar

Mr. Mayor and Members of Town Council

We apologize that we were unable to attend this important meeting concerning parking. We have had plans for some months now to be out of town this week. As many of you know we have been doing business as Salt Mine Cellars for almost four years now and collecting sales tax on behalf of the town. To my knowledge we have never had a problem with any vehicles parking across the road from our establishment. That is not to say that we are not concerned about this issue.

It is our understanding that these vehicles parked across from the Cellar meet all parking requirements within the Town's Right of Way. We also understand that under the town code of Section 12-3-4 the Town Manager upon approval by the town council may place no parking restrictions along town right of way.

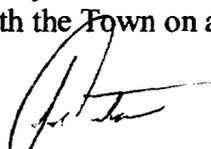
It appears that this may be the action that town council is considering taking. We would like to point out that the Town has similar parking situation in front of Parks and Recreation, Historical Society and in front of the Wingfield Plaza. The main difference is that this parking is paved and the ROW across from the Cellar is not.

For the most part the patrons who visit our restaurant find adequate parking in either the front of our building or down below next to our storage sheds. We have a town permit to remove the storage sheds which we will turn into additional parking. We expect that we will be able to continue this project in June of this year.

We believe that we may have the solution to this occasional concern. We are willing to apply for a Camp Verde Dedicated Right of Way Permit. We will hire a local contractor to place material and dress up this right of way across from our business. This will allow for those that choose to park at this location to pull further off the road making it safer for patrons and the general traveling public. We also would very much to work with the town to develop additional parking when the town moves forward with the sidewalk project past our property as well.

We hope that you will be able to look favorably upon this suggestion. We look forward to working with the Town on a win-win situation for all involved.

Sincerely,



Ownership of Salt Mine Cellars.