

**CORRECTED AGENDA PACKET  
TOWN OF CAMP VERDE  
SPECIAL SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, MARCH 24, 2021 AT 5:30 P.M.  
ZOOM INFORMATION LINK:**

**<https://us02web.zoom.us/j/81034714644?pwd=ci90NWlYYi9QVzNsTGJqRzkyWHllZz09>**

**One Tap Mobile: 1-253-215-8782 or 1-346-248-7799  
Meeting ID: 810 3471 4644  
Passcode: 624457**

**CORRECTING PAGE NUMBERS ON AGENDA and PACKET  
CORRECTING DATE ON ITEM #6 (PAGE 85) PROCLAMATION**



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

**1. Call to Order**

**2. Roll Call.** Council Members Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, Robin Whatley; Vice Mayor Joe Butner; and Mayor Dee Jenkins.

**3. Pledge of Allegiance**

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

**a) Approval of the Minutes:**

- 1) Special Session – February 24, 2021 Page 7
- 2) Regular Session – March 3, 2021 Page 11

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

- 1) Regular Session – Wednesday April 7, 2021 at 6:30 p.m.
- 2) Budget Work Session – Tuesday April 13, 2021 at 5:30 p.m.
- 3) Budget Work Session – Wednesday April 14, 2021 at 5:30 p.m.
- 4) Regular Session – Wednesday April 21, 2021 at 6:30 p.m.

**c) Possible Approval of eight (8) Special Event Fair/Festival Liquor License applications for the 2021 Spring Heritage Pecan and Wine Festival to be held on April 17<sup>th</sup> and 18<sup>th</sup>, 2021. Applicants Include:** Page 27

- Alcantara LLC
- Burning Tree Cellars
- Carlson Creek Vineyard LLC
- Clear Creek Vineyard and Winery, LLC

- Heart Wood Cellars LLC
- Page Springs Vineyards & Cellars
- Salt Mine Wine LLC
- Southwest Wine Center

d) **Possible Approval of Special Event Liquor License application for Debbie Louise Moore-American Legion Post 93 for a fundraiser to be held on April 3, 2021 at 286 S. Third Street in Camp Verde, AZ.** Page 63

e) **Possible Approval of Special Event Liquor License application for Tyler Rezzonico-Verde Valley Rangers Posse for the Pecan & Wine Festival to be held on April 17, 2021 and April 18, 2021.** Pag 73

f) **Possible approval of Special Event Liquor License application for Mary Phelps-Camp Verde Arena Association for an event to be held on June 25th and June 26th, 2021 at 1495 E Hideout arena Way in Camp Verde, AZ.** Page 79

g) **FY22 Budget Calendar Adjustment** Page 85

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

## 6. Special Announcements and Presentations

- Proclamation Declaring Tuesday April 6, 2021 as National Service Recognition Day Page 87

7. **Discussion, Consideration and Possible Approval of ADOPTION OF RESOLUTION 2021-1066. A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO ADOPTING “PUBLIC SAFETY EMPLOYEE-EMPLOYER RELATIONS; MEET AND CONFER” SUPERCEDING RESOLUTION 2008-741.** Staff Resource: Deputy Oscar Berrelez and Deputy Jeff Bowers. Page 89

8. **Discussion, Consideration and Possible Approval of the purchase of a K-9 Patrol vehicle for the Marshal’s Office.** Staff Resource Marshal Corey Rowley. Page 97

9. **Discussion, Consideration and Possible Approval of an equipment lease agreement to allow for the Camp Verde Arena Association (CVAA) to utilize surplus equipment to maintain the Equestrian Center leased by, and is**

**available for use by the general public per current lease agreement. Staff**

Resource: Ron Long and Russ Martin. Page 99

10. **Discussion, Consideration and Possible Approval of a Memorandum of Understanding (MOU) between the Town of Camp Verde and The Nature Conservancy (TNC) for the purpose of collaboratively implementing projects to promote water security for the Town and increase base flows in the Verde River for the initial term of three (3) years.** Staff Resource: Ron Long and Russ Martin. Page 103
11. **Discussion, Consideration and Possible Approval of a grant agreement with The Nature Conservancy for \$50,000 to go towards the reuse water line servicing the Camp Verde Sports Complex.** Page 111
12. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
13. **Adjournment**

*Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes: (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1)); (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2)); (3) Discussion or consultation for legal advice with the attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5)); (6) Discussion, consultation or consideration for negotiations by the town or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6)); (7) Discussion or consultation with designated representatives of the town to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).*

*Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large*

*typeface print, may request these at the Office of the Town Clerk at 928-554-0021.*

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 03-18-2021 at 1:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**SPECIAL SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, FEBRUARY 24, 2021 at 5:30 P.M.**

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

**1. Call to Order**

Mayor Dee Jenkins called the meeting to order at 5:30 p.m.

**2. Roll Call**

Mayor Dee Jenkins, Vice Mayor Joe Butner, Councilor Jesse Murdock, Councilor Robin Whatley (zoom), Councilor Jackie Baker, and Councilor Cris McPhail are present. Councilor Bill LeBeau is absent.

**Also Present**

Town Manager Russ Martin, Town Clerk Cindy Pemberton, Economic Development Director Steve Ayers and Rec Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Councilor Murdock led the Pledge.

Mayor Jenkins asked if Council had any objections to Town Clerk Cindy Pemberton reading the agenda titles and descriptions until Council can approve updated policy Rules and Procedures. Council had no objections.

Mayor Jenkins reminded Council there will be no action taken on Items 4, 5, 6, and 7.

**4. Discussion on the potential for a Communications/Marketing Position or possible Contractual options.** Staff Resource Steve Ayers

Economic Development Director Steve Ayers explained the need for a Communication Position and a Marketing Positions. After completing his research and speaking with several departments he has decided this would be two different roles with different skill sets. There is a universal need for communication across all departments.

Mr. Ayers reviewed the importance of having a Communication position. The Town has an obligation to get correct information out to the public. He reviewed the duties this person could do for each department.

Mr. Ayers continued with his presentation and spoke about the need to have a separate Marketing Person. Budgetary restrictions has been a problem. He said we need an additional person to handle the social media aspects.

Vice Mayor Butner asked if he had any contractors in mind. Mr. Ayers stated yes, he received a quote from a local contractor who handles several surrounding town's needs. It lists her responsibilities and came in at \$45,000 a year. The Town would still need to send this position out for proposals-bids.

Mr. Ayers will send scope of work to Town Clerk Cindy Pemberton to distribute to Council Members.

**5. Discussion on the potential for an Employee Recruitment Incentives Program. Staff Resource Russ Martin/Brandy Cabrera/Corey Rowley**

H.R. Director, Brandy Cabrera explained how they came up with this recruitment incentive program. She also completed a comparison study of the surrounding towns to show what others are doing for their referral program. Policies and procedures would state when an employee would receive the money. She reviewed the statistics on the referral programs. Paying for relocation expenses could also be part of the Recruitment Incentive Program.

Vice Mayor Butner gave his opinion that peace officers are hard to find and hard to hold on to. He thinks we should think about a better incentive plan to sign on and then to stay on.

Councilor Murdock asked if the incentive program would be retroactive to specific employees or would this be from the adoption date moving forward. Ms. Cabrera said it would be from the adoption date moving forward.

**6. Discussion on the potential for an Employee Health Incentives Program in addition to the existing Health Benefits. Staff Resource Brandy Cabrera**

H.R Director, Brandy Cabrera reviewed the potential Health and Wellness Incentive Program. It would benefit the town to have a health and wellness program in place. Options could be to purchase a gym membership for each employee or create an on-site gym. Employees have been able to give some input about their preferences. Ms. Cabrera reviewed additional incentive options. She is focused on an onsite gym.

Vice Mayor Butner suggested possibility adding a half hour on to their lunch as an incentive. Ms. Cabrera still needs to look into liability and workers compensation cost comparisons.

**7. Review and Discuss Employee Survey Results. Staff Resource Brandy Cabrera**

H.R. Director, Brandy Cabrera reviewed engagement survey that was done in November 2020. It was a 38 question survey that was sent out to all employees. Fifty percent of employees responded. Town Clerk, Cindy Pemberton will get a copy of survey out to Council Members.

**8. Discussion and Consideration and Execution of the Town Manager's Annual Performance Review and/or Negotiations of the Town Manager's Employment Contract. Pursuant to A.R.S. §38-431.03(A)(1). Staff Resource: Russ Martin. The**



Council may, by majority vote, recess the Regular meeting, hold an executive session and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. §38-431.03 (A)(1).

**Motion** by Councilor Baker to go into Executive Session. Second was made by Councilor McPhail.

**Roll Call Vote:**

Mayor Jenkins: aye  
Vice Mayor Butner: aye  
Councilor Whatley: aye  
Councilor Murdock: aye  
Councilor Baker: aye  
Councilor LeBeau: absent  
Councilor McPhail: aye

**Motion** carried 7-0

*Executive Session: 6:27p.m.*

*Resume Meeting: 7:30 p.m.*

**9. Adjournment**

Mayor Dee Jenkins adjourned the meeting at 7:31 p.m.

\_\_\_\_\_  
Mayor Dee Jenkins

\_\_\_\_\_  
Attest: Town Clerk Cindy Pemberton

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on February 24, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

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**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S. MAIN STREET, SUITE 106**  
**WEDNESDAY, MARCH 3, 2021 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/86377561156?pwd=c0ovM05ZSHhyQ25ZWfZM3ZTMml1dz09>

**One Tap Mobile: 1-669-900-9128 or 1-253-215-8782**

**Meeting ID: 863 7756 1156**

**Passcode: 144296**

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 pm
2. **Roll Call.** Council Members Jackie Baker, Bill LeBeau, Cris McPhail, Jessie Murdock, Vice Mayor Joe Butner, and Mayor Dee Jenkins. Councilor Robin Whatley was absent.

**Also Present**

Town Manager Russ Martin, Town Clerk Cindy Pemberton, and Community Development Director Melinda Lee (Zoom)

3. **Pledge of Allegiance**  
Councilor Bill LeBeau led the pledge.
4. **Consent Agenda** – All items listed below, may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    1. Regular Session – February 17, 2021
    2. Work Session – February 19, 2021
  - b) **Set Next Meeting, Date and Time:**
    1. Work Session – Wednesday, March 10, 2021 at 5:30 p.m. – **CANCELLED**
    2. Regular Session – Wednesday, March 17, 2021 at 6:30 p.m.
    3. Work Session – Wednesday, March 24, 2021 at 5:30 p.m.
    4. Work Session – Friday, March 26, 2021 at 9:00 a.m. – **CANCELLED**

Town Clerk Cindy Pemberton notified Council that the March 17, 2021 has been cancelled and the March 24, 2021 has been changed to a Special Session. Councilor Cris McPhail asked about a correction to the February 17<sup>th</sup> regular meeting minutes. Ms. Pemberton stated there was a Motion made after the executive session that was not

listed in the minutes and the session minutes have been corrected.

**Motion** made by Councilor McPhail to approve the consent agenda to include the corrections of the 2-17-2021 meetings minutes. Second made by Councilor LeBeau.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Vice Mayor Butner: aye  
Councilor Murdock: aye  
Councilor LeBeau: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

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

Pete Roulette, a local business owner in Camp Verde, presented a statement regarding his experience with the Planning and Zoning department. He stated that the staff was nice during the interaction. He was frustrated because he felt that the item he was presenting was simple, and he felt the staff could have been more helpful. He wanted to remind the Town employees that they work for the citizens of the town. He felt that the people in the planning and zoning may be resistant to assisting due to liability concerns. He reiterated that the Town staff that had assisted him had been nice and courteous, but he felt they should provide more help to ordinary citizens. He stated citizens may be unfamiliar with the processes and need support to successfully navigate them. The Planning and Zoning staff kept telling him that he should have brought additional information which was frustrating. He felt the process was way better than it had been in the past, but ultimately he was disappointed in his experience this week. He felt it was important that the council hear this feedback.

6. **Special Announcements and Presentations**

**6.1. Proclamation Declaring Saturday March 29, 2021 as National Vietnam War Veterans Day**

Mayor Jenkins proclaimed March 29, 2021 as national Vietnam War Veterans

Day. Mayor Jenkins presented a personal thank you to all of the Veterans of the town for their service.

**6.2. Certificate of Appreciation for Service on the Planning and Zoning Commission for Chip Norton**

Chip Norton was not available tonight due to travel per Community Development Director Melinda Lee. He wanted to acknowledge the importance of recognizing volunteers and that their work as being beneficial to the community.

Mayor Jenkins extended her thanks to Chip Norton for his service and commended his work on the **Design Review Committee and the National Geographic program**. Mayor Jenkins confirmed the Certificate.

**6.3. Certificate of Appreciation for Service on the Planning and Zoning Commission for Steve Vanlandingham**

Steve Vanlandingham was not in attendance. Mayor Jenkins extended her thanks for the service to the community and acknowledged the many initiatives that could not be completed without volunteers.

**7. Possible Approval of a Special Event Liquor License application for Amy Sue Finley-Jackpot Ranch located at 2025 W Reservation Loop Road, Camp Verde for events to be held on April 9, 2021 and April 10, 2021. Staff Resource: Cindy Pemberton**

Town Clerk Cindy Pemberton confirmed the Clerk's office received a Special Event Liquor License and the application was submitted to Community Development Director Melinda Lee and the Town Marshall Corey Rowley. Ms. Pemberton confirmed there have been no expressed concerns.

Amy Finlay presented information that the Jackpot Ranch is to hold their annual Spring Round Up Rodeo between the dates of April 9, 2021 and April 10, 2021 which is the purpose for the Special Event Liquor License in question.

**Motion** was made by Vice Mayor Butner. Second was made by Councilor Baker.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Vice Mayor Butner: aye  
Councilor Murdock: aye  
Councilor LeBeau: aye  
Mayor Dee Jenkins: aye

**Motion** carried 6-0.

**8. Discussion, Consideration and Possible Appointment of Jeremy Brady to serve**

**on the Board of Adjustments and Appeals for a term of three (3) years.** Staff Resource: Cindy Pemberton

Council had no question for appointee Jeremy Brady.

**Motion** made by Councilor Jackie Baker. Second was made by Vice Mayor Joe Butner.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Vice Mayor Butner: aye  
Councilor Murdock: aye  
Councilor LeBeau: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

9. **Discussion, Consideration and Possible Appointment of John Mason to serve on the Planning and Zoning Commission for a term that expires January 2022.** Staff Resource: Cindy Pemberton

John Mason was present (ZOOM).

Vice Mayor Butner asked what the business was that John Mason owns at Imperial Beach. John Mason responded, he owned Mason's Auto Clinic since 1975 and his son currently manages it.

**Motion** made by Councilor Baker. Second was made by Councilor LeBeau.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor LeBeau: aye  
Councilor Murdock: aye  
Councilor McPhail: aye  
Vice Mayor Butner: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

10. **Update and Discussion on Outdoor Trails & Recreation Economic Development Initiatives.** Staff Resource: Steve Ayers

Economic Development Director Steve Ayers would like to isolate some funds from the

general fund in the interest of future trail and recreational facility development. There are additional grant opportunities to go after, but many of the items that the Economic Development Department is pursuing are not grant fundable. Mr. Ayers expressed his gratitude for help from The Streets Department and Parks and Recreation for their past support. Mr. Ayers believes funding is needed to further develop these areas and the projects are not all eligible for the same grant funds that were utilized in the past. Economic Development is still seeking any grants available and is currently working on another \$2k grant. Mr. Ayers would like the Town to commit to a \$50k annual budget for three years to develop town owned properties like Parsons Riverfront Preserve, Rezzonico Family Park and the Oasis Property. The annual budget would also be used to create recreational opportunities and an open trail plan in Camp Verde. The town recently received a commercial request for launching river tours for kayaks, river tubes, and river recreational tours from Verde Adventure Tours. There would be two launch points so that river enthusiasts could begin at Parsons Riverfront Preserve and end at Rezzonico Family Park by the Camp Verde Community Library. Parsons Riverfront Preserve does not currently have any improvements. The site would need to be cleared out and the first \$50k of the requested budget would be used to develop Parsons Riverfront Preserve. The cost of improvements would depend on the possibility of utilizing town owned equipment for the project. Funding would also allow the Oasis property to be opened up to create a trail that would run from there to Copper Canyon Trailhead.

The community has been curious about why Economic Development is so involved in all of these projects. Mr. Ayers stated, reports have been done that show outdoor recreation is a huge driver for local businesses and economic growth. These amenities have not been available until recently. The Economic Development Department wants to continue to develop out these properties for not only tourism, but also for local use.

Mayor Jenkins asked if we have any comment cards from local residents. Ms. Pemberton stated not at this time. Pete Roulette requested to fill out a card for this topic during session. This action was allowed by Mayor Jenkins

Councilor Murdock asked Mr. Ayers to expand on the accessibility of Parsons Riverfront Preserve.

Mr. Ayers stated there are currently two accesses. There have been four trash pickups

to remove litter and debris recently, and the Marshall's office has removed an abandoned Motorhome from the property. The work done to clean up the area has spanned the past four years. The 32 acres that make up Parsons Riverfront Preserve was donated to the town by a private land owner in the 1990s for the purpose of hiking, kayaking, fishing and recreational use. Mr. Ayers believes it is the responsibility of the Town to maintain the parcel and make it usable to the public as a Town owned property. Developing the preserve would make it usable for the intended purposes. Interpretive signs, restroom facilities, and parking would also be included in the improvements to the property. This area is prone to flooding, so there are some challenges to overcome in order to provide some of the amenities.

Councilor Murdock inquired where the parking areas would be. Specifically, she wanted to understand if there would be parking on the other side of I-17 or if there would be one main entrance. Councilor Murdock also wanted to understand if there would be drive-able access or if the public would need to park and then walk to the river.

Mr. Ayers stated it has been a goal to keep motorized vehicles off the riverfront properties. Arizona Department of Transportation ADOT has assisted in fencing off the motorized access. Currently only walk through or horse access is available. Currently parking would only be possible on the ADOT section. The plan would be to bring the road off of Rustler Trail. The improved piece would come off of Rustler Trail and be behind the homes a good 100 yards or so. Additionally, the wing walls off the I-17 access bridge would be utilized as barriers to reduce the cost of fencing. The area under the bridge is prone to high water.

Councilor Baker stated that attracting any kind of traffic other than that created by the residents who live there will have a serious impact. She wanted to understand how there would be parking on the ADOT owned section.

Mr. Ayers stated the objective is to put the parking somewhere on the Rawhide side (*this was later corrected that Mr. Ayers meant to state the access would be on the Rustler side*). Currently the ADOT area on the Rawhide side doesn't really have a lot of control and people have been using it for years. Mr. Ayers has had some discussions with the residents whose properties would be impacted. Their feedback is that they prefer a solution that the Town is managing over the current situation. Mr. Ayers



agreed that there is a need to discuss occupancy to limit the access to the public property. Mr. Ayers believes that parking at Parsons will be adequate for some time. Currently there are no recreation facilities to float between Parsons Riverfront Preserve and Rezzonico Family Park.

Councilor Jackie Baker wanted to know if Mr. Ayers had talked to ADOT about the area. Mr. Ayers stated that he has been working actively with ADOT and they have provided requested barricades in problem areas.

Pete Roulette pointed out that Mr. Ayers made an error when indicating which side, the access would be on and he believed Mr. Ayers meant to state Rustler when he said Rawhide. Mr. Roulette also wanted to point out that the impacted residents have not given permission for this proposal. Mr. Roulette commented that the person who really complained about motorized traffic had moved. Mr. Roulette requested that the Town consider re-opening the area to motorized traffic which he believed the community would like. He stated residents wish that they had motorized access. Mr. Roulette requested that it be considered.

Vice Mayor Butner agreed that Mr. Ayers mixed up the streets in his earlier statement. He requested clarification on which street would be the main access.

Economic Development Director Steve Ayers stated the main access would be on the West side of the Verde River accessed off of Rustler Trail. Mr. Ayers specified the Town has no rightful access off of Rawhide as the area is controlled by ADOT.

Vice Mayor Joe Butner confirmed that ADOT has control of the area in question off of Rawhide.

Mr. Ayers reconfirmed the access would be off the Rustler side of I-17.

Councilor Jackie Baker stated that citizens did utilize the area for motorized traffic. Ms. Baker requested that Mr. Ayers clarify whether motorized access would be available moving forward

Mr. Ayers referenced the approved 2016 Master Plan for Camp Verde which called for no motorized traffic on any of the riverfront properties.

Councilor Jackie Baker inquired if the motorized traffic stipulation in the Master Plan could be changed.

Economic Development Director Steve Ayers stated that there were nearly 40 people that brought in a comment regarding the motorized access issue. Also, that the issue had come up on other properties. Mr. Ayers stated that the Town had received a pretty universal voice from residents. Mr. Ayers also pointed out that there are some 78 miles of motorized trails available for ATV use in the area outside of the riverfront areas in question. He re-iterated that the issue of what to do about motorized access on the riverfront property the town owns and manages was discussed with the public for over a year.

**11. Update and Discussion on development of sewer along Highway 260 between I-17 and Altman Parkway.** Staff Resource: Russ Martin

Town Manager Russ Martin discussed that the area in question that needs to be improved goes along Highway 260 through the last roundabout in city limits. The Town had not originally planned to go out that far.

Initially the town received a Water Infrastructure Finance Authority Grant of \$40k. The town obtained two dimensional drawings to determine the location for sleeves along the sewer line. The funding requirement for just the sleeve work at Cherry was \$380k. The sewer line crosses around the entrance to Cherry Road and down by the Out of Africa Parkway. The biggest and most important section to date, is along Cherry Wash. Mr. Martin said the next step is to take that design all the way to the end.

Mr. Martin said the Town has received eight (8) responses to their Request for Quotation (RFQ) and there is currently a group going through the details. Mr. Martin said the goal is to build a construction ready drawing by the April 7<sup>th</sup> meeting. The Town is also working on getting all the clearances through and Troy Odell, Deputy Public Works Director will manage the engineer on the project. The Town will look at availability and consistency of performance when sourcing an engineering firm. Town Manager Martin stated the Town will move on to an engineering firm that can complete the project to those standards.

Town Manager Martin estimates that some level of constructability will be obtained by the end of the year and the drawings may be available sometime near the end of the summer. Mr. Martin stressed the general public should be engaged, specifically the property owners impacted by the expansion. Mr. Martin estimates the project at between 7-8 million carried. Funding is available to fund up to 40% or approximately 2.5-3 million dollars. The balance of costs would be split between the property owners

that would benefit from the new trunk line.

Mr. Martin reiterated that the current goal-set is to get to the initial drawing, so that accurate construction costs could be calculated. Mr. Martin stated those steps need to be completed so the impacted residents would know what their portion would be. Once the costs are calculated, the burden could be dispersed over a significant number of years, 30-40 at very low interest through a Federal program. Mr. Martin also pointed out the importance of the involvement of the residents impacted. He wanted to ensure that the residents understand the costs associated with the project would be reasonable. Also to field any questions and hear from property owners who don't like or object to the project.

Mr. Martin said this infrastructure would be no different than any other part of the sewer development program that the Town already has. Having more consumers on the sewer system will make the whole system more efficient to operate and will result in reduced costs.

Vice Mayor Butner stated that Camp Verde has already been put back on the list.

Mr. Martin said once the grant is sent in the process, as it moves forward, does not include going to Economic Development Administration (EDA). Mr. Martin commented that while the Town is on the EDA you can talk to Mr. Ayers if you want to know the full details. As we move forward with the trunk line the EDA is against hooking up residential. In order to incorporate their grant, the plan can't prioritize residential hookups in the design.

Vice Mayor Butner stated that the EDA is focused on Economic Development and therefore residential can't be the focus.

Councilor Baker said there are a lot of comments regarding EDA loans and that residential is not a priority. Building out so commercial can come in would need to be the focus. Councilor Baker mentioned that the project is currently in the planning and engineering stage and the Town isn't looking for a private relationship at this time. Mr. Martin stated this is a private development that public is paying for

Councilor Baker asked to address the issue of the debt already incurred under the past Sanitary District improvements and wanted to confirm that the expansion would not add to that debt.

Mr. Martin said it would not add to the current Sanitary Improvement debt and that it should in fact end up helping by adding additional users to offset the costs incurred from operating.

Councilor Baker wanted to clarify that in applying for grant the opportunity to talk to property owners on 260 was not missed.

Mr. Martin said residents were informed that it was happening, but they haven't had the opportunity to discuss how it would affect them in the future. Those details are dependent on the engineering and location. Some property owners will know more about where it is going to go since they will be working with the engineering directly. For residents having the line on their property is going to be very valuable.

Councilor Baker mentioned that the council knows why we are doing the expansion and is hopeful that the Town will be able to explain the process and impacts very clearly to residents. Councilor Baker felt it was important that residents understand that the Town is not working to extend additional sewer costs to users already paying debt down on the existing system, but expanding into a new area.

Mr. Martin said the Town is following through with the plans that have already been adopted. The plan is for an Economic Development Initiative and that is what it is intended to do. It will be paid for by those that are receiving a direct benefit from the expansion. The information and numbers currently being gathered are needed to better show the impact for those within the area of the expansion.

**12. Update and Discussion regarding Dark Skies and upcoming requirements.** Staff Resource: Melinda Community Development Director Melinda Lee

Community Development Director Melinda Lee spoke on the 2004 Dark Sky Initiative outdoor lighting ordinance, specifically the Sunset clause which calls for outdoor compliance by 2024. Additionally, the 2018 International Dark Sky added a requirement for maximum Kelvin ratings on light bulbs. Because of the changes on the lighting ordinances the Town needs to start enforcing for compliance by 2024. Three years is going to happen very quickly and the Town should do everything it can to educate the community.

The Town had planned a booth to start a public outreach, but was not able to do so in 2020. Ms. Lee is hopeful 2021 will have more opportunity for outreach. Community Development has made some contacts with agencies to see how they are handling compliance and reached out to the coalition to do a public awareness campaign. The goal is to educate residents on what they will need to do to be in compliance. Some of the issues and complaints are misunderstandings on what is allowed and what isn't. The awareness campaign will help. Being in compliance doesn't mean that people have to have very dim lights. Part of the education is that there is a certain allowable level of unshielded lighting. The lumens are restricted in an overall manner. A certain percentage can be unshielded and not all lights are required to have a shielding that forces the light

down. The Town encourages shielded, but it is not required 100%.

Ms. Lee discussed the issues with commercial lighting. Commercial lighting concerns include requirements for parking, branding, and security. Businesses want brighter lights for security or want their signage on all night. The ordinance says light must be off by 10 pm or within thirty minutes from closing. There are also restrictions on colors for illuminated signs. Light colors have a tendency to be more intense at night, the ordinance states that the lighter colors are not allowed for the background. There have been corporate branding challenges and the Town has had to be creative on how to accommodate these organizations with the Dark Sky limitations. The background for Taco Bell appears grey because the Town required a diffuser that stops the light from shining through the bright white background. NAPA has a light orange primary background and they went with backlighting which lights up the wall instead of going through the sign. It illuminates with a halo effect instead. There have been ways the Town has been able to work with companies to keep their branding while adhering to the requirements. The Kelvin rating is the correlated color temperature that regulates the intensity of the light emitted 3000 kelvin per bulb is the current limitation. It makes the light much more muted, such as soft white light bulbs verses bright. Brighter whites and blues have higher Kelvin ratings. 3000k is what allows us to be an International Dark Sky Community.

Ms. Lee mentioned there have also been some indoor lighting issues due to the spillage of light going outside. The ordinance does not cover that issue at all and is unregulated at this time. It may be something for the Town to consider. For example, marijuana facilities are made such that they allow sunlight to reach plants for growing, but the light is also on all night for the plants. There are other businesses that also leave inside lights on all night for security reasons. At this time they are allowed to do that.

Ms. Lee also stated that she feels it is important to do an inventory of the town lighting to ensure that the town is compliant before any enforcing is done within the community. The Town is going to start taking inventory of the current lighting. The outdoor lighting will need to have more enforcement at night and there will be more night watches conducted to do an inventory and assessment of what is going on at night.

Mayor Jenkins wanted to know if there were lights that are grandfathered in that will not be forced to comply by 2024.

Ms. Lee stated the only grandfathering we have with the lighting ordinance is up to 2024. Everyone should come into compliance prior to that date. That is why we are working now to educate and bring our community into compliance before then.

Mr. Martin stated that the Town will be doing an analysis CIP to look at it in a year or so. There are buildings all over and some street lights. Some are in good shape and some are not. The Town should be on a course that shows that the changes have been made and also provide the community with examples of solutions that may work for them.

Councilor Murdock said the Discovery Telescope wasn't a Dark Sky Initiative, but it was something the Town partnered on. Scientists and astronomers booked years in advance to come and see what Camp Verde was doing with the Dark Sky Community. Councilor Murdock pointed out that the Dark Sky initiative is a big partnership of everybody in the community and it is something the entire community can be proud to be a part of.

**13. Covid-19 Update.** Staff Resource Russ Martin

Town Manager Russ Martin said Town staff is moving back into phase 2. Doors open March 15<sup>th</sup>. The Town is still encouraging appointments. The Library is open to small groups. The Town is looking to optional masks in April if phase 3 can be accomplished.

**14. Legislative Update.** Staff Resource Russ Martin

Town Manager Russ Martin discussed two pieces of legislation that may impact the town.

One requires that a building permit be returned within a certain amount of time, 7-10 days for example. If it is not completed by the deadline the applicant can start building. This could create issues with builders proceeding and having issues arise after they are beyond a point of return. The Town may need to be issuing, essentially, temporary permits in situations where the permit may be delayed. These issues may arise in areas of the flood zone because the permitting has to go through the County process which could take weeks. Mr. Martin doesn't anticipate this legislation being a really big problem, but if it passes the Town may have a few more things to worry about in the permitting process.

The second piece of legislation involves the Zoning Ordinance. The Town would be required to declare if the proposed project would negatively impact Affordable Housing in an area. The Town would need to call out this information in one of the Where As lines. The zoning ordinance is at the very end of the legislative process.

Mr. Martin believes both pieces of legislation would have a limited impact to the Town.

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

No comments from the public.

- 16. Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor Baker requested a list from the Economic Development Administration Seattle Regional Office and Camp Verde has been included.

Councilor McPhail has continued to attend the Yavapai Apache Nation and Earth meetings. Council McPhail also attended a meeting for Broadband 101 today. Some case studies in Bullhead City were discussed. Bullhead City is planning to provide 100 mb of broadband to everyone in city limits. The project is being funded 80% through grants. These grants are providing a significant value of millions of dollars. Payson and Page also are planning broadband projects. Councilor McPhail stated the meeting was interesting and she learned quite a bit about fiber optic and DSL.

Vice Mayor Butner stated he attended a Northern Arizona Council of Governments (NACOG) meeting with Councilor Baker. Vice Mayor Butner stated that NACOG was a vehicle that provides federal funding and the Town will want to stay on their list of projects to do. Vice Mayor Butner reconfirmed that Camp Verde is back on their list of projects to do.

Vice Mayor Butner pointed out that there were some discrepancies in the designation of Vietnam Veterans Day. It stated the day of the week as Saturday, but Saturday is the 27<sup>th</sup>, not the 29<sup>th</sup>. Vice Mayor Butner also pointed out that the proclamation states March 30<sup>th</sup> as the date. Vice Mayor Butner stated the error need to fix the correct date.

Mr. Martin stated the date should be the 29<sup>th</sup>, and confirmed that the date was not a Saturday. Mayor Jenkins stated that the error would be corrected and the appropriate signatures obtained.

Vice Mayor Butner wanted to know when the Traveling Vietnam wall would come to Fort Verde. Mr. Martin said he would discuss this during his manager update.

Mayor Jenkins attended the Verde Valley Regional Planning group meeting. Supervisor Donna Michaels and Mayors from the Verde Valley cities and towns were in attendance. Regional Planning and use of land was discussed. There were also discussions about broadband. Mayor Jenkins also attended the Sustaining Flows meeting on the 23<sup>rd</sup>. National, County, and Verde Valley City and Town representation were in attendance as well as representatives from the Agricultural Department. Adjudication and who is next on the list was discussed. This summer they may be visiting Camp Verde. It was an informative good discussion about stake holders and water issues.

Mr. Martin discussed the County update meeting on COVID. On March 15<sup>th</sup> the county is opening some offices, but not all. Hospitalizations and cases have dropped quite a bit in the County and there is hope that it will continue. Hospitals have resumed elective surgeries. Johnson & Johnson (J&J) one shot vaccination has been approved. It is effective in the mid 60% range. The vaccination offered by J&J may be advantageous for citizens that don't want to go back for a second shot. The Town is still working on vaccination availability. The end of March early April is targeted.

Vice Mayor Butner expressed frustration that it is more difficult to obtain the vaccine for rural areas.

Mayor Jenkins commented on the hard work that is being done by the Town.

Mr. Martin remarked that the distribution of available vaccination shots is within the County's control. The County currently has a limited supply of vaccinations to distribute amongst the County cities and towns. The larger problem is not a function of the Town or the County. It is a distribution problem on a larger scale. If there was access to a sustainable amount of shots Camp Verde is ready to start the distribution of the vaccine tomorrow.

Mr. Martin remarked that the J&J vaccine also has an inconsistent distribution flow and there would be challenges getting any to our area. It may not be a viable option, but work should be done to identify populations that the J&J vaccine may be helpful to.

Councilor Baker mentioned that the J&J vaccine does not require refrigeration.

Mayor Jenkins agreed that there may be a good percentage of the population that the J&J vaccine could benefit.



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

Town Manager Russ Martin stated that the traveling Vietnam Wall was scheduled for Fort Verde during the last weekend in March 2021 along with a Welcome Home Celebration in Verde Valley. The traveling Vietnam Wall is on a rotation and was rotating to us due to the good work of Sheila Stubler, Park Manager at Fort Verde State Historic Park. Executive orders have prevented the Vietnam Wall from rotating to Camp Verde until 2023. The monetary commitment made by the Town to ensure that wall came will stay in effect, but rotation of the Vietnam Wall will be in 2023 for Camp Verde.

During the week of March 15<sup>th</sup> Mr. Martin will be unavailable. Inquiries for the Town Manager should be directed to Camp Verde Marshall Corey Rowley or Town Clerk Cindy Pemberton during that time.

**18. Adjournment**

Mayor Dee Jenkins adjourned the meeting at 8:05 PM.

\_\_\_\_\_  
Mayor Dee Jenkins

\_\_\_\_\_  
Attest: Town Clerk Cindy Pemberton

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on February 17, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

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**Agenda Item Submission Form – Section I**

**Meeting Date: March 24, 2021**

Consent Agenda    Decision Agenda    Executive Session Requested

Presentation Only    Action/Presentation

**Requesting Department: Clerk’s Office**

**Staff Resource/Contact Person: Cindy Pemberton**

**Agenda Title (be exact):** Possible approval of 8 Special Event Fair Festival Liquor License applications for the 2021 Spring Heritage Pecan and Wine Festival to be held April 17<sup>th</sup> and 18<sup>th</sup>, 2021. Applicants include:

- Alcantara LLC
- Burning Tree Cellars
- Carlson Creek Vineyard LLC
- Clear Creek Vineyard and Winery, LLC
- Heart Wood Cellars LLC
- Page Springs Vineyards & Cellars
- Salt Mine Wine LLC
- Southwest Wine Center

[Staff Resource: Cindy Pemberton)

**List Attached Documents: – Applications for Special Event License**

**Estimated Presentation Time: 0**

**Estimated Discussion Time: 0**

**Reviews Completed by:**

Department Head: Cindy Pemberton

Town Attorney Comments: N/A

Finance Department N/A

**Fiscal Impact: None**

**Budget Code: N/A Amount Remaining: \_\_\_\_\_**

**Comments:**

**Background Information:**

**Recommended Action (Motion):** Approve Special Event Liquor License application for the 2021 Spring Heritage Pecan and Wine Festival to be held April 17<sup>th</sup> and April 18<sup>th</sup>, 2021. Applicants include:

- Alcantara LLC
- Burning Tree Cellars
- Carlson Creek Vineyard LLC
- Clear Creek Vineyard and Winery, LLC

- Heart Wood Cellars LLC
- Page Springs Vineyards & Cellars
- Salt Mine Wine LLC
- Southwest Wine Center

***Instructions to the Clerk: Section II not required. Process applications.***



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

**FOR DLLC USE ONLY**

Received Date:
Job #:
CSR:
License #:

**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
 A.R.S. § 4-203.03 Farm Winery **Fee: \$15.00 per Day**

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 44-6852).

If the fair/festival event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see page 3). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

**SECTION 1** Application type:

Craft Distillery/Wine Fair

Craft Distillery/Wine Festival

- Individual/Agent's Name: Annie LeBeauf Liquor License #: 13133010
- Business name: Alcantara LLC Contact Phone #: 928-288-5965  
Farm Winery or Craft Distillery
- Mailing address: PO Box 64 Cottonwood AZ 86326  
Street Address City State Zip Code
- Location of fair/festival: 75 E Holloman St Camp Verde Yavapai 86322  
Street address City County Zip Code
- Email Address: annie@alcantara-vineyard.com
- Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No  
 If yes, please provide the License # \_\_\_\_\_

**SECTION 2** Date & Hours:

**Fair/Festival Days permitted:** A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
2.	<u>April 18, 2021</u>	<u>Sunday</u>	<u>11:00 AM</u>	<u>4:00 PM</u>
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

- Have you received permission for use of the site for the sale/consumption of liquor from the owner named in Section 3?  
 Yes (Please submit letter from Agent/Owner of Site)  No
- Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
 Yes  No
- List the number of days you have held a licensed Fair/Festival in the current calendar year 0
- What security and control measures will you take to prevent violations of state liquor laws at this event?  
Number of Police Officers on Site: 3 Fencing  Yes  No  
Number of Security Personnel on Site: 6 Barriers  Yes  No
- I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell, or furnish liquor at this fair/festival have knowledge of Arizona liquor laws (R19-1-302)  Yes  No

**SECTION 5** Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Please attach a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.



I, (Print Full Name) BARBARA FREEMORE hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: Barbara Freeman

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I,		recommend	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
	(Government Official)	(Title)		
on behalf of				
	(City, Town, County, State)	Signature	Date	Phone #

**DLLC USE ONLY**

<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

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

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

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

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







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

**FOR DLIC USE ONLY**

Received Date:
Job #:
CSR:
License #:

**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
 A.R.S. § 4-203.03 Farm Winery **Fee: \$15.00 per Day**

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 44-6852).

If the fair/festival event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see page 3). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

**SECTION 1** Application type:

Craft Distillery/Wine Fair  Craft Distillery/Wine Festival

1. Individual/Agent's Name: Mitchell David Levy Liquor License #: 13133032

2. Business name: Burning Tree Cellars L.L.C. Contact Phone #: 602-301-2304

3. Mailing address: 1040 N Main Street Cottonwood AZ 86326  
Street Address City State Zip Code

4. Location of fair/festival: 75 E Holloman St Camp Verde Yavapai 86322  
Street address City County Zip Code

5. Email Address: mitch@burningtrecellars.com

6. Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No

If yes, please provide the License # \_\_\_\_\_

**SECTION 2** Date & Hours:

**Fair/Festival Days permitted:** A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
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4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

1. Have you received permission for use of the site for the sale/consumption of liquor from the owner named in Section 3?  
 Yes (Please submit letter from Agent/Owner of Site)  No
2. Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
 Yes  No
3. List the number of days you have held a licensed Fair/Festival in the current calendar year 0
4. What security and control measures will you take to prevent violations of state liquor laws at this event?  
Number of Police Officers on Site: 3 Fencing  Yes  No  
Number of Security Personnel on Site: 6 Barriers  Yes  No
5. I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell, or furnish liquor at this fair/festival have knowledge of Arizona liquor laws (R19-1-302)  Yes  No

**SECTION 5** Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Please attach a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.

**ATTACH DIAGRAM**

I, (Print Full Name) Mitchell David Levy, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: 

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I, _____ recommend <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
(Government Official)	(Title)		
on behalf of _____			
(City, Town, County, State)	Signature	Date	Phone #

**DLLC USE ONLY**

<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

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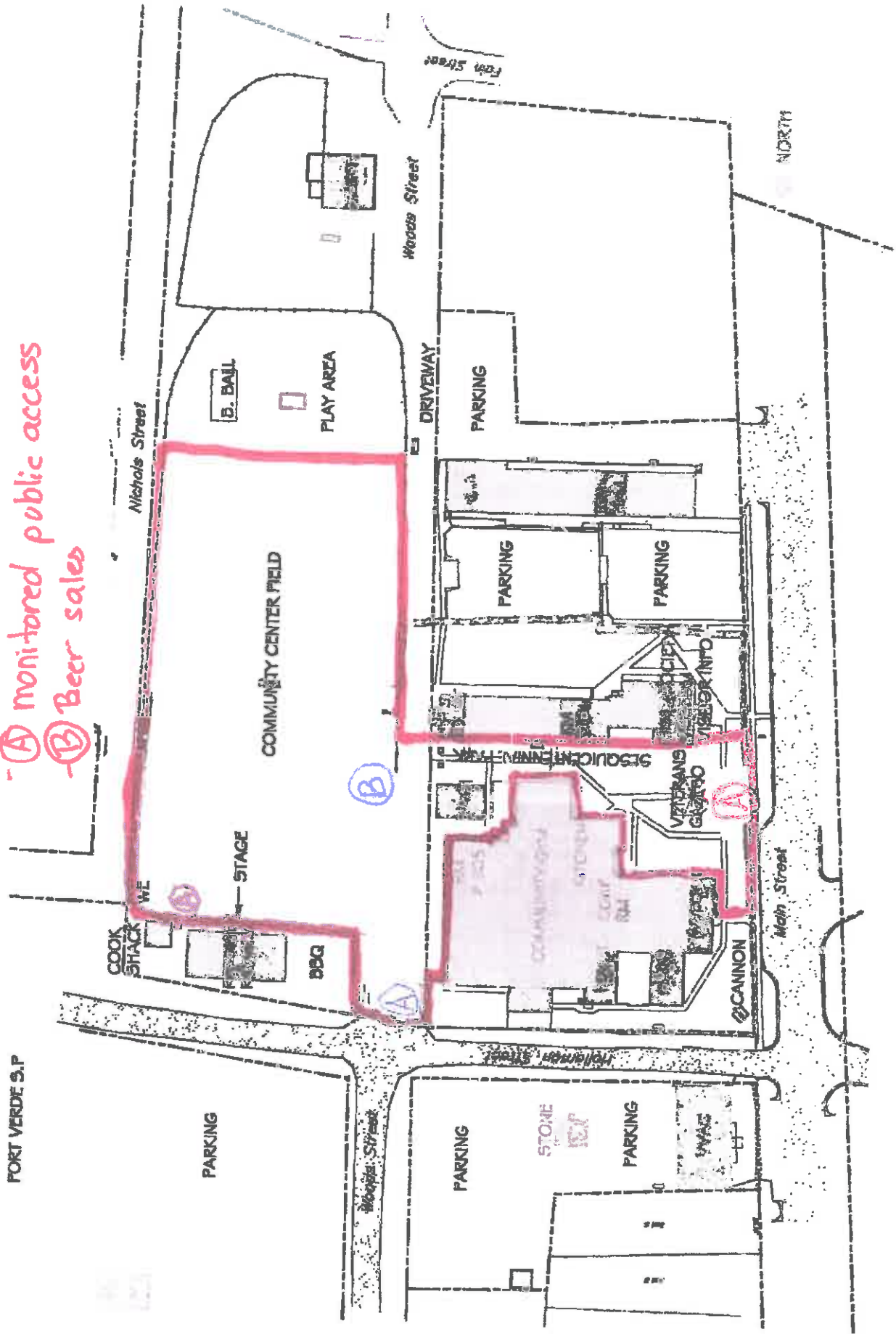
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

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

# Pecan & Wine April 17-18, 2021

- Alcohol Limits in Red
- (A) monitored public access
- (B) Beer sales





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 Phoenix, AZ 85007-2934  
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Received Date:
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**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
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**SECTION 1** Application type:

Craft Distillery/Wine Fair

Craft Distillery/Wine Festival

1. Individual/Agent's Name: Robert Carlson III Liquor License #: 13023018

2. Business name: Carlson Creek Vineyard LLC Contact Phone #: 520-766-3000

3. Mailing address: 115 N Railview Ave. Willcox AZ 85643  
Street Address City State Zip Code

4. Location of fair/festival: 75 E Holloman St Camp Verde Yavapai 86322  
Street address City County Zip Code

5. Email Address: michelle.carroll@carlsoncreek.com

6. Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No

If yes, please provide the License # \_\_\_\_\_

**SECTION 2** Date & Hours:

**Fair/Festival Days permitted:** A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
2.	<u>April 18, 2021</u>	<u>Sunday</u>	<u>11:00 AM</u>	<u>4:00 PM</u>
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

1. Have you received permission for use of the site for the sale/consumption of liquor from the owner named in Section 3?  
 Yes (Please submit letter from Agent/Owner of Site)  No
2. Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
 Yes  No
3. List the number of days you have held a licensed Fair/Festival in the current calendar year 0
4. What security and control measures will you take to prevent violations of state liquor laws at this event?  
Number of Police Officers on Site: 3 Fencing  Yes  No  
Number of Security Personnel on Site: 6 Barriers  Yes  No
5. I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell, or furnish liquor at this fair/festival have knowledge of Arizona liquor laws (R19-1-302)  Yes  No

**SECTION 5** Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Please attach a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.

**ATTACH DIAGRAM**

I, (Print Full Name) Robert Carlson III hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: [Signature]

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I, _____ (Government Official)	_____ (Title)	recommend	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
on behalf of _____ (City, Town, County, State)	_____ Signature	_____ Date	_____ Phone #	

**DLIC USE ONLY**

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

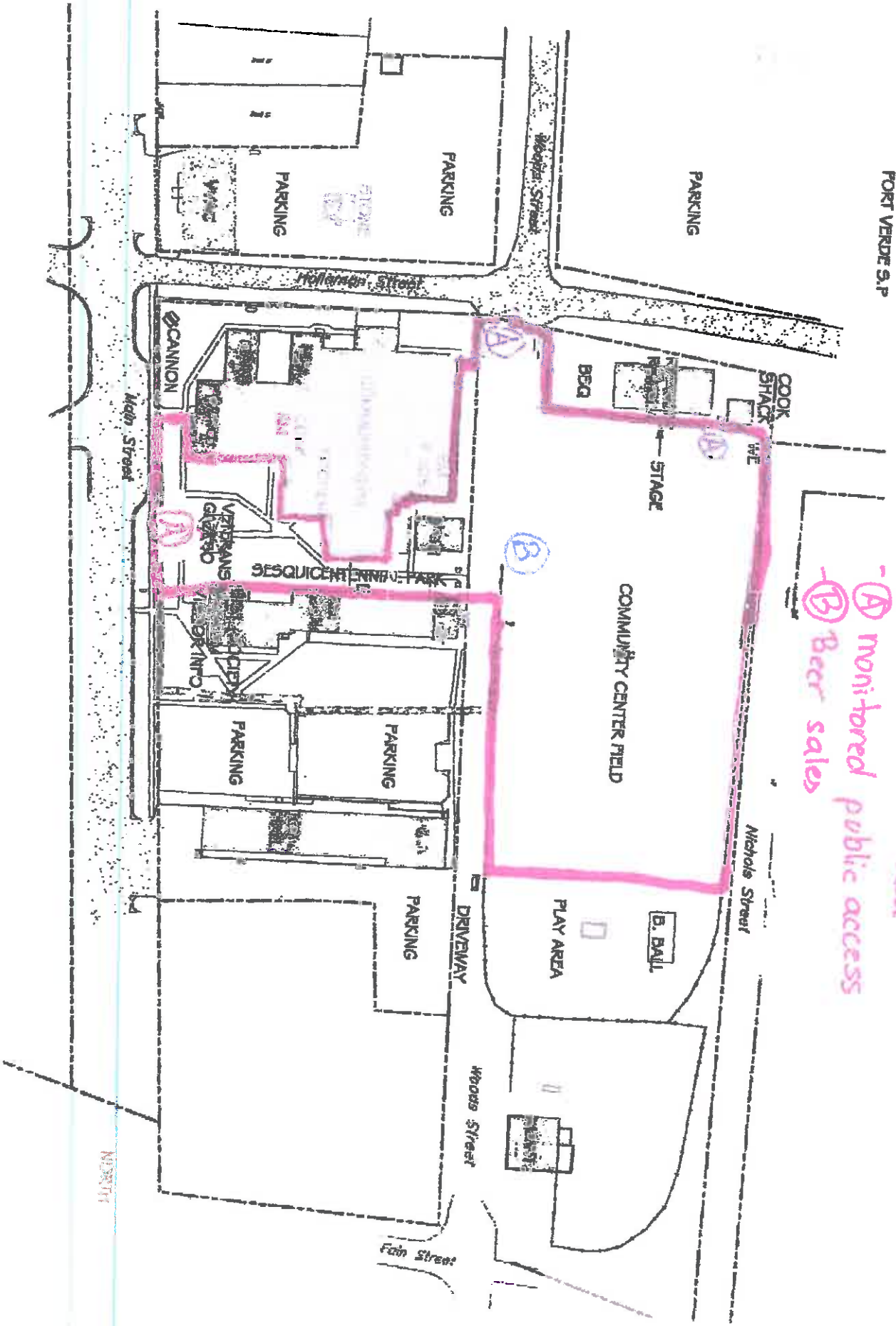
B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or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

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

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

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

FORT VERDE S.P



**Recan & Wine April 17-18, 2021**

- Alcohol Limits in Red
- (A) monitored public access
- (B) Beer sales





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 Phoenix, AZ 85007-2934  
 www.azliquor.gov  
 (602) 542-5141

FOR DLLC USE ONLY

Received Date:
Job #:
CSR:
License #:

**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
 A.R.S. § 4-203.03 Farm Winery **Fee: \$15.00 per Day**

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 44-6852).

If the fair/festival event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see page 3). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

**SECTION 1** Application type:

Craft Distillery/Wine Fair  
 Ignacio M Mesa

Craft Distillery/Wine Festival  
 13133013

1. Individual/Agent's Name: \_\_\_\_\_ Liquor License #: \_\_\_\_\_

2. Business name: CLEAR CREEK VINEYARD & WINERY, LLC Clear Creek Vineyard & Winery, LLC Contact Phone #: 602.859.7418

3. Mailing address: 4053 E State Route 260, camp verde az 86322  
Farm Winery or Craft Distillery

	<small>Street Address</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
4. Location of fair/festival:	<u>75 E Holloman St</u>	<u>Camp Verde</u>	<u>Yavapai</u>	<u>86322</u>

	<small>Street address</small>	<small>City</small>	<small>County</small>	<small>Zip Code</small>
5. Email Address:	<u>mesa@clearcreekwineryaz.com</u>			

6. Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No

If yes, please provide the License # \_\_\_\_\_

**SECTION 2** Date & Hours:

Fair/Festival Days permitted: A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
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3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

1. Have you received permission for use of the site for the sale/consumption of liquor from the owner named in Section 3?  
 Yes (Please submit letter from Agent/Owner of Site)  No
2. Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
 Yes  No
3. List the number of days you have held a licensed Fair/Festival in the current calendar year \_\_\_\_\_
4. What security and control measures will you take to prevent violations of state liquor laws at this event?  
Number of Police Officers on Site: 3 Fencing  Yes  No  
Number of Security Personnel on Site: 6 Barriers  Yes  No
5. I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell, or furnish liquor at this fair/festival have knowledge of Arizona liquor laws (R19-1-302)  Yes  No

**SECTION 5** Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Please attach a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.



IGNACIO M MESA

I, (Print Full Name) \_\_\_\_\_, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: Ignacio M. Mesa

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I, _____ recommend <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL			
(Government Official)	(Title)		
on behalf of _____			
(City, Town, County, State)	Signature	Date	Phone #

**DLLC USE ONLY**

<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

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

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





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 (602) 542-5141

**FOR DLLC USE ONLY**

Received Date:
Job #:
CSR:
License #:

**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
 A.R.S. § 4-203.03 Farm Winery **Fee: \$15.00 per Day**

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 44-6852).

If the fair/festival event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see page 3). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

**SECTION 1** Application type:

Craft Distillery/Wine Fair  Craft Distillery/Wine Festival

1. Individual/Agent's Name: Valerie Lynn Wood Liquor License #: 1313 3051

2. Business name: Heart Wood Cellars LLC Contact Phone #: 928-274-8126  
Farm Winery or Craft Distillery

3. Mailing address: 7580 E. Ranch View Rd Cornville AZ 86325  
Street Address City State Zip Code

4. Location of fair/festival: 75 E Holloman St Camp Verde Yavapai 86322  
Street address City County Zip Code

5. Email Address: HeartWoodCellars@gmail.com

6. Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No

If yes, please provide the license # \_\_\_\_\_

**SECTION 2** Date & Hours:

**Fair/Festival Days permitted:** A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
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5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

1. Have you received permission for use of the site for the sale/consumption of liquor from the owner named in Section 3?  
 Yes (Please submit letter from Agent/Owner of Site)  No
2. Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
 Yes  No
3. List the number of days you have held a licensed Fair/Festival in the current calendar year 0
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Number of Police Officers on Site: 3 Fencing  Yes  No  
Number of Security Personnel on Site: 6 Barriers  Yes  No
5. I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell, or furnish liquor at this fair/festival have knowledge of Arizona liquor laws (R19-1-302)  Yes  No

**SECTION 5** Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Please attach a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.



I, (Print Full Name) Valerie Lynn Wood hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.  
Applicant Signature: Valerie Lynn Wood

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I, _____ (Government Official)	_____ (Title)	recommend	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
on behalf of _____ (City, Town, County, State)	_____ Signature	_____ Date	_____ Phone #	

**DLLC USE ONLY**

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

STATE OF ARIZONA  
DEPARTMENT OF LIQUOR LICENSES  
AND CONTROL  
ALCOHOLIC BEVERAGE LICENSE

**WNRV**  
**License 13133051**

Issue Date: 8/6/2019

Expiration Date: 8/31/2020

Issued To:

VALERIE LYNN WOOD, Agent  
HEART WOOD CELLARS LLC, Owner

Location:

HEART WOOD CELLARS LLC  
4626 OLD HWY 279 BAY 3  
CAMP VERDE, AZ 86322  
USA



Mailing Address:

VALERIE LYNN WOOD  
HEART WOOD CELLARS LLC  
HEART WOOD CELLARS LLC  
7580 E RANCH VIEW ROAD  
CORNVILLE, AZ 86325  
USA

**EXP 8/31/2020**

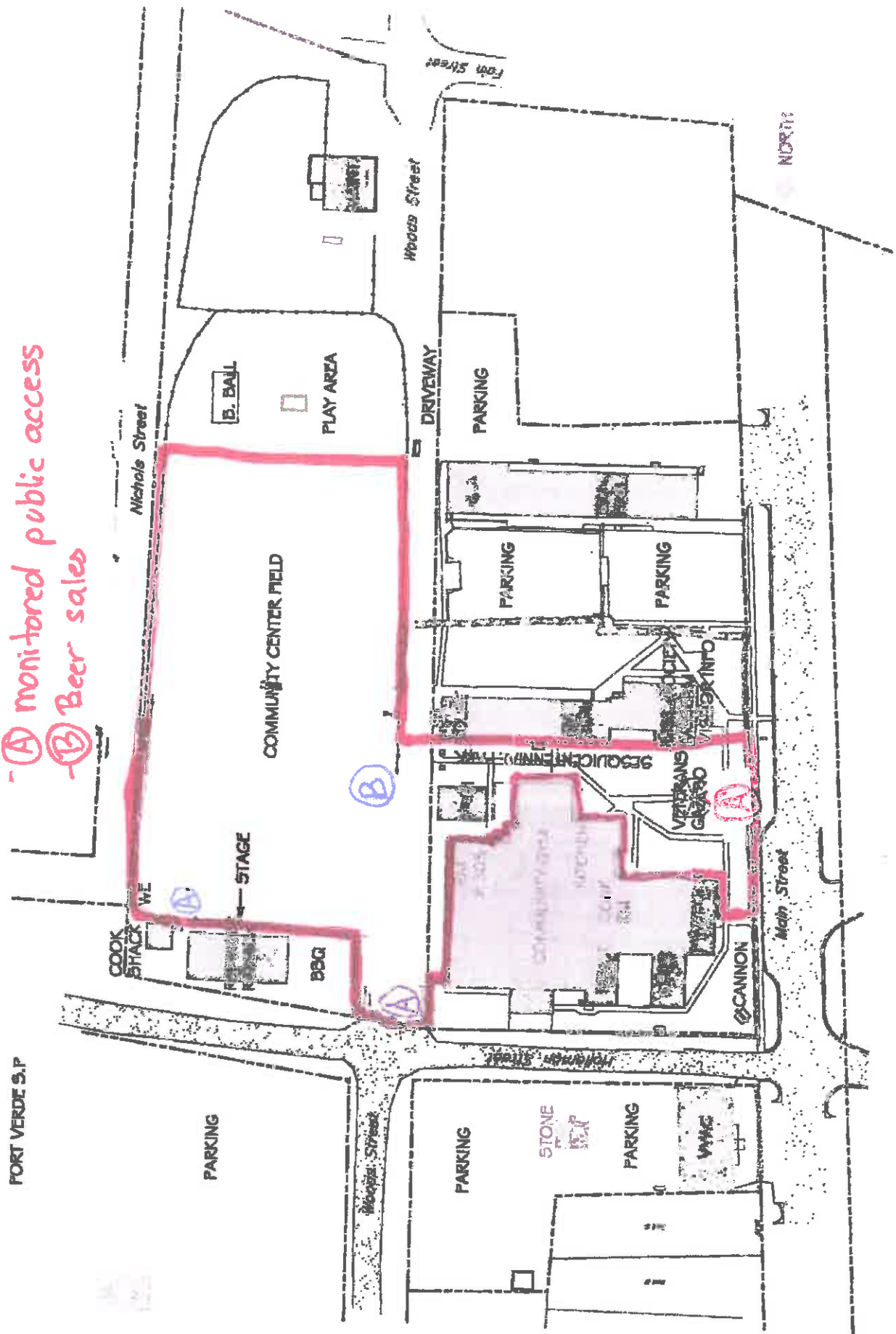


POST THIS LICENSE IN A CONSPICUOUS PLACE



# Pecan & Wine April 17-18, 2021

- Alcohol Limits in Red
- (A) monitored public access
- (B) Beer sales





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

**FOR DLIC USE ONLY**

Received Date:
Job #:
CSR:
License #:

**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
 A.R.S. § 4-203.03 Farm Winery **Fee: \$15.00 per Day**

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 44-6852).

If the fair/festival event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see page 3). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

**SECTION 1** Application type:

Craft Distillery/Wine Fair

Craft Distillery/Wine Festival

- Individual/Agent's Name: Eric Glomski Liquor License #: 13133004
- Business name: Page Springs Vineyards + Cellars Contact Phone #: 928-639-3004  
Farm Winery or Craft Distillery
- Mailing address: 1500 N Page Springs Rd Cornville AZ 86325  
Street Address City State Zip Code
- Location of fair/festival: 75 E Holloman St Camp Verde Yavapai 86322  
Street address City County Zip Code
- Email Address: Jwilliams@pagespringscellars.com
- Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No  
 If yes, please provide the License # \_\_\_\_\_

**SECTION 2** Date & Hours:

**Fair/Festival Days permitted:** A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
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5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

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 Yes (Please submit letter from Agent/Owner of Site)  No
2. Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
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**ATTACH DIAGRAM**

I, (Print Full Name) ERIC GLANSKI hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.  
Applicant Signature: Eric Glanski

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I, _____ <b>(Government Official)</b>	_____ recommend <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <b>(Title)</b>		
on behalf of _____ <b>(City, Town, County, State)</b>	_____ <b>Signature</b>	_____ <b>Date</b>	_____ <b>Phone #</b>

**DLLC USE ONLY**

<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

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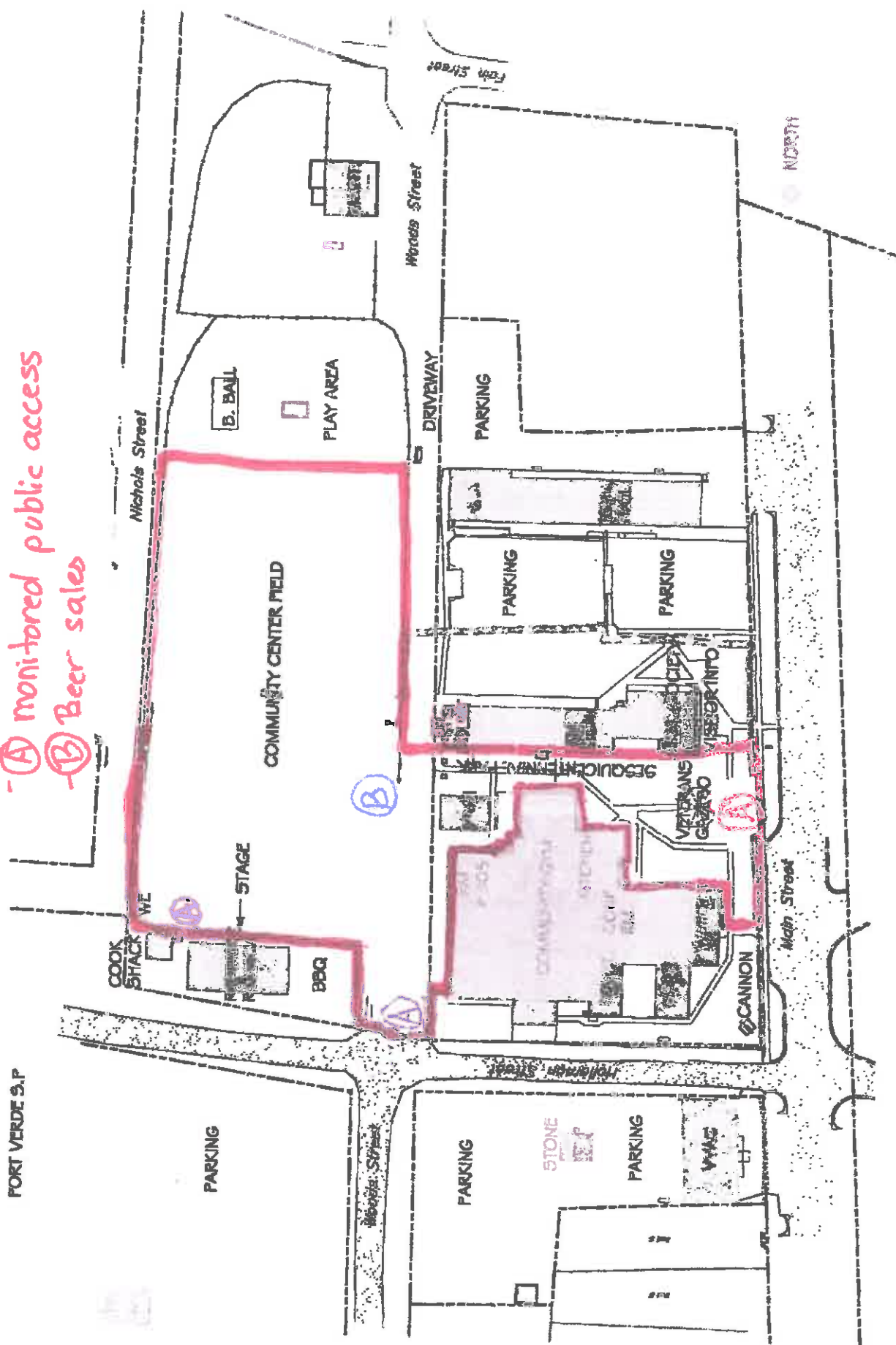
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# Pecan & Wine April 17-18, 2021

- Alcohol Limits in Red
- (A) monitored public access
- (B) Beer sales





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 Phoenix, AZ 85007-2934  
 www.azliquor.gov  
 (602) 542-5141

**FOR DLLC USE ONLY**

Received Date:
Job #:
CSR:
License #:

**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
 A.R.S. § 4-203.03 Farm Winery **Fee: \$15.00 per Day**

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**SECTION 1** Application type:

Craft Distillery/Wine Fair  Craft Distillery/Wine Festival

- Individual/Agent's Name: KEVIN NORTON Liquor License #: 13133044
  - Business name: SALT MINE WINE LLC Contact Phone #: 602-568-7555
  - Mailing address: 536 W. SALT MINE RD. Camp Verde, AZ 86322  
Farm Winery or Craft Distillery
  - Location of fair/festival: 75 E Holloman St Camp Verde Yavapai 86322  
Street address City State Zip Code
  - Email Address: KEVIN.NORTON@SALTMINEWINE.COM  
Street address City County Zip Code
  - Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No
- If yes, please provide the License # \_\_\_\_\_

**SECTION 2** Date & Hours:

**Fair/Festival Days permitted:** A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
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6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

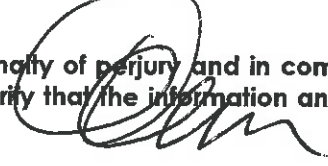
3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

1. Have you received permission for use of the site for the sale/consumption of liquor from the owner named in Section 3?  
 Yes (Please submit letter from Agent/Owner of Site)  No
2. Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
 Yes  No
3. List the number of days you have held a licensed Fair/Festival in the current calendar year 4
4. What security and control measures will you take to prevent violations of state liquor laws at this event?  
Number of Police Officers on Site: 3 Fencing  Yes  No  
Number of Security Personnel on Site: 6 Barriers  Yes  No
5. I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell, or furnish liquor at this fair/festival have knowledge of Arizona liquor laws (R19-1-302)  Yes  No

**SECTION 5** Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Please attach a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.

**ATTACH DIAGRAM**

I, (Print Full Name) KEVIN NORTON, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.  
Applicant Signature: 

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I, _____	_____	recommend	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
(Government Official)	(Title)			
on behalf of _____	_____	_____	_____	_____
(City, Town, County, State)	Signature	Date	Phone #	

**DLLC USE ONLY**

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter, prohibited agency action: prohibited acts by state employees: enforcement: notice**

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

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

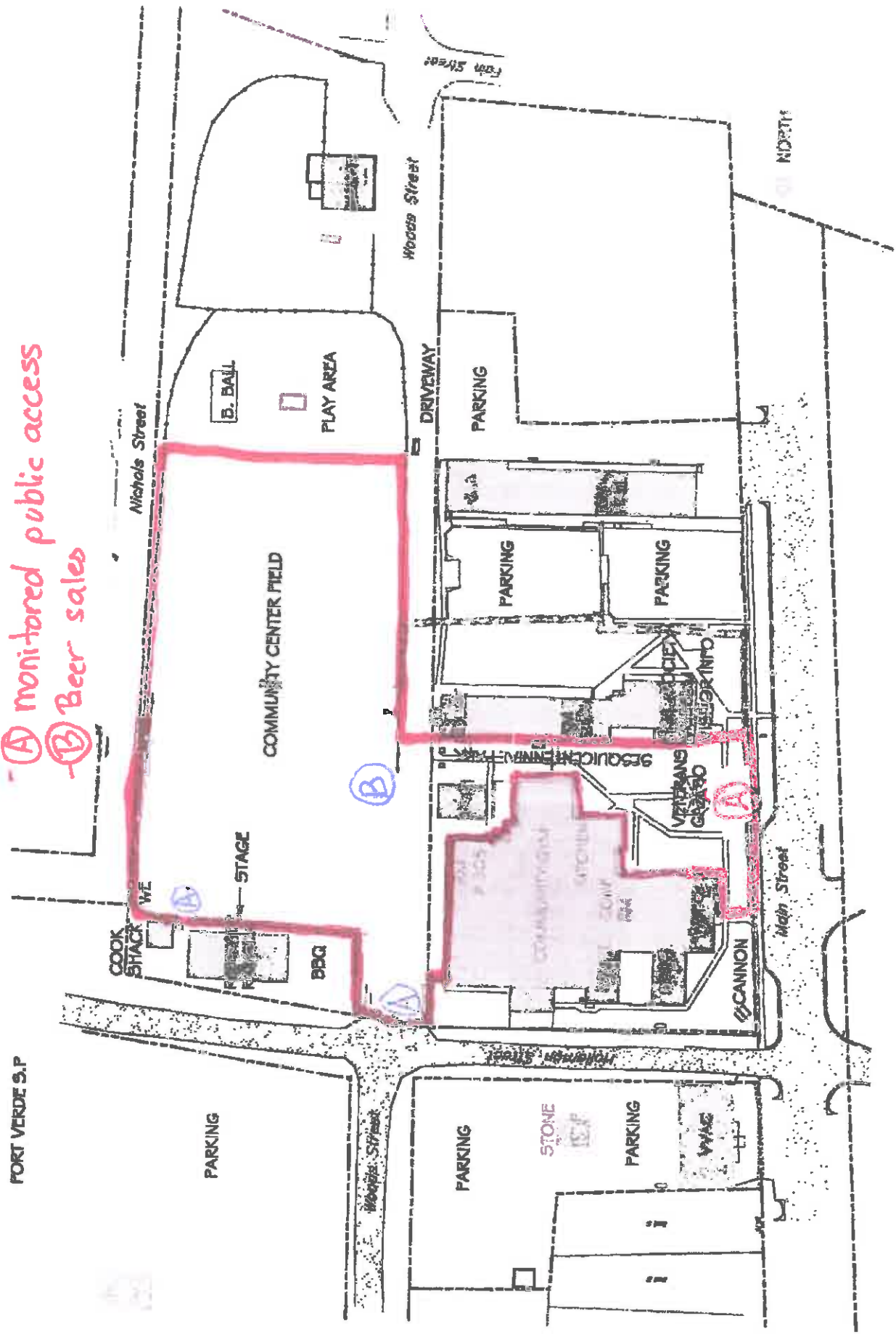
E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

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



# Pecan & Wine April 17-18, 2021

- Alcohol Limits in Red
- (A) monitored public access
- (B) Beer sales





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

<b>FOR DLIC USE ONLY</b>	
Received Date:	
Job #:	
CSR:	
License #:	

**FAIR/FESTIVAL LICENSE APPLICATION**  
 A.R.S. § 4-205.11 Craft Distillery A.R.S. § 4-203.02 at Special Event  
 A.R.S. § 4-203.03 Farm Winery **Fee: \$15.00 per Day**

A service fee of \$25 will be charged for all dishonored checks (A.R.S. 44-6852).

If the fair/festival event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control (see page 3). When the days of the fair/festival are not consecutive, a separate license for each uninterrupted period is needed.

**SECTION 1** Application type:

Craft Distillery/Wine Fair  Craft Distillery/Wine Festival

1. Individual/Agent's Name: Paula Teer Woolsey Liquor License #: 13133045

2. Business name: Southwest Wine Center Contact Phone #: 928-593-9694

3. Mailing address: PO Box 2564 Cottonwood AZ 86326  
Street Address City State Zip Code

4. Location of fair/festival: 75 E Holloman St Camp Verde Yavapai 86322  
Street address City County Zip Code

5. Email Address: pwoosley@instructor.yc.edu

6. Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No

If yes, please provide the License # \_\_\_\_\_

**SECTION 2** Date & Hours:

**Fair/Festival Days permitted:** A total of 150 days per Craft Distillery/Farm Winery per calendar year.

	Date	Day of Week	Start Time AM/PM	End Time AM/PM
1.	<u>April 17, 2021</u>	<u>Saturday</u>	<u>11:00 AM</u>	<u>7:00 PM</u>
2.	<u>April 18, 2021</u>	<u>Sunday</u>	<u>11:00 AM</u>	<u>4:00 PM</u>
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

Please attach an additional sheet if necessary

**SECTION 3** Controlling Person of Location:  
(Person authorizing use of location)

1. Name: Michael Marshall Daytime Contact Phone #: 928-554-0828  
First Last

2. Mailing address: 395 S. Main St. Camp Verde AZ 86322  
Street address City State Zip Code

3. Email Address: michael.marshall@campverdeaz.gov

**SECTION 4** To complete this application, all questions must be answered:

1. Have you received permission for use of the site for the sale/consumption of liquor from the owner named in Section 3?  
 Yes (Please submit letter from Agent/Owner of Site)  No
2. Will the liquor you sell/serve be manufactured/produced products of your licensed premises named in Section One?  
 Yes  No
3. List the number of days you have held a licensed Fair/Festival in the current calendar year 0
4. What security and control measures will you take to prevent violations of state liquor laws at this event?  
Number of Police Officers on Site: 3 Fencing  Yes  No  
Number of Security Personnel on Site: 6 Barriers  Yes  No
5. I have taken responsible steps to ensure individuals operating the fair/festival licensed premises and employees who serve, sell, or furnish liquor at this fair/festival have knowledge of Arizona liquor laws (R19-1-302)  Yes  No

**SECTION 5** Licensed premises diagram. The licensed premises for your fair/festival is the area you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license identified in Section 1, line #2 of this application. Please attach a diagram of your special event licensed premise. Please include dimensions of the premises, serving areas, fencing, barricades, or other control measures and security positions.



I, (Print Full Name) Paula Teer Woolsey hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: Paula Teer Woolsey

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**GOVERNING BOARD**

I, _____ (Government Official)	_____ (Title)	recommend	<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL
on behalf of _____ (City, Town, County, State)	_____ Signature	_____ Date	_____ Phone #	

**DLLC USE ONLY**

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISAPPROVAL	BY: _____	DATE: _____
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**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

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

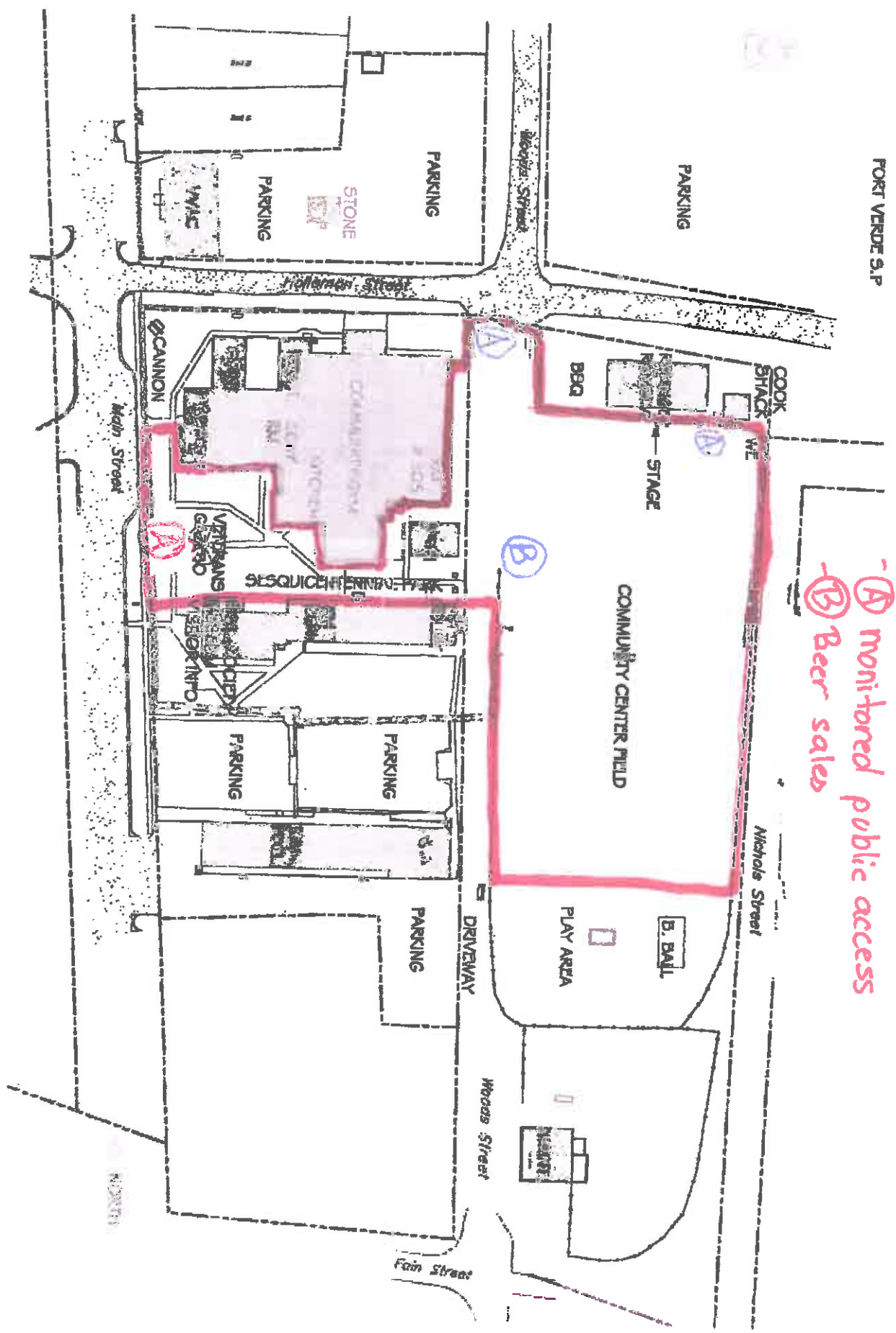
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E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

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

# Recan & Wine April 17-18, 2021

- Alcohol Limits in Red
- (A) monitored public access
- (B) Beer sales



FORT VERDE S.P.

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Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: March 24, 2021-Special Session

Consent Agenda     Decision Agenda     Executive Session Requested

Presentation Only     Action/Presentation

Requesting Department: Clerk’s Office

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact: Possible Approval of Special Event Liquor License application for Debbie Louise Moore-American Legion Post 93 for a fundraiser to be held on April 3, 2021 at 286 S Third Street in Camp Verde, AZ. [Staff Resource: Cindy Pemberton]

List Attached Documents: – Application for Special Event License

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

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

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A    Amount Remaining: \_\_\_\_\_

Comments:

Background Information: Application was submitted to Clerk’s Office on March 4, 2021 for Council Approval. No posting is required.

The American Legion currently has a Liquor License but would like to have a one-day Special Event License for a fundraiser they are having. This is an outdoor event. The application has been sent to Community Development and the Marshal’s Office for review. The Legion understands the 10 day period the Department of Liquor requires and plans on overnighting the application or delivering in person.

Recommended Action (Motion): Recommend Approval of Special Event Liquor License application for Debbie Louise Moore-American Legion Post 93 for fundraiser to be held on April 3, 2021 at 286 S Third Street in Camp Verde, AZ.

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



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

FOR DLIC USE ONLY

Received Date:
Job #:
CSR:
License #:

**APPLICATION FOR SPECIAL EVENT LICENSE**

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

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

The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event.

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

1. Applicant: Moore Debbie Louise [REDACTED]  
Last First Middle Date of Birth

2. Applicant's mailing address: P.O. Box 187 Camp Verde, Az. 86322  
Street City State ZIP

3. Applicant's home/cell phone: (928) 451-5255 Applicant's business phone: (908) 567-6154

4. Applicant's email address: ~~XXXX~~ americanpost.93@yahoo.com

**SECTION 2** Name of Organization, Candidate or Political Party/Gov.: American Legion Post 93

**SECTION 3** Non-Profit/IRS Tax Exempt Number: 31-0909230

**SECTION 4** Event Location: ~~286 S Third St.~~ American Legion Post 93  
 Event Address: 286 S. Third St. Camp Verde, Az. 86322

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

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

	Date	Day of Week	Event Start Time AM/PM	Event End Time AM/PM	Numbers of Attendees (Each Day)
DAY 1:	<u>4-3-21</u>	<u>Saturday</u>	<u>9:00am</u>	<u>9:00 p.m</u>	<u>40</u>
DAY 2:	_____	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____	_____



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

Number of Police 2 Number of Security Personnel  Fencing  Barriers

Explanation: There will be someone on both sides of the roped off area

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

American Legion Post 93 14130005 928-567-6154  
Name of Business License Number Phone (Include Area Code)

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

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

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

**SECTION 9** What is the purpose of this event?

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

**SECTION 10**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No (if yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? 0  
(The number cannot exceed 10 days per year.)

3. Is the Organization using the services of a Licensed Contractor?  
 Yes  No If yes, please provide the following: Name of Licensed Contractor: \_\_\_\_\_

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?  
 Yes  No If yes, please provide the following: Name of Licensee \_\_\_\_\_ License #: \_\_\_\_\_

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

Name American Legion Post 93 Percentage: 90%

Address 286 S. Third St. Camp Verde AZ 86322

Name Food Bank Percentage: 10%

Address 1406 W. Boot Hill Dr. Camp Verde, AZ 86322  
Street City State Zip

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

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

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

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

# ATTACH DIAGRAM

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

### Attestation for Special Events Licenses Executive Order ("E.O.") 2020-59 Further Mitigation Requirement for Events

On December 2, 2020 Governor Ducey issued E.O. 2020-59, Further Mitigation Requirement for Events. Pursuant to E.O. 2020-59, beginning on December 3rd, an applicant for a series 15, Special Event License or series 16, Festival/Fair License are required to submit an attestation acknowledging that public health requirements issued by ADHS will be followed by attendees and enforced by event organizers prior to receiving the license.

I hereby attest, by submitting this form, that as the applicant listed below I acknowledge that I understand that as a condition of the series 15, Special Event License or series 16, Festival/Fair License issued to me by the DLLC, I shall ensure compliance with the applicable requirements issued by ADHS and any other requirements or guidelines incorporated therein related to mitigating the transmission of COVID-19 during my event, including that as the event organizer I will implement and enforce the following:

At all times:

- Require the use of masks at all times by event organizers, staff and attendees except while actively eating or drinking.
- Promote healthy hygiene practices.
- Ensure cleaning and disinfection practices and ventilation.
- Ensure adequate supplies of hand sanitizer and cleaning supplies.
- Monitor all persons in the business premises for sickness.
- Ensure physical distancing by spacing chairs and tables at least 6 feet apart.
- Limit the congregation of groups during the event.
- Eliminate instances where attendees serve their own food.

By submitting this attestation, the applicant is agreeing to meet the applicable guidance in the ADHS Requirements for the business located at [www.azhealth.gov/businesscovid19](http://www.azhealth.gov/businesscovid19), as may be updated or modified from time-to-time.

Notwithstanding the submission of this attestation, if DLLC becomes aware of actions taken by the applicant that may take jeopardize the health, safety, and welfare of the public or that the representations in this attestation are false, DLLC additional action as necessary to protect the health, safety and welfare of the public.

To review up-to-date information regarding ADHS' emergency response to COVID-19 and information for businesses, please visit [www.azhealth.gov/businesscovid19](http://www.azhealth.gov/businesscovid19).

I, (Print Full Name) Debbie Moore hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: Debbie Moore

**LOCAL GOVERNING BOARD**

Date Received: \_\_\_\_\_

I, \_\_\_\_\_ recommend  APPROVAL  DISAPPROVAL  
(Government Official) (Title)

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

**DLLC USE ONLY**

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

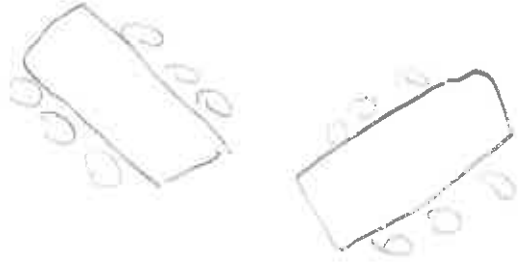
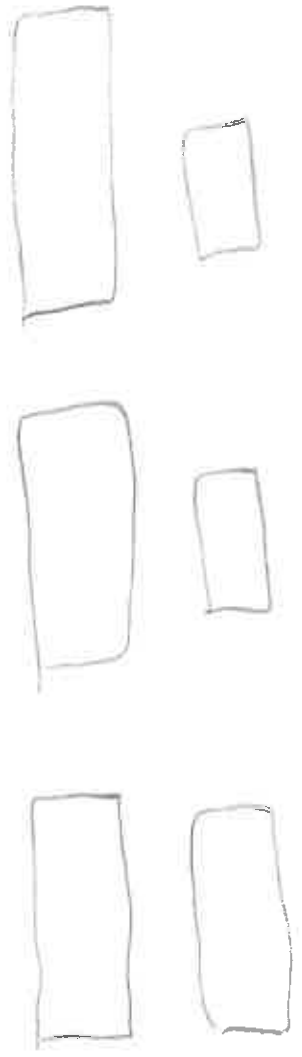
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

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

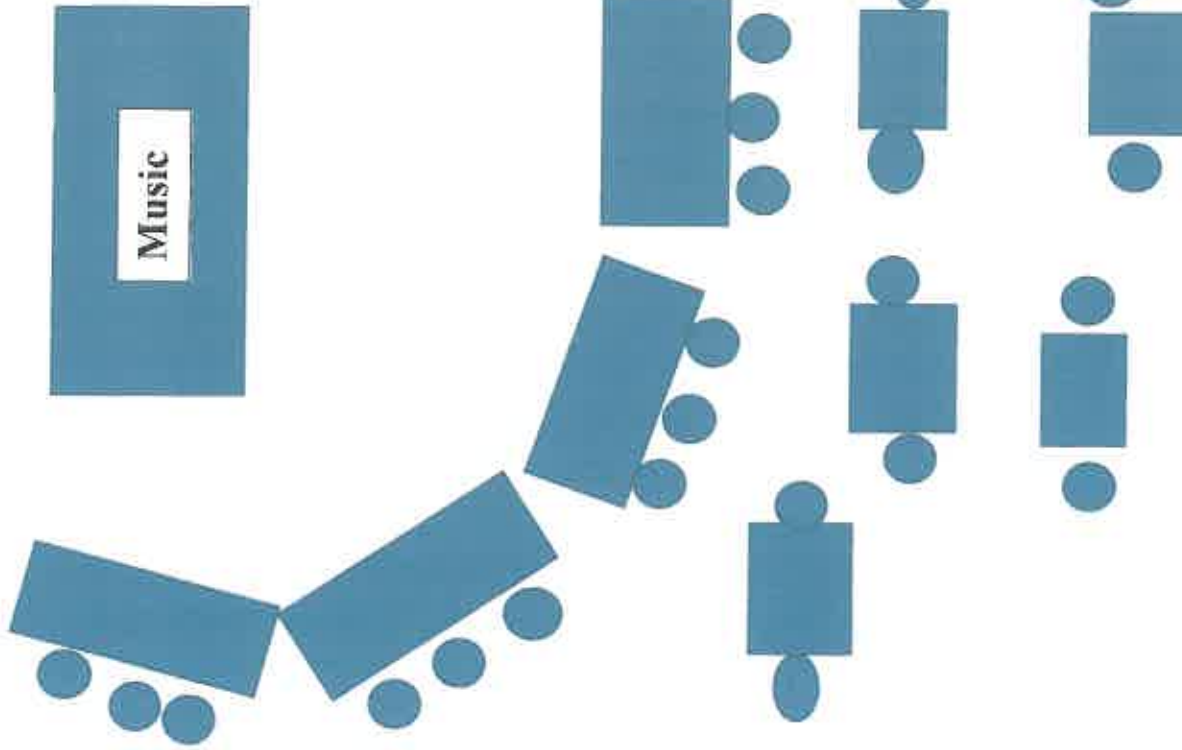
F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.



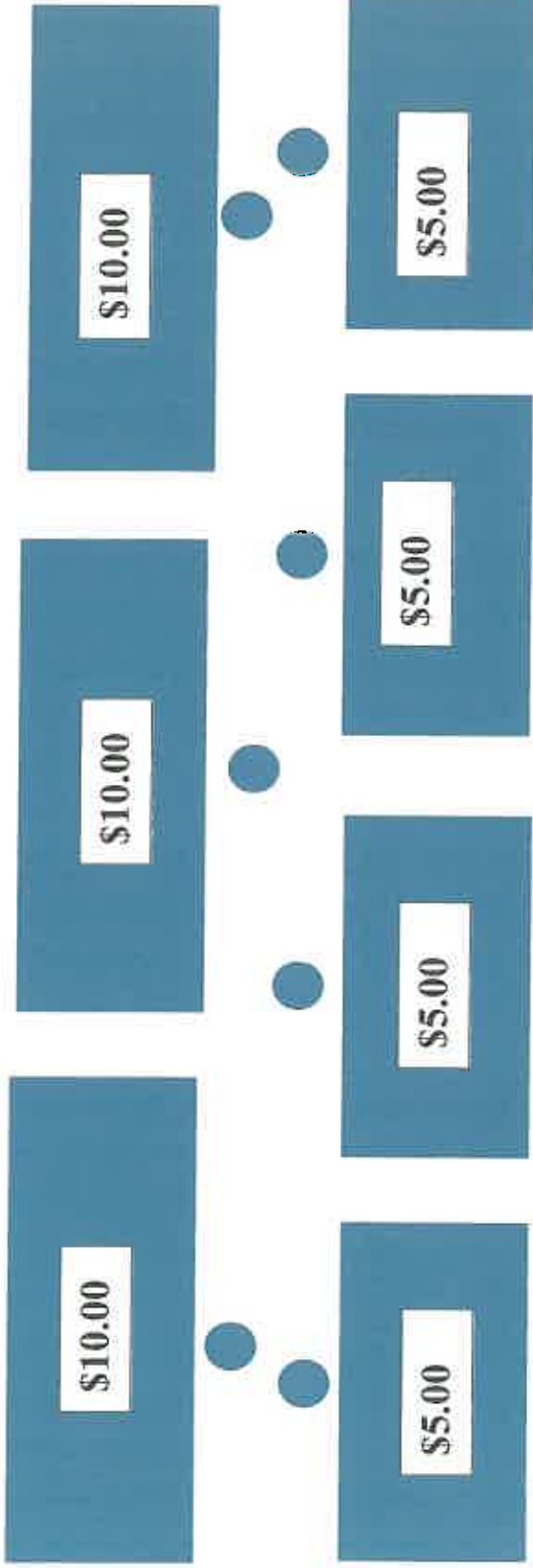
Inside



Outside



**Outside Layout**



# RUMMAGE

# SALE

At the American Legion Post 93

286 S. Third Street, C.V.

928-567-6154

Inside & Outside

Buy or Sell

To rent a table or for more information, call 928-567-6154 ask for Debbie

Or leave a message and I will call you back.

Bring two cans of food and get .50¢ off your 1<sup>st</sup> drink

Live Music From 12 – 9 p.m.

Rummage Sale From 9 a.m. – 4 p.m.

Steak Dinner From 5 – 7 p.m.







Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: March 24, 2021-Special Session

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

Requesting Department: Clerk’s Office

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact: Possible Approval of Special Event Liquor License application for Tyler Rezzonico, Verde Valley Rangers Posse for the Pecan & Wine Festival to be held on April 17, 2021 and April 18, 2021. [Staff Resource: Cindy Pemberton]

List Attached Documents: – Application for Special Event License

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

- Department Head: Cindy Pemberton       Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A      Amount Remaining: \_\_\_\_\_

Comments:

Background Information: Application was submitted to Clerk’s Office on March 3,2021 for Council Approval. No posting is required.

Recommended Action (Motion): Recommend Approval of Special Event Liquor License application for Verde Valley Rangers Posse for Pecan & Wine Festival to be held on April 17, 2021 and April 18, 2021.

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



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

FOR DLLC USE ONLY

Received Date:
Job #:
CSR:
License #:

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

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

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

1. Applicant: Rezzonico Tyler Scott [REDACTED]  
Last First Middle Date of Birth

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

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

4. Applicant's email address: rezzonico67@yahoo.com

**SECTION 2** Name of Organization, Candidate or Political Party/Gov.: Camp Verde promotions

**SECTION 3** Non-Profit/IRS Tax Exempt Number: 26-4717807

**SECTION 4** Event Location: Camp Verde town field  
 Event Address: 395 S main st, Camp Verde AZ 86322

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

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

	Date	Day of Week	Event Start Time (AM/PM)	License End Time (AM/PM)
DAY 1:	April 17 <sup>th</sup>	Saturday	0900	1159 pm
DAY 2:	April 18 <sup>th</sup>	Sunday	0900	1159 pm
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

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

2 Number of Police 6 Number of Security Personnel  Fencing  Barriers

Explanation: Camp Verde marshalls office has two officers  
walking the grounds, we too as an organization  
have uniformed personal walking around and checking  
gates.

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

\_\_\_\_\_  
Name of Business License Number Phone (include Area Code)

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

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

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

**SECTION 9** What is the purpose of this event?

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

**SECTION 10**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No (If yes, attach explanation.)
2. How many special event days have been issued to this organization during the calendar year? 0  
(The number cannot exceed 10 days per year.)
3. Is the Organization using the services of a Licensed Contractor?  
 Yes  No If yes, please provide the following: Name of Licensed Contractor: \_\_\_\_\_
4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?  
 Yes  No If yes, please provide the following: Name of Licensee \_\_\_\_\_ License #: \_\_\_\_\_
5. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.  
Name Verde Valley Rangers Posse Percentage: 100 %  
Address PO Box 1505 Camp Verde AZ 86322  
Name \_\_\_\_\_ Percentage: \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip

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

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

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

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

ATTACH DIAGRAM

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

I, (Print Full Name) Tyler Scott Resonico hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: 

**LOCAL GOVERNING BOARD**

Date Received: \_\_\_\_\_  
I, \_\_\_\_\_ (Government Official) \_\_\_\_\_ (Title) recommend  APPROVAL  DISAPPROVAL  
On behalf of \_\_\_\_\_ (City, Town, County) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**DLIC USE ONLY**

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

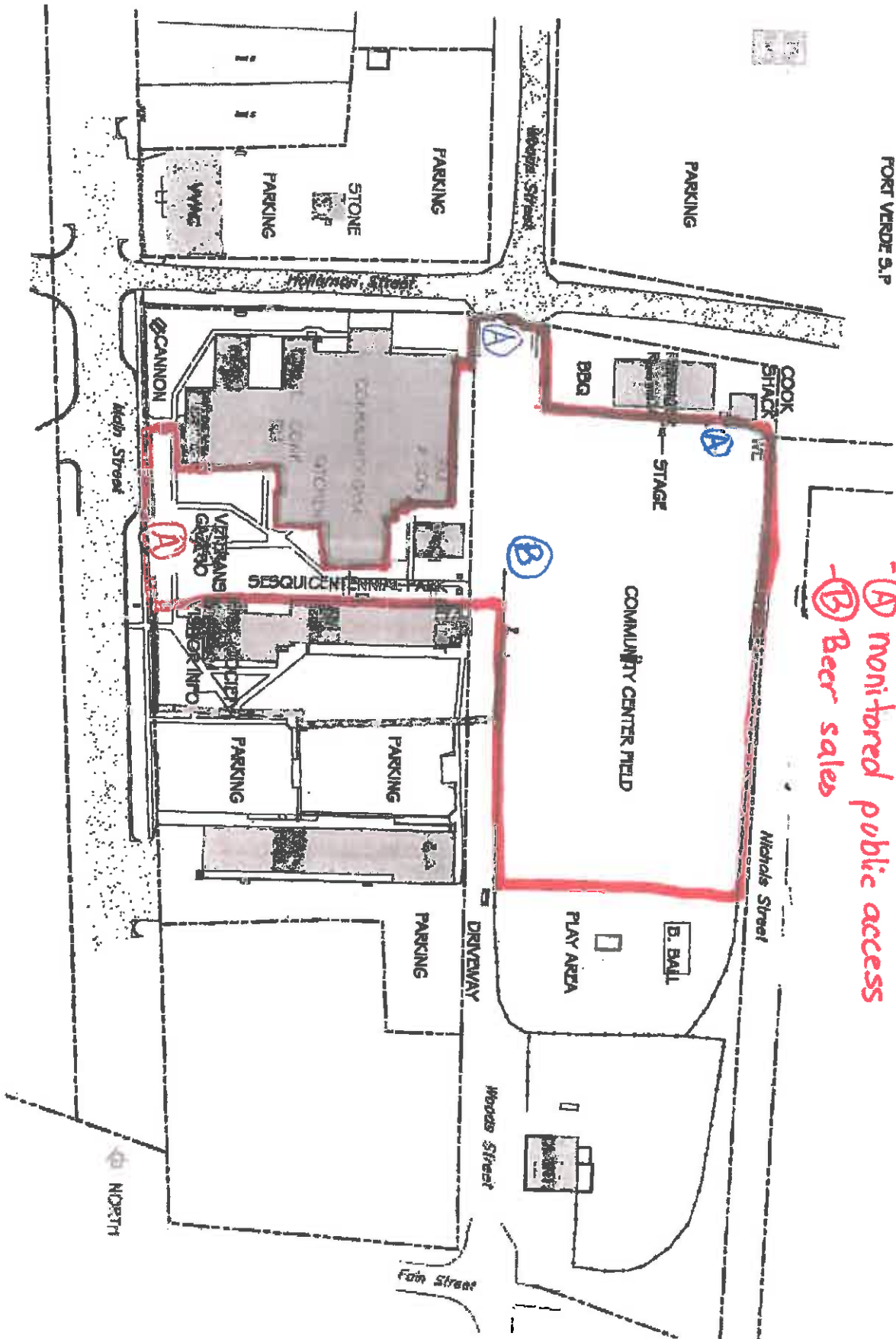
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

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

F. THIS SECTION DOES NOT ABRÖGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.

# Recan & Wine April 17-18, 2021

- Alcohol Limits in Red
- (A) monitored public access
- (B) Beer sales



FORT VERDE S.P

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Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: March 24, 2021

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title: Possible Approval of Special Event Liquor License application for Mary Phelps, Camp Verde Arena Association for an event to be held on June 25<sup>th</sup> and June 26<sup>th</sup>, 2021 at 1495 E Hideout arena Way in Camp Verde, AZ. [Staff Resource: Cindy Pemberton]

List Attached Documents: – Application for Special Event License

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

- Department Head: Cindy Pemberton       Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A      Amount Remaining: \_\_\_\_\_

Comments:

Background Information: Application was submitted to Clerk's Office on March 4, 2021.

Recommended Action (Motion): Recommend Approval of Special Event Liquor License application for Camp Verde Arena Association for event to be held on June 25<sup>th</sup> and June 26<sup>th</sup>, 2021 at 1495 E Hideout arena Way in Camp Verde, AZ.

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



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

<b>FOR DLLC USE ONLY</b>	
Received Date:	
Job #:	
CSR:	
License #:	

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

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

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

1. Applicant: Phelps, Mary
- |      |       |        |               |
|------|-------|--------|---------------|
| Last | First | Middle | Date of Birth |
|------|-------|--------|---------------|
2. Applicant's mailing address: 112 Ft. McDowell Place, Camp Verde, AZ 86322
- |        |      |       |     |
|--------|------|-------|-----|
| Street | City | State | Zip |
|--------|------|-------|-----|
3. Applicant's home/cell phone: (928) 274-1783 Applicant's business phone: ( ) \_\_\_\_\_
4. Applicant's email address: campverdearena@gmail.com

**SECTION 2** Name of Organization, Candidate or Political Party/Gov.: Camp Verde Arena Association

**SECTION 3** Non-Profit/IRS Tax Exempt Number: 83-2391244

**SECTION 4** Event Location: Camp Verde Equestrian Center

Event Address: 1495 E. Hideout Arena Way, Camp Verde, AZ 86322

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

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

	Date	Day of Week	Event Start Time AM/PM	Event End Time AM/PM	Numbers of Attendees (Each Day)
DAY 1:	<u>6/25/2021</u>	<u>Friday</u>	<u>7pm</u>	<u>10pm</u>	<u>700</u>
DAY 2:	<u>6/26/2021</u>	<u>Saturday</u>	<u>7pm</u>	<u>10pm</u>	<u>700</u>
DAY 3:	_____	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____	_____



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

Number of Police 2 Number of Security Personnel  Fencing  Barriers

Explanation: CVAA will have 2 security guards walking property. CVAA will have 2-3 certified bar tenders. Sales will be located in one building with gate security to control in and out of alcohol. Signs will be posted displaying that no outside alcohol and beverages are allowed on premises.  
displaying that no outside alcohol and beverages are allowed on premises.

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

Camp Verde Arena Association Town of Camp Verde (928) 567-5600  
Name of Business License Number Phone (Include Area Code)

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

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

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

**SECTION 9** What is the purpose of this event?

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

**SECTION 10**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No (If yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? 1  
(The number cannot exceed 10 days per year.)

3. Is the Organization using the services of a Licensed Contractor?

Yes  No If yes, please provide the following: Name of Licensed Contractor: \_\_\_\_\_

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?

Yes  No If yes, please provide the following: Name of Licensee \_\_\_\_\_ License #: \_\_\_\_\_

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

Name Camp Verde Arena Association Percentage: 100%

Address 112 Ft. McDowell Place, Camp Verde, AZ 86322

Name \_\_\_\_\_ Percentage: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

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

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

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

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

# ATTACH DIAGRAM

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

**Attestation for Special Events Licenses  
Executive Order ("E.O.") 2020-59  
Further Mitigation Requirement for Events**

On December 2, 2020 Governor Ducey issued E.O. 2020-59, Further Mitigation Requirement for Events. Pursuant to E.O. 2020-59, beginning on December 3rd, an applicant for a series 15, Special Event License or series 16, Festival/Fair License are required to submit an attestation acknowledging that public health requirements issued by ADHS will be followed by attendees and enforced by event organizers prior to receiving the license.

I hereby attest, by submitting this form, that as the applicant listed below I acknowledge that I understand that as a condition of the series 15, Special Event License or series 16, Festival/Fair License issued to me by the DLLC, I shall ensure compliance with the applicable requirements issued by ADHS and any other requirements or guidelines incorporated therein related to mitigating the transmission of COVID-19 during my event, including that as the event organizer I will implement and enforce the following:

At all times:

- Require the use of masks at all times by event organizers, staff and attendees except while actively eating or drinking.
- Promote healthy hygiene practices.
- Ensure cleaning and disinfection practices and ventilation.
- Ensure adequate supplies of hand sanitizer and cleaning supplies.
- Monitor all persons in the business premises for sickness.
- Ensure physical distancing by spacing chairs and tables at least 6 feet apart.
- Limit the congregation of groups during the event.
- Eliminate instances where attendees serve their own food.

By submitting this attestation, the applicant is agreeing to meet the applicable guidance in the ADHS Requirements for the business located at [www.azhealth.gov/businesscovid19](http://www.azhealth.gov/businesscovid19), as may be updated or modified from time-to-time.

Notwithstanding the submission of this attestation, if DLLC becomes aware of actions taken by the applicant that may take jeopardize the health, safety, and welfare of the public or that the representations in this attestation are false, DLLC additional action as necessary to protect the health, safety and welfare of the public.

To review up-to-date information regarding ADHS' emergency response to COVID-19 and information for businesses, please visit [www.azhealth.gov/businesscovid19](http://www.azhealth.gov/businesscovid19).

I, (Print Full Name) Mary Phelps, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: Mary Phelps

**LOCAL GOVERNING BOARD**

Date Received: \_\_\_\_\_

I, \_\_\_\_\_ recommend  APPROVAL  DISAPPROVAL  
(Government Official) (Title)

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

**DLLC USE ONLY**

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

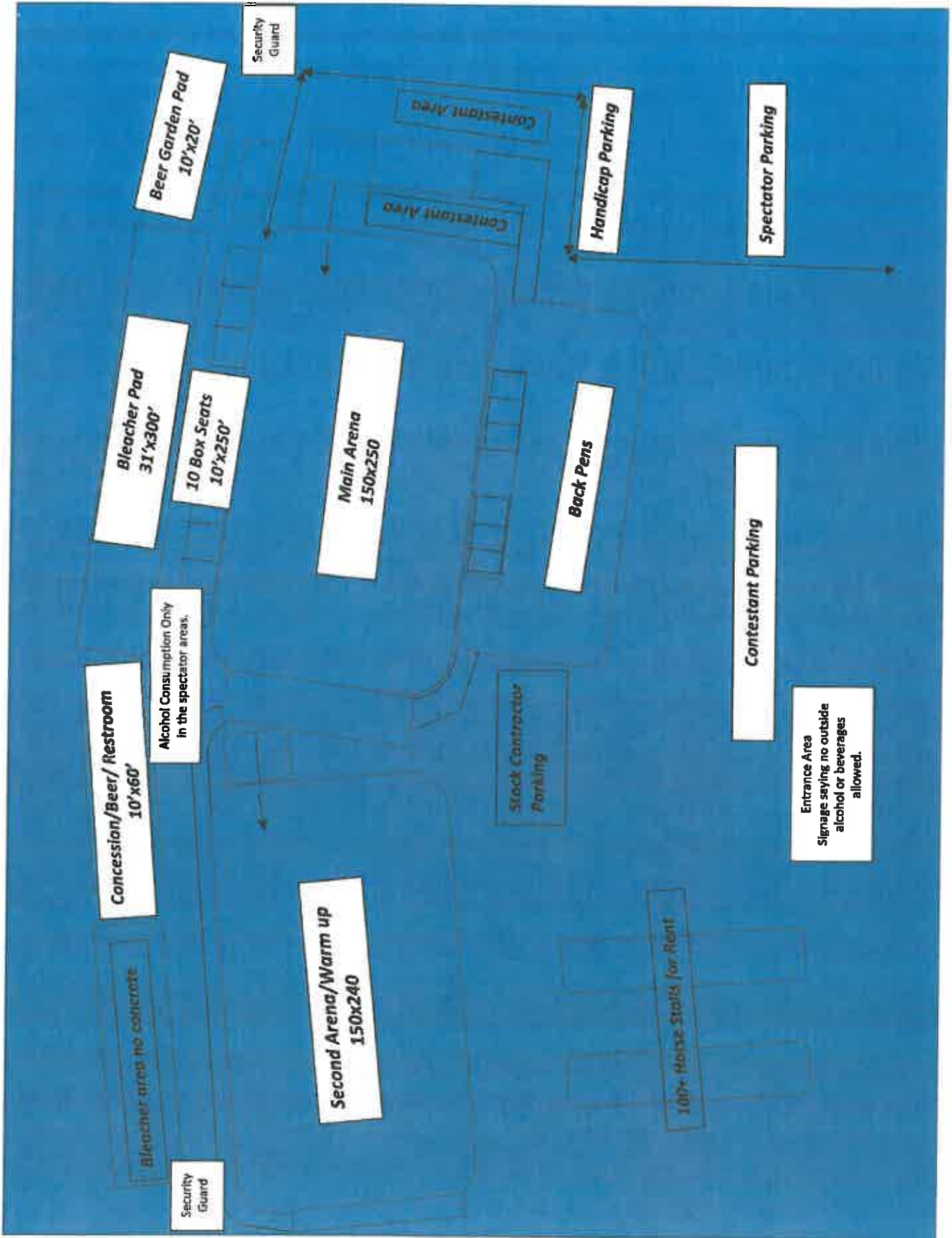
**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

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

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

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

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.



Agenda Item 4g



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: March 24, 2021

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

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): FY22 Budget Calendar Adjustment.

List Attached Documents: 1) Updated FY22 Budget Calendar

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

**Reviews and comments Completed by:**

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

Comments:

**Background Information:** It was determined during the Strategic Planning session that the CIP process should be adjusted to remove the first Council presentation process and instead to have staff make the first review and bring a completed CIP to Council for approval. Due to these changes, the 2 days of CIP presentation and review have been removed from the FY22 Budget Calendar.

**Recommended Action (Motion):** Move to approve the updated FY22 Budget Calendar.

**Instructions to the Clerk:** None



# Town of Camp Verde

## Proposed Budget Calendar for FY 2021-22

<u>Date</u>	<u>Task</u>	<u>Day/Time</u>
Feb. 3 <sup>rd</sup> , 2021	Approve budget calendar.	Wed: 6:30pm
Feb. 19 <sup>th</sup> , 2021	Strategic Plan development	Fri: 9:00-12:00pm
Apr. 13 <sup>th</sup> , 2021	Day 1 of Council budget presentations	Tue: 5:30-8:00pm
Apr. 14 <sup>th</sup> , 2021	Day 2 of Council budget presentations	Wed: 5:30-8:00pm
May 7 <sup>th</sup> , 2021	Council review with Town Manager & Finance Director	Fri: 8:30-11:30am
May 19 <sup>th</sup> , 2021	Public hearing; Adoption of Town fees and Sanitary District debt levies	Wed: 6:30pm
June 16 <sup>th</sup> , 2021	Adoption of Tentative Budget and Capital Improvement Plan	Wed: 6:30pm
July 21 <sup>st</sup> , 2021	Public hearing; Adoption of final budget	Wed: 6:30pm

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



PROCLAMATION

DESIGNATING APRIL 6, 2021

AS

**National Service Recognition Day**

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and,

WHEREAS, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and,

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and,

WHEREAS, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 6, 2021.

THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the Town of Camp Verde do hereby proclaim April 6, 2021, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve; and to find ways to give back to their communities.

Passed and approved by a majority vote of the Common Council at the Special Session of March 24, 2021.

\_\_\_\_\_  
Dee Jenkins, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

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**Agenda Item Submission Form – Section I**

**Meeting Date:**

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

**Requesting Department:** Marshal's Office

**Staff Resource/Contact Person:** Deputy Oscar Berrelez and Deputy Jeff Bowers

**Agenda Title (be exact):** ADOPTION OF RESOLUTION 2021-1066. A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO ADOPTING "PUBLIC SAFETY EMPLOYEE-EMPLOYER RELATIONS; MEET AND CONFER" SUPERCEDING RESOLUTION 2008-741.

**List Attached Documents:** Updated "Meet and Confer"

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_
- Department Head: Corey Rowley
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department  
Fiscal Impact:  
Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_

**Comments:**

**Background Information:** The original "Meet and Confer" (resolution "2008-741") has not been reviewed and or updated since February 2008. Employees of the Camp Verde Marshal's Officer are in the process of re-establishing a recognized AZCOPS union according statue.

**Recommended Action (Motion):** Move to approve Resolution 2021-1066 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to adopting, public safety employee-employer relations; "meet and confer".

*Instructions to the Clerk:*



## RESOLUTION 2021-1066

### A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO ADOPTING, PUBLIC SAFETY EMPLOYEE-EMPLOYER RELATIONS; “MEET AND CONFER”:

**WHEREAS**, the Town of Camp Verde has a fundamental interest in the development of harmonious and cooperative relations between the Town and its public safety employees;

**WHEREAS**, Public Safety employees have the fundamental right to organize and have full communication between public employers and public safety employees;

**WHEREAS**, The Town, its public safety employees and employee organizations, have a basic obligation to the public to assure the orderly and continuous operations and functions of government;

**WHEREAS**, the Mayor and Council find that Resolution 2003-551 shall, upon adoption of Resolution 2008-741 be superseded.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of the Town of camp Verde, Arizona resolve, to adopt the "public safety employee-employer relations; meet and confer" as follows:

Section 1. Public-safety employee-employer relations; meet and confer

- A) Findings and purpose. The town has a fundamental interest in maintaining a harmonious and cooperative relationship between the town and its public safety employees. Establishment of a formal procedure for communications between the two can improve the operations of town government. This resolution is intended to allow the town and its public safety employees, acting within the established framework, to enter into discussions to consider various matters relating to wages, hours, and working conditions.
- B) Definitions: For purposes of this specific resolution, the following definitions apply.
- 1) Designated public safety employee organization: The public safety employee organization that has met the criteria for designation under this section and that is eligible to participate in the meet and confer process established by this resolution.
  - 2) Memorandum of understanding: The written document approved by the council, which incorporates the agreement resulting from the meet and confer process.
  - 3) Public safety employees: Full-time, Arizona certified sworn peace officers and sergeants, and E911 dispatchers, property and evidence technicians and police records clerks. Persons who are employed on a contract, temporary, or seasonal basis are not considered public safety employees.

c) Council and town management: rights and obligations.

- 1) The council is the policymaking and legislative body of the town. None of its rights, duties and obligations, as set forth in the town code, or otherwise established by law, shall be restricted by this resolution.
- 2) The town's ordinances, rules and regulations, administrative directives, departmental rules and regulations, and work place practices shall govern employee relations unless there is a specific conflict with the memorandum of understanding approved by the council pursuant to this resolution. Where a specific conflict exists, the memorandum of understanding shall govern.
  - 3) *By way of illustration and not limitation, the town has the express right:*
    - a) To determine the purpose of each of its departments, agencies, boards and commissions.
    - b) To set standards of service to be offered to the public, and to exercise control and discretion over its organizations and operations.
  - c) To direct its employees, take disciplinary action, relieve its employees from duty because of lack of work or for other legitimate reasons, determine whether goods and services shall be made, purchased or contracted for, and determine the methods, means, and personnel by which the town's operations are to be conducted.
  - d) To take all necessary actions to maintain uninterrupted service to the community.
- 4) The town manager may, at the manager's discretion *or* at the direction of the council, consult with the town's employees, or their authorized representatives, about the direct consequences that decisions on these matters may have on wages, hours, and working conditions.
- 5) It is the policy of the council that in matters involving employee relations not expressly covered by an approved memorandum of understanding between the town and the public safety employee organization, decision-making authority shall rest with the town manager.

D) Public safety employee: rights. Public safety employees shall have the right:

- 1) To form, join and participate in any employee organization or to refrain from forming, joining or participating.
- 2) If they so choose, to be represented by the designated employee organization, to meet and confer through a designated employee organization with the town in the determination of wages, hours, and working conditions, and to be represented in the determination of grievances.
- 3) To represent themselves in grievance matters.

E) Meet and confer: scope.

- 1) This meet and confer process includes the following matters:
  - a) Salary or wage rates or other forms of direct monetary compensation and direct cost subjects.
  - b) Paid time off.
  - c) Leaves of absence.

- d) Total hours of work required of an employee on each workday or workweek, including overtime, compensatory time, rest and meal periods.
  - e) Personnel records review.
  - f) Discussions with personnel by group representatives.
  - g) Distribution of information.
  - h) Meet and confer procedures
  - i) Procedures for employee grievances.
  - j) Matters mutually agreed upon by the public safety employee organization and the town manager.
- 2) The following matters shall not be included in the meet and confer process:
- a) Employee discipline, hiring, discharging, promotions, demotions, transfers or suspensions.
  - b) Any facet of the hiring, promotion, or transfer of employees, the types of discipline or grounds for demotion, discharge, suspension or discipline.

F) Meet and confer; process.

- 1) The designated public safety employee organization shall select no more than three public safety employee members **as its** representatives. The representatives shall meet and confer with up to three representatives designated by the town manager.
- 2) Representatives of the designated employee organization shall meet and confer solely with the town manager or the manager's designated representatives.
- 3) On or before December 15<sup>th</sup> of any year in which meeting and conferring is authorized by this resolution or by council approved memorandum of understanding, the designated public safety employee organization shall submit its proposal in writing to the town manager. The proposal shall be in a form that can be incorporated into a memorandum of understanding. Within 30 days, the representatives shall hold an initial meeting, the parties shall identify the issues to be discussed and shall establish ground rules for negotiation, including a proposed schedule for meeting and conferring.
- 4) Unless otherwise provided by this resolution, during negotiations proposals shall remain confidential except that they shall be available to the town manager, the public safety employee organization representatives, the employees within the employee group and others designated by the town manager.
- 5) The parties shall negotiate in good faith until an agreement is reached or until one party declares that the parties are at an impasse. The agreed upon issues shall be incorporated into a memorandum of understanding. If the parties are at an impasse regarding any matter, they shall also prepare and submit a separate, joint document listing the matters in dispute. The council shall consider the memorandum of understanding and the matters in dispute at a public meeting. The public safety employee organization and the town manager shall each be given an opportunity to state their position to the council. The council may accept, reject or modify those areas or agreement within the proposed memorandum of understanding and may take whatever

action they feel appropriate with regard to any areas in dispute. Final action by the council shall constitute the memorandum of understanding. The decision of the council shall be final.

- 6) Any portion of the meet and confer process that relates to economic issues shall be concluded prior to May 1<sup>st</sup>.
- 7) The memorandum of understanding shall be entered into for a period of not less than two, no more than three years. Economic issues may be subject to annual negotiation.

G) Qualification and recognition of designated public safety employee organizations; membership requirements.

- 1) Any employee organization wishing to represent public *safety* employees shall submit a memorandum to the town manager within 30 days of the effective date of this resolution, and no later than August 1<sup>st</sup> of each year thereafter, indicating its desire to represent public safety employees. The memorandum shall contain the following information:
  - a) The name and address of the organization and the designated contacts for the organization.
  - b) A copy of the organization's charter, constitution, and by laws, if such documents exist
  - c) The names, titles and telephone numbers of its duly elected officers.
  - d) A statement that membership in the organization is not denied because of race, color, national origin, religion, sex, disability, marital or familial status, veteran status or political affiliation.
- 2) A petition shall be filed with the memorandum. The petition shall include the printed names, employee number, date of signature and signatures of at least 50% plus one of all public safety employees.
  - a) If the signature of an employee appears on petitions filed by more than one employee organization, the employee's name shall be struck from all employee organization petitions on which it appears.
  - b) An employee may remove his or her name from a petition by filing a memo with the town manager requesting removal. The memo must be filed within five days after the petition is filed.
  - c) Upon the request of a public safety employee, the signature, on a petition shall be verified by the town clerk.
- 3) Following the resolution of any challenges to the filed petitions, the organization meeting the requirements of sections G.1. and G.2. **above** shall be certified by the town manager as the designated public safety employee organization.
- 4) The designated public safety employee organization may request that membership dues for all public safety employees who have authorized dues deductions be withheld by the town and distributed to the organization.
- 5) The designated public safety employee organization shall maintain a membership of not less than 50% of the members of its employee group. At any time, other than during the annual meet and confer process, the town manager may:

- a) Request that, within 15 days, the organization provides a list of its public safety employee members.
  - b) If membership has fallen below the number necessary to qualify as the representative organization, require the organization to demonstrate the required membership within 90 days. If the organization fails to do so, the organization shall no longer be the designated public safety employee organization.
- 6) At any time, other than during the annual meet and confer process, an existing designated public safety employee organization may be decertified and replaced by another organization. Decertification occurs only when a new organization presents the town manager with a petition, which names the organization to be replaced, names the new organization and meets the requirements of sections G.1. and G.2. above. The newly designated group will remain bound by the existing memorandum of understanding until the next authorized meet and confer process takes place.

H) Prohibited activities.

- 1) The public safety employee organization, its members or its representatives shall not:
  - a) Restrain or coerce employees in the exercise of their rights under this resolution;
  - b) Refuse to meet and confer with the town;
  - c) Discuss negotiation matters with members of the council from the time the organization makes its presentation to the town manager until items in dispute have been submitted to the council for their determination;
  - d) Use town time, property or equipment for employee organization business, except as specified in the memorandum of understanding or as provided to the general public;
  - e) Obstruct, restrain or coerce any employee, employee representative, elected or appointed town official, or representative of the town in the exercise of any right provided by this resolution, for the purpose of gaining a concession under this resolution, during negotiations, in the selection of its agent for meeting and conferring, or in adjustment of grievances;
  - f) Refuse or fail to comply with any provision of this section.
- 2) The town, its management and its representatives, shall not:
  - a) Interfere with employee rights under this resolution;
  - b) Discriminate against an employee with regard to terms and conditions of employment because of the employee's membership status in an employee organization, or because an employee invoked rights under this resolution;
  - c) Discriminate in regard to hiring, or any term or condition of employment, in order to encourage or discourage membership in an employee organization;
  - d) Refuse to meet and confer with an authorized representative of the designated public safety organization; provided, it shall not be in violation of this subsection for the town to refuse to meet and confer about economic items between May 1st and December 15<sup>th</sup>;
  - e) Refuse or fail to comply with any provisions of this resolution.

- 3) Except as expressly authorized in this resolution, solicitation of members, collection or payment of dues, and all other internal employee organization business shall be conducted only during non-duty hours and shall not occur on the town's premises.
- 4) Employee organizations and employees shall not engage in, initiate, sponsor or direct a strike, work stoppage, slowdown, sickout or other similar activity. The employee organization conducting any such prohibited practice shall immediately be decertified as a designated public safety employee organization, shall be ineligible to be recertified for two years and shall be ineligible for payroll deductions of dues for a like period of time. Any employee who engages in any prohibited practice may be subject to disciplinary action, including termination.
- 5) Nothing contained in this resolution shall prohibit the public safety employee organization from determining and maintaining its own rules for obtaining or retaining membership in the organization, so long as the rules do not purport to confer any rights to representatives by the association other than that provided by this resolution.

Section 2. The Town's Manager and staff are hereby directed and authorized to undertake all other and further tasks required or beneficial to carry out the terms, obligations, and objectives of this resolution.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on the 24<sup>th</sup> day of March 2021.

\_\_\_\_\_  
 Dee Jenkin  
 Mayor  
 Town of Camp Verde

\_\_\_\_\_  
 Date

Attest:

Approved as to form:

\_\_\_\_\_  
 Cindy Pemberton  
 Town Clerk

\_\_\_\_\_  
 Bill Sims  
 Town Attorney



Agenda Item 8



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: October 7, 2020

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

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Corey Rowley

Agenda Title (be exact): Discussion, Consideration and Possible approval of the purchase of a K-9 Patrol vehicle for the Marshal's Office.

List Attached Documents:

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_
- Department Head: Corey Rowley
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department  
Fiscal Impact:  
Budget Code: Presented by Mike Showers \_\_\_\_\_ Amount Remaining: \_\_\_\_\_

**Comments:**

Requesting funds in the amount of 92,317.45 to purchase a K-9 patrol unit. This vehicle is a used 2020 Chevy Silverado 2500 diesel pickup truck. We are transitioning our K9 vehicles to diesel due to the amount of idle time and vehicle maintenance and to double the life our our K9 fleet. We will be adding another K9 to our department in a few months and will use the non-diesel for the time being for that new K9. Equipment needed for a K9 vehicle is almost double the cost of a standard patrol vehicle thus the higher cost of the vehicle. This is a low mileage used vehicle we are requesting.

**Background Information:** Enterprise has been searching nation wide for vehicles for our department and is having little success due to the low numbers of vehicles available, thus the purchase request for a used vehicle.

***Recommended Action (Motion):*** Grant the Marshal's Office to purchase a new K-9 patrol unit to replace the current patrol unit.

***Instructions to the Clerk:***



**Agenda Item Submission Form – Section I**

**Meeting Date:** March 24, 2021

**Mayor and Common Council – Special Session**

- Consent Agenda*     **Council Direction**     *Executive Session Requested*  
 *Presentation Only*     *Action/Presentation*

**Requesting Department:** Town Manager

**Staff Resource/Contact Person:** Russ Martin and Ron Long

**Agenda Title (be exact):** Discussion, Consideration and Possible Approval of an equipment lease agreement to allow for the Camp Verde Arena Association (CVAA) to utilize surplus equipment to maintain the Equestrian Center leased by, and is available for use by the general public per current lease agreement.

**List Attached Documents:**

1. Draft lease agreement

**Estimated Presentation Time:** 10 minutes

**Estimated Discussion Time:** 10 minutes

**Reviews Completed by:**

- Department Head:** Russ Martin  
 **Town Attorney Comments:** Draft was created, reviewed and approved as currently written.

**Background Information:** A lease for equipment deemed surplus would allow us to keep equipment that we may need for emergencies or projects into the future but simplify and directly benefit the public use of the arena through this type of lease for necessary equipment for its maintenance. This would allow us to work into the future on equipment needs for maintenance that may come available after Town use becomes unnecessary or limited in value for the Town.

**Recommendation:** Move to approve the equipment lease agreement with the Camp Verde Arena Association

**Equipment Lease Agreement  
Between  
The Town of Camp Verde  
and the  
Camp Verde Rodeo Association**

This Equipment Lease Agreement is a Municipal Lease (“**Agreement**” or “**Lease**”) and is entered into this 1<sup>st</sup> day of March by and between the Camp Verde Arena Association, a non-profit corporation, hereinafter referred to as “**CVAA**” (or Lessee) and the Town of Camp Verde, a municipal corporation, hereinafter referred to as “**Town**”.

**RECITALS**

**WHEREAS**, pursuant to A.R.S,§ 9-500.11, the Town desires to lease equipment (the “**Town Equipment**”) for the beneficial use of the Town Equipment for the purpose of CVAA developing, grooming and maintaining the [insert name of Town arena] (“**Arena**”) in a manner that obligates CVAA to maintain the Town Equipment so that in emergencies, the Town may use the Town Equipment to serve the needs of Town residents during the emergency; and

**WHEREAS**, the Town receives a significant public benefit from the CVAA maintaining the Arena for public use and from CVAA maintaining, repairing and insuring the Town Equipment and making the Town Equipment available to the Town for emergencies; and

**WHEREAS**, the Town desires to maintain a strong connection to our equestrian history and CVAA plays a vital role in that goal; and

**WHEREAS**, the CVAA is qualified and has the experience, organization and facilities to provide for these activities and maintain the equipment leased; and

**WHEREAS**, the Town and CVAA both have the desire and the commitment to maintain a safe facility and safe use of the equipment for the benefit to the local users through the use of the Town Equipment to maintain the leased facility known as the Camp Verde Equestrian Center.

*NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS SET FORTH BELOW*

**LEASE AGREEMENT**

**Term:** The term of this Agreement shall be from March 1 and will be indefinite unless proper notice is given for termination provided herein.

1. **Equipment:** The Town has (or will) lease to the CVAA the Town Equipment listed and updated regularly known as the “CVAA equipment list” for the term of the Agreement for \$1.00 per year.
2. **Funding and Development:** The CVAA agrees to insure, maintain, operate, repair and manage the use of the Town Equipment during the entire term of the Lease. CVAA shall

also make the Town Equipment available for use by the Town when the Town notifies CVAA that the Town needs the Town Equipment to respond to an emergency.

3. **Public Use:** When using the Town Equipment to respond to an emergency, the Town agrees to maintain, operate, and manage the until it is returned to CVAA.
4. **Early Termination:** If in the event the Town proceeds on any plans which may affect the CVAA's ability to utilize the Town Equipment, the Town may terminate the Lease upon three (3) months written notice to the CVAA.
5. **Insurance:** CVAA agrees to insure the Town Equipment. CVAA also agrees to procure and maintain, at its sole expense, a policy of General Liability insurance with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage that names the Town as an Additional Insured in connection with the Museum and Jail as provided herein; CVAA shall keep said policy in force for the duration of this Lease, and for any extension thereof. CVAA shall provide the Town with the Certificate of Insurance (COI) evidencing such insurance coverage. This aforementioned COI and the fully executed Agreement must be returned simultaneously to the Town. Only upon the Town's receipt of both the aforementioned documents, will the Agreement and Lease become effective,
6. **Dispute Resolution:** If a dispute between the parties arises as to the terms and obligations under this Lease, then the Town and CVAA shall attempt in good faith to resolve said dispute.
7. **Lease:** The Town will provide use of the Town Equipment to the CVAA subject to the terms and conditions of this Agreement.
8. **Choice of Law:** This Agreement is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona including, without limitation, the provisions of A.R.S. § 38-511.

*Remainder of Page Intentionally Left Blank*

IN WITNESS WHEREOF, the parties hereto have caused this Lease Agreement to be executed by their duly authorized officials on \_\_\_\_\_.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dee Jenkins, Mayor

\_\_\_\_\_  
Town Attorney

ATTEST:

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

\_\_\_\_\_  
Date

**APPROVAL AND EXECUTION BY CVAA**

PASSED AND APPROVED BY CAMP VERDE ARENA ASSOCIATION ON THE \_\_\_\_ day of \_\_\_\_\_.

CAMP VERDE ARENA ASSOCIATION

By: \_\_\_\_\_  
\_\_\_\_\_, President



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** March 24, 2021

**Mayor and Common Council – Special Session**

- Consent Agenda     **Council Direction**     Executive Session Requested  
 Presentation Only     Action/Presentation

**Requesting Department:** Town Manager

**Staff Resource/Contact Person:** Russ Martin and Ron Long

**Agenda Title (be exact):** Discussion and possible approval of a Memorandum of Understanding (MOU) between the Town of Camp Verde and The Nature Conservancy (TNC) for the purpose of collaboratively implementing projects to promote water security for the Town and increase base flows in the Verde River for the initial term of 3 years.

**List Attached Documents:**

1. Draft MOU

**Estimated Presentation Time:** 10 minutes

**Estimated Discussion Time:** 10 minutes

**Reviews Completed by:**

**Department Head:** Russ Martin, Ron Long

**Town Attorney Comments:** Draft was reviewed and approved as currently written. The original document was created by TNC.

**Background Information:** The Town and TNC have worked together for many years in mostly an informal way to the goal of a sustainable river and water for our needs in the Town. Examples include work along the river for potential stormwater recharge projects and most recently at the Town Sports Complex on potential opportunities for reuse/recharge. This MOU would formalize our relationship and allow for direct opportunities for funding into the future as well as cooperative projects and continued technical assistance.

**Recommendation:** Move to approve the Memorandum of Understanding and authorize the Mayor's signature thereon.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE NATURE CONSERVANCY  
AND  
TOWN OF CAMP VERDE**

**I. INTRODUCTION**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is by and between the Town of Camp Verde (“TOWN”), a municipality established under the laws of the United States with its offices in Camp Verde, Arizona; and THE NATURE CONSERVANCY (“TNC”), a District of Columbia, USA not-for-profit corporation with its principal place of business in Arlington, Virginia, USA, doing business through its Arizona Business Unit, collectively referred to as “the Partners”.

**II. PREAMBLES**

- A. The Town provides, protects, nurtures and cares for its community of residents, businesses, visitors and supporters. It creates and sustains the best quality of life for the people that are the fabric of the entire community.
- B. The Town further strives to conserve, preserve and manage its precious natural resources, including the Verde River and its unique riparian habitat.
- C. TNC is a non-profit organization, qualified under Section 501(c)(3) of the United States Internal Revenue Code and organized to protect the lands and waters on which all life depends. The Nature Conservancy in Arizona is committed to implementing projects that result in a healthy, flowing Verde River and tributaries that support its unique environment, vibrant economy, and quality of life for future generations.
- D. This MOU has as its objective the collaboration and participation of both Partners for conservation, specifically water conservation, in the State of Arizona.
- E. The missions of the Partners are complementary.

THEREFORE, the Partners wish to continue working together and in compliance with the following clauses:

**III. GOALS**

- A. The Partners will collaboratively implement projects to promote water security for the Town and increase base flows in the Verde River by agreeing to the following principles:
  - 1. Reducing future and current demands through management, planning, and infrastructure;
  - 2. Reducing current demand where possible through retro-fit and replacement of source water;
  - 3. Increasing aquifer recharge through innovative and traditional approaches;
  - 4. Improving water quality by slowing stormwater flow into the Verde River; and
  - 5. Utilizing effluent and available stormwater to benefit water security for people and nature through aquifer recharge, infiltration and replacement of potable water supplies.



- B. This MOU will also promote the working relationship between the Partners. Project descriptions have been included in Appendix A. Current projects include:
  - 1. Effluent Reuse on Camp Verde Sports Complex
  - 2. Effluent Recharge Evaluation near Camp Verde Sports Complex
  - 3. Sheet flow capture and recharge in Camp Verde at various locations

Additional projects shall be mutually agreed upon by the Partners in writing.

**IV. RESPONSIBILITIES OF TNC**

Subject to available funding and resources, TNC shall:

- A. Apply for and provide funding (to the extent funding is secured) for projects selected from the Projects described in Appendix A, or other projects that may be identified between the Partners and added to Appendix A by mutual amendment. The selection and priority of projects for funding shall be mutually agreed upon between the Parties.
- B. Provide technical assistance and advice in the Town's application for and management of federal or state grants.
- C. Provide grants or materials to the Town once funding is secured and project timelines are agreed upon, subject to terms and conditions agreed upon with the funding agencies and the parties.

**V. RESPONSIBILITIES OF CAMP VERDE**

Subject to available funding and resources, the Town shall:

- A. Work collaboratively with TNC to apply for and secure funding for the Projects described in Appendix A, as may be amended. The Town shall work with TNC in good faith to establish the priority of projects for funding. The Town understands that failure of the Town to work collaboratively and timely with TNC may result in the loss of funding opportunities.
- B. Obtain all necessary permits and approvals to implement the selected Project(s).
- C. Collaboratively agree with TNC on identifying consultants and contractors needed to complete the Projects, understanding that selection of such consultants and contractors must comply with both Town and TNC procurement standard operating procedures.
- D. Provide TNC a timeline to implement projects.

**VI. PRINCIPAL CONTACTS**

The Principal Contacts for each one of the organizations are:

Town of Camp Verde:

Russ Martin  
Town Manager  
473 South Main Street, Suite 102, Camp Verde, AZ 86322  
928-554-0001

The Nature Conservancy:

Kimberly Schonek  
Verde River Water Director  
1510 E. Fort Lowell Rd., Tucson, AZ 85719  
928-925-9221

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

**VII. USE OF INTELLECTUAL PROPERTY**

The parties agree that any intellectual property, which is jointly developed through activities covered under this MOU, can be used by either party for public or non-profit, non-commercial purposes without obtaining consent from the other and without any need to account to the other.

All other intellectual property used in the implementation of the MOU will remain the property of the party that provided it. This property can be used by either party for purposes covered by the MOU but consent will be obtained from the owner of the property before using it for purposes not covered by the MOU.

**VIII. EFFECTIVE DATES AND AMENDMENTS**

This MOU shall take effect upon signing by both Parties and shall remain in effect for a period of three (3) years from that date unless earlier terminated. Neither party may assign or transfer all or any portion of this MOU without the prior written consent of the other party.

The MOU may be renewed at the end of this period by mutual written agreement by both Parties. The provisions of this MOU may only be amended or waived by mutual written agreement by both Parties. Any Party may terminate this MOU and any related agreement, workplan and budget at any time and for any reason by giving thirty (30) days prior written notice to the other Party; provided, however, that in the event either Party fails to perform any of its obligations under this MOU, the other shall have the right to terminate this MOU and any related agreement, workplan and budget immediately upon written notice.

The individuals signing this MOU on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU shall have been duly executed by the entity each represents.

**IX. TRANSFER OF FUNDS**

The parties acknowledge and agree that this MOU does not create any financial or funding obligation on either party, and that such obligations shall arise only upon joint execution of a subsequent grant agreement or workplan (which shall include a budget) that specifically delineates the terms and nature of such obligations and that references this MOU as described in Paragraph IV.C above. Such subsequent agreements or workplans, and budgets, will be subject to funding being specifically available for the purposes outlined therein. All TNC funds are further subject to the Town's obligation to expend TNC funds solely in accordance with the agreed upon budget and the line items contained therein.

**X. NO JOINT VENTURE**

Notwithstanding the terms “Partners” and “Partnership”, the Partners agree that they are not entering into a Legal Partnership, joint venture or other such business arrangement, nor is the purpose of the Partners to enter into a commercial undertaking for monetary gain. Neither party will refer to or treat the arrangements under this MOU as a Legal Partnership or take any action inconsistent with such intention.

**XI. DISPUTE RESOLUTION**

The Partners hereby agree that, in the event of any dispute between the Partners relating to this MOU, the Partners shall first seek to resolve the dispute through informal discussions. In the event any dispute cannot be resolved informally within sixty (60) calendar and consecutive days, the Partners agree that the dispute will be negotiated between the Partners through mediation, if Partners can agree on a mediator. The costs of mediation shall be shared equally by the Partners. Neither Partner waives its legal rights to adjudicate this MOU in a legal forum.

**ENTIRETY**

This MOU, including all Annexes, embodies the entire and complete understanding and agreement between the Partners and no amendment will be effective unless signed by both Partners. Such signature by both Partners may be made by telefacsimile.

FOR TOWN OF CAMP VERDE

FOR THE NATURE CONSERVANCY

\_\_\_\_\_  
Dee Jenkins Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

# APPENDIX A

## Project Descriptions

Appendix A covers 3 projects that have been identified to date. Additional projects can be added at the agreement of both parties. These are outlines of projects that will be used to communicate with potential funders, partners and stakeholders. Funding for projects will be conveyed in grants or contracts with specific scopes of work that will be generated when both parties are ready, and funding is available.

The current projects are:

1. Effluent Reuse on Camp Verde Sports Complex
2. Effluent Recharge Evaluation near Camp Verde Sports Complex
3. Sheet flow capture and stormwater recharge in Camp Verde at various locations

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### 1. Effluent Reuse on Camp Verde Sports Complex

#### Project Overview

The Camp Verde Sport Complex is currently under construction with the first phase being the development of irrigated sports fields. The sports fields will be irrigated with effluent, reducing future groundwater pumping by utilizing effluent as a renewable source of water. The irrigation infrastructure for the ballfields has been installed. TNC and the Town will work collaboratively to fund the needed conveyance system to connect the wastewater treatment facility to the park.

Connecting the Sport Complex and nearby wastewater treatment facility would allow the park to use effluent to irrigate the fields. Currently, the effluent is evaporated, and this project would allow for reuse.

#### Next Steps

The estimated cost for this project is \$168,575. The Town of Camp Verde will develop a detailed project budget. TNC will develop a grant out to provide a cost share.

## **2. Effluent Recharge Evaluation near Camp Verde Sports Complex**

### **Project Overview**

As part of the Camp Verde Sports Complex, the excess effluent produced by the wastewater treatment facility nearby will be discharged at a recharge site within or near the park. The identified recharge site would be used as a recreational feature for the park. Effluent recharge in Camp Verde would enhance future baseflows in the Verde River and increase the Town's water resiliency.

The Town and TNC will work together to identify a location to recharge based on past work completed survey work. The quantity of recharge will be dependent on the amount of effluent produced and the other demands on the effluent. The volume is likely to fluctuate monthly based on park water demand and annually as the demand for reuse and available supply change. The object of this project is to ensure that excess effluent is recharged rather than evaporated

### **Next Steps**

TNC will provide technical assistance to obtain the necessary permits for recharge.

The Town will work with TNC to identify a location for the recharge. The Town will work in good faith with TNC to develop a timeline for recharge.

## **3. Sheet Flow Capture and Stormwater Recharge in Camp Verde at Various Location**

### **Project Overview**

As new construction emerges in Camp Verde, there is more of a need to capture sheet flow and stormwater. As Camp Verde grows, there is an increase of sheet flow and flooding throughout the town. Developing stormwater capture and recharge in strategic locations would be needed to mitigate flooding. Capture and recharge would help enhance future baseflows in the Verde River, improve water quality by slowing stormwater flows in the Verde River, allow pollutants to accumulate in bio-swales, and increase the Town's water resiliency.

The Town and TNC will work together to identify various location with flooding issues and contract with a qualified consultant to develop a project plan.

### **Next Steps**

The Town will work with TNC to identify potential project areas with flooding issues.

TNC will provide funding for a qualified consultant.

The Town and TNC will mutually agree on a qualified consultant to analyze the project area and develop and propose a plan.

Agenda Item 11



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: March 24, 2021

Mayor and Common Council – Special Session

Consent Agenda     Council Direction     Executive Session Requested

Presentation Only     Action/Presentation

Requesting Department: Town Manager

Staff Resource/Contact Person: Russ Martin and Ron Long

Agenda Title (be exact): Discussion and possible approval of a grant agreement with The Nature Conservancy for \$50,000 to go towards the reuse water line servicing the Camp Verde Sports Complex.

List Attached Documents:

1. Draft grant agreement

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

Department Head: Russ Martin, Ron Long

Town Attorney Comments: Draft was reviewed and approved as currently written. The original document was created by TNC.

Background Information: Per the previous agenda item the Town has worked to get the final reuse line in and TNC has some remaining funding that is time sensitive for this type of work like the MOU in the previous agenda speaks to. The line is ready to be put in and the financing will come from money left from the original scope and borrowing and would NOT use any of the \$2.5 million that was borrowed to match the \$2.5 million federal grant for the park.

Recommendation: Move to approve the grant agreement with The Nature Conservancy for \$50,000 to be used for the reuse water line at the Camp Verde Sports Complex



<b>Contract Number:</b>	AZFO-210301
<b>Accounting Information –</b>	
<b>Project Name:</b>	AZ 1 Verde River
<b>Project-Award-Activity Number:</b>	P102125; F105606
<b>Source of funds:</b>	Private Foundation <input checked="" type="checkbox"/> Private <input type="checkbox"/>

**GRANT BY TNC TO GRANTEE – PRIVATE FUNDS – SHORT FORM**

The Nature Conservancy (the “Conservancy”) and the Town of Camp Verde (“Grantee” or “Town”) have entered into a Partnership Agreement as of March 2021 for the purposes of working collaboratively to implement projects to promote water security for the Town and increase base flow sin the Verde River. The **Conservancy** has agreed to make a grant to the **Town** in the amount of **\$50,000** (“the Grant”). This Grant is under general agreement grant no. 2019-172 dated July 10, 2019, between the Conservancy and the Walton Family Foundation for the purpose of implementing a series of policy campaigns in the Upper and Lower Colorado River Basins (“Prime Grant”). The Grant is also subject to the "Standard Grant Conditions" set out on the attached form (Attachment A).

**Purpose of this Grant.**

This Grant will provide funds for the Grantee’s connection of the Sport Complex and nearby wastewater treatment facility to allow the park to use effluent for irrigation (“Program”). Specifically, Grantee shall construct underground piping to convey A+ effluent from the wastewater treatment facility to the Sport Complex to provide irrigation to the grass sports fields. This will reduce future groundwater demands and pumping by utilizing effluent as a renewable source of water. The town can use these grant funds to obtain equipment, supplies and third-party contracted services related to the Program. Grant funds cannot be used for Town personnel or indirect costs. (The town’s total cost estimate for this Program is \$168,575.)

**Term.**

This Grant shall start on upon final signature and shall expire on **June 15, 2021**.

**Reporting and Due Dates.**

The Grantee shall submit the following reports using the attached formats (“Attachment B”):  
**Interim Financial report(s)** due April 30, 2021. The **Final Financial report** is due June 15, 2021.  
**Interim Programmatic report(s)** due April 30, 2021. The **Final Programmatic report** is due June 15, 2021.

Financial and programmatic reports shall be submitted to **Kim Schonek, Verde River Program Director, kschonek@tnc.org**, with copies to **Tom Stitt, Conservation Financial Specialist, thomas.stitt@tnc.org**.

**Payment Amount and Schedule.**

- a. For all of the activities described above, the Conservancy shall pay the Grantee up to \$50,000 for reimbursement of project expenses. An initial disbursement of \$17,000 will be made upon final signature of the contract. Subsequent disbursements will be based upon submission and acceptance of the programmatic and financial reports in accordance with the schedule above. The final remaining amount will be made upon submission and acceptance of the final programmatic and financial reports.
- b. Payments will be sent to the Grantee:



(i) **By check payable to the Grantee.**

**CODE OF CONDUCT/HELPLINE**

TNC expects itself and everyone with whom it does business to conduct themselves in ways that are consistent with its TNC's Code of Conduct found at [www.nature.org/codeofconduct](http://www.nature.org/codeofconduct). Anyone (whether a part of TNC or not) may contact the TNC Helpline (anonymously, if desired) with questions, concerns, or suspected violations at [www.nature.org/tnc Helpline](http://www.nature.org/tnc Helpline).

**Accepted and agreed to by:**

**The Nature Conservancy**

By: \_\_\_\_\_  
(signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Camp Verde**

By: \_\_\_\_\_  
(signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A**  
**Standard Grant Conditions**

**I. PROVIDING FUNDS TO OTHERS**

The Grantee is prohibited from using the Conservancy's funds and/or assets for grants or contracts to others without the Conservancy's written permission. In addition, this Grant may not be assigned by the Grantee in whole or in part without the prior written consent of the Conservancy.

**II. NO AGENCY**

No legal partnership or agency is established by this Grant. Neither party is authorized or empowered to act as an agent, employee or representative of the other, nor transact business or incur obligations in the name of the other party or for the account of the other party. Neither party shall be bound by any acts, representations or conduct of the other.

**III. TERMINATION AND REMEDIES**

The Conservancy shall have the right to terminate this Grant by giving 30 (thirty) days' written notice to the Grantee of intent to terminate. Should this occur, payment for work satisfactorily completed will be adjusted accordingly. In addition, if in the judgment of the Conservancy, (a) the Grantee defaults in performance of Grantee duties under this Grant, whether for circumstances within or beyond the control of the Grantee, or (b) the action or inactions of Grantee or its officers or directors could tarnish or damage the reputation of the Conservancy or affect its legal standing, the Conservancy may immediately terminate this Grant by written notice to the Grantee. Upon receipt of the termination notice from the Conservancy, the Grantee shall take all necessary action to cancel outstanding commitments relating to the work under this Grant. In the event of termination prior to the originally agreed upon expiration, the Conservancy shall pay any obligations incurred by the Grantee that could not reasonably be canceled. Any Grant funds not expended or committed at the time of termination must be returned to the Conservancy. If at any time the Prime Grant is terminated, this Grant shall also be automatically terminated as of the termination date of the Prime Grant.

**IV. LOBBYING AND POLITICAL CAMPAIGNING**

The Grantee shall not use any portion of funds transferred under this Grant to engage in any lobbying activities unless the parties specifically agree to such lobbying activities in this Grant. Should Grantee and the Conservancy agree to such lobbying activities, Grantee shall comply with all local, state, and federal laws related to lobbying, including but not limited to registration with regulating agencies, public reporting and disclosures, fundraising and expenditure activities, media and advertising, tax obligations, elections and campaigns.

The Grantee shall not use any portion of funds transferred under this Grant to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to induce or encourage violations of the law or public policy, to cause any private inurement or improper private benefit to occur or to take any other action inconsistent with Section 501(c)(3) of the U.S. Internal Revenue Code.

**V. COMPLIANCE WITH LAWS**

Grantee represents, warrants and covenants as follows, wherever applicable to the performance of the Services: (a) Grantee can lawfully work in the United States; (b) Grantee will obtain, at its own expense (except to the extent otherwise explicitly stated in this Contract) any permits or licenses required to perform the Services; and (c) Grantee will comply with all U.S. federal, state and local statutes, laws, executive orders, and other governmental requirements

of the state(s) in which the activities under this Agreement are performed (and the state in which the TNC Business Unit set forth on the first page of this agreement is located, if different), and any other U.S. jurisdiction(s) in which Grantee is organized or authorized to do business (collectively, "Applicable Law"). Grantee must not take any actions that might cause TNC to be in violation of Applicable Law.

#### **VI. PREVENTING TERRORIST FINANCING – IMPLEMENTATION OF E.O. 13224**

Grantee certifies that, to the best of its knowledge, Grantee and its subsidiaries, principals and beneficial owners, if any (referred to collectively in this Section as "Grantee Parties"):

- A. are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any government agency;
- B. (i) are not included on the Specially Designated Nationals and Blocked Persons lists maintained by the U.S. Treasury's Office of Foreign Assets Control, the United Nations Security Council Consolidated List, or similar lists of proscribed entities identified as associated with terrorism, and (ii) will not engage in transactions with, or provide resources or support to, any such individuals or organizations or anyone else associated with terrorism;
- C. are not a person or entity with whom transacting is prohibited by any trade embargo, economic sanction, or other prohibition of law or regulation; and
- D. have not conducted, and will not conduct, their operations in violation of applicable Money Laundering Laws, including but not limited to, the U.S. Bank Secrecy Act and the money laundering statutes of any and all jurisdictions to which the Grantee Parties, or any one of them, is subject, and no action or inquiry concerning money laundering by or before any authority involving any Grantee Party is pending.

Should Grantee become aware that Grantee or any other Grantee Party is subject to any of the above conditions during the term of this Contract, Grantee must notify TNC immediately. If TNC determines that Grantee or any Grantee Party is subject to any of the above conditions, TNC may terminate this Grant effective immediately, with no further obligation hereunder, including payment. The terms of this Section must be included in all permitted subgrants and subcontracts.

#### **VII. EXPENDITURE LIMITED TO DESIGNATED PURPOSES**

Grant funds may be spent only in accordance with the provisions of the Grantee's funding request and budget submitted to the Conservancy. Expenditure of Grant funds is subject to modification only with the Conservancy's prior written approval. Any Grant funds not expended or committed for the purposes of this Grant must be returned to the Conservancy.

#### **VIII. BINDING EFFECT/AMENDMENTS**

This Grant shall become binding when signed by the parties. This Grant supersedes all prior or contemporaneous communications and negotiations, both oral and written, and constitutes the entire Grant between the parties relating to the work set out above. No amendment shall be effective except in writing signed by both parties.

#### **IX. USE OF CONSERVANCY NAME/LOGO**

The Grantee may not use the Conservancy's name and/or logo in any way without prior written consent from the Conservancy.

#### **X. LIABILITY/INSURANCE**

The work to be performed under this Grant shall be performed entirely at the Grantee's risk. The Grantee agrees to indemnify and hold the Conservancy harmless from any and all liability or loss arising in any way out of the

performance of this Grant to the extent caused by any act or omission of Grantee. The Grantee shall carry appropriate workers' compensation, hazard, and liability insurance coverage written on an occurrence basis during the term of this Grant.