

**AMENDEDD AGENDA
REGULAR SESSION
MARCH 5, 2008**

**ADDING
7a.**

AMENDED AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, MARCH 5, 2008
at 6:30 P.M.**

1. **Call to Order**

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

2. **Roll Call**

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

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

a) Approval of the Minutes:

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- 2) February 21, 2008 – Joint Work Session Camp Verde Sanitary District
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- 4) February 13, 2008 – Joint Work Session Parks & Rec

b) Set Next Meeting, Date and Time:

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- 2) Joint Work Session with Library Advisory Commission – March 12, 2008 at 6:30 p.m.
- 3) Regular Session – March 19, 2008 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – March 26, 2008 at 6:30 p.m.

c) Possible authorization for the Mayor to sign a withdrawal form to transfer \$93,217.39 from the ~~Library Endowment Fund~~ MARY LYON'S FUND banking account at AmTrust Bank to the Town's general banking account at Wells Fargo Bank for reimbursement of expenditures for the Library Master Plan Design. (Staff Resource: Michael Scannell)

d) Possible acceptance of Dee Whitt's resignation from the Trails & Pathways Commission and presentation of a Certificate of Appreciation for her service.

e) Possible appointment of Carol German to serve on the Design Review Board as the Planning & Zoning representative for a 6-month period. (Staff Resource: Michael Scannell)

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g) Possible authorization for the Mayor to sign a letter for transmittal (with the site and parcel map) to Arizona State Parks seeking a "Waiver of Retroactivity for Acquisition Projects" for a 118-acre Community Park. This waiver will assist in the property purchase through a Heritage Grant. (Staff Resource: Michael Scannell)

h) Possible authorization to transfer \$832,000 from the Town's General Fund Local Government Investment Pool account to the Town's Wells Fargo bank account for distribution to Yavapai Title for the purchase of 118.7 acres from the Government Services Administration for the Community Park. (Staff Resource: Michael Scannell)

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 - j) **Possible approval of a Qwest Corporation Underground Utility Easement Agreement for an in consideration of \$10.00 and authorization for the Mayor to sign the document and all other escrow closing documents for the 118-acre Community Park.** (Staff Resource: Michael Scannell)
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5. **Call to the Public for Items not on the Agenda.**
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- **Councilor Garrison's Liaison Report regarding Camp Verde Sanitary District (District) meetings and possible discussion and/or determination of requests for placement on the District's standard agenda item for Council Updates/Reports.**
Note: Requests may be identified, but no discussion of the item will occur at this time.
7. **Discussion, consideration, and possible approval of a proclamation declaring April as "Fair Housing Month" and an update by Southwest Fair Housing Council on the upcoming Camp Verde Housing Information Fair scheduled for April 11, 2008 from 4:00 to 6:00 p.m. in Rooms 206-207.** (Staff Resource: Matt Morris)
- 7a. **DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION FROM COUNCIL ON THE PROPER CODING OF REVENUES GENERATED FROM THE LIBRARY'S BOOK SALES.**
(Staff Resource: Michael Scannell)
8. **Update and discussion of the following items related to the CDBG Townsite Redevelopment/ Community Improvements (Restroom) Project:**
- a. **Purpose and location of the project; and**
 - b. **Sales Tax requirements related to the project; and**
 - c. **Possible approval to allocate the \$6,000 that was approved on 2/27/08 from the CIP fund rather than the Park Fund; and**
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 - e. **Possible authorization to expend an additional \$2,293.87 (\$8,293.87 - \$6,000) for a total payment of \$8,293.87 (sales tax and project costs) of unbudgeted monies from the CIP to complete the project.** (Staff Resource: Debbie Barber)
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Councilor Kovacovich requested item #11:

11. **Discussion and consideration of possible options relative to shortening the length and frequency of Council meetings in order to reduce the impact on Council members and staff and the costs associated with these meetings. Discussion may include, but not be limited to, having the attorney attend meetings telephonically, holding executive sessions prior to the meeting as opposed to the end of the meeting, placing all administrative items on the Consent Agenda, limiting presentations to 10 minutes, and ending the meetings at a specific time, such as 9:00 p.m.**
12. **Call to the Public for Items not on the Agenda.**

There will be no Public Input on the following items:

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

Posted by: *D Jones*

Date/Time: *3-4-08 1:15 p.m.*

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

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: (Be Exact): Direction from Council on the Proper Coding of Revenues Generated From the Library's Book Sales.

PURPOSE AND BACKGROUND INFORMATION: Staff is seeking direction from Council with regards to the placement of funds derived from the Library's book sales. In the past, monies generated from these book sales have been coded to the Library Donations revenue line item in the General Fund (account 01-40-00-4120). The Library has requested that these funds now be deposited to the Library Endowment Fund (aka Mary Lyons Fund-fund 15). Staff's opinion on this matter is two fold. If the books being sold are donated books, then the coding of these revenues to the Library Endowment Fund is possible. However, if the books being sold were purchased by the Town, then staff believes the proper coding of these revenues is the Surplus Property revenue line item in the General Fund revenues (account 01-40-00-4110). The Surplus Property revenue account is the account that all other Town property sales are listed and staff feels that this should also be the case with the Library books that the Town has purchased.

STAFF RECOMMENDATION(S): Approve the deposit of funds into the Library Endowment Fund IF the books being sold are donated books. If the books being sold were purchased by the Town, approve the deposit of funds into the Surplus Property revenue line item in the General Fund.

LIST ALL ATTACHMENTS:

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

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

Finance Director Review

Budgeted/Amount N/A \$

Comments:

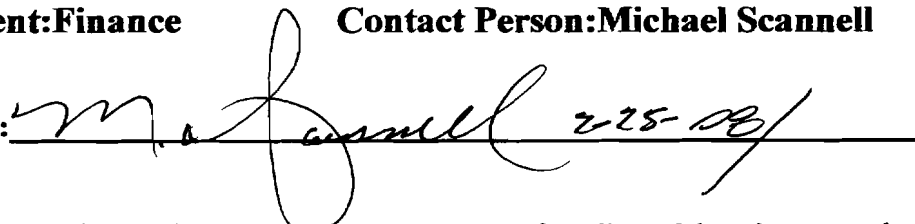
Fund:

Line Item/:

Submitting Department: Finance

Contact Person: Michael Scannell

Town Manager/Designee:



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

AMENDED AGENDA #2

**REGULAR SESSION
MARCH 5, 2008**

ADDING ITEM 10 A.

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MAYOR GIOIA REQUESTED ITEM #10.A:

- 10.A DISCUSSION, CONSIDERATION, AND POSSIBLE AUTHORIZATION FOR THE MAYOR TO RELAY CONCERNS REGARDING HB 2772, WHICH WOULD AUTHORIZE AN INTER-BASIN WATER TRANSFER BY THE CITY OF WILLIAMS, THUS PERMITTING THE CITY OF WILLIAMS TO PUMP GROUNDWATER OUT OF THE VERDE WATERSHED.**

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Posted by: *J. Jones*

Date/Time: *3-4-08* *4:52 p.m.*

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Posted by: Sharon Mc Cormick

Date/Time: 2-29-08 9:30 A.M.

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MINUTES
Joint Retreat and Forum
MAYOR and COUNCIL
and the
YAVAPAI-APACHE NATION TRIBAL COUNCIL
of the
TOWN OF CAMP VERDE
CVMO TRAINING ROOM
646 S. First Street
Tuesday, February 26, 2008
6:00 p.m.

Working Together for the Future

Dinner and Conversation:

All Council members were present and Tribal Council members Billy Garner, Cora-lei Marquez, and Roberta Quail were present when dinner began at 6:45 p.m. Tribal Chairman Thomas Beauty and Vice Chair Norman Smith joined the meeting at 8:00 p.m. Staff members present included: Yavapai-Apache Nation Clerk Karla Reimer, Town Manager Michael Scannell, Assistant to the Town Manager Carol Brown, Deputy Clerk Virginia Jones, and Town Clerk Deborah Barber.

Welcome and Opening Comments: Mayor Gioia called the meeting to order at 8:30 p.m. & welcomed Tribal Council Members. He thanked the members of the First Assembly of God Church, Norma Garrison, and staff members for the dinner. He then opened the meeting for discussion.

Note: The conversation flowed freely and the agenda was not followed. The following is a summary of the discussion of the agendized items.

- **Our respective community visions, challenges, and needs**
There was no discussion concerning this matter.
- **Improving Communication**
There was no discussion concerning this matter.
- **Developing a Partnership/Relationship to enable a positive legacy for future generations to include:**
 - **Protection of the Verde River and Water Resources** (This item was raised following SR 260).
Mayor Gioia advised that the City of Williams is getting legislation that will allow pumping from the Verde River Watershed Basin and that even though SRP and ADWR agreed to allow it; the governments should stand strong against it. He invited the Nation to the meeting with Verde Valley Mayors and the City of Williams Mayor tomorrow regarding this issue, noting that this one tiny little piece of legislation would set a precedent.

Chairman Beauty stressed that it seemed illogical that we all fight over water, yet we continue to allow development to come in. He said that the Town allowed 1,000 homes to be built and use up all the water for the benefit of a developer. He said that he did not understand. He said that we should be planning and building homes, not to generate revenue, noting that the Nation builds just enough homes for their people.

Vice Chair Smith said that we need to focus on conservation, noting that as a farmer himself, he knows about conservation. He said there are other ways to farm than irrigation, such as green house growing. He said that the Nation is attempting to get a

CAP allocation and advised that the Native Americans use less water than the average American. He said water is like gold, it is as valuable as the air we breathe.

Garrison noted that the Verde River is common ground and needs to be protected.

Gioia advised that the Council recently directed staff and the Planning & Zoning Commission to come up with conservation measures. He also advised that he had appeared on the Fox News Network regarding the Wild and Scenic designation for Fossil Creek, noting that he had told them that the Yavapai-Apache Nation started the effort.

➤ **Access Management for SR 260** (This item was discussed first.)

Councilor Smith said that it was important for the two governing bodies to stand united and have a joint voice when it came to ADOT's plans for SR 260. He noted that both the Nation and the Town were dependent on this area for our future economic development. Smith spoke of the proposed bypass that would essentially derail Camp Verde's economic corridor.

Chairman Beauty responded that the two bodies should have talked to ADOT long ago because they have already started construction and it is too late to change. He advised that the Nation had worked closely with ADOT and were able to accommodate their plans. Later in the meeting, Beauty advised that they did not want to tell the Town what they were doing, but that the bypass might or might not be beneficial to the Tribe, and that they must always consider what is best for their Nation.

Vice Chair Norman Smith said the Town needed to work with the property owners on the corridor. He said that ADOT worked with the Nation as a community, but that it was important for the Nation and the Town to work together on common issues.

Gioia reiterated that the Town and the Nation must come together on this and present a united voice, and that ADOT would come around because it did not make sense with all the environmental concerns, to build a road across the mountain when they could build it right where it is.

Norman Smith agreed and noted many issues facing both governments including water, air quality, and growth.

➤ **Transportation Services between Clarkdale and Camp Verde**

Councilor Smith advised that he had spoken with the grants writer at a conference last year and learned that there is \$5 million available to Tribal entities for transportation. He noted that all of the citizens needed transportation between Camp Verde, Clarkdale, and Cottonwood, and suggested that the two governments could work together to accomplish this. He suggested that the Nation could apply for the grant and the Town could keep it funded with our LTAF monies, noting that transportation services, though essential, are never a profitable venture.

Vice Chair Smith said with regard to grant applications, plans had to be made first, and that you had to consider the funding cycles. He agreed that this was an issue that needed further consideration.

Councilor Smith suggested that we bring the County in on the discussions. He said that if we did not start somewhere, we would never get to the finish line.

Ron Smith then advised that he had received several comments about including a Cultural Language component in the new public library. Tribal members spoke against

this idea, stating that it was part of their lives and history, and it would not be fitting. Tribal Councilor Cora-lei Marquez noted that they are working on a grant for a library and their elders would make the decision to keep this within their community.

➤ **Community Park**

Councilor Smith advised that the Town had purchased the parkland and would be beginning the public planning process. He invited the Nation to participate in the planning. He also advised he had spoken with several friends and contractors who would volunteer their equipment and time to build the park.

Vice Chair Smith said that he had thought of a park for the Cloverleaf area years ago, but then they got involved with the Town over the Sand and Rock issue.

Councilor Elmer said it would take about one year to complete the Master Plan and advised that the Town planned to apply for grants to develop the park in stages. He noted that he has coached Little League teams for years and the T-ball teams have yet to experience a ball field.

The group acknowledged that our citizens make use of the ballparks in Cottonwood.

• **Closing Remarks**

Chairman Beauty noted that it had been years since the two governing bodies had talked. He said we can sit, eat, and talk, but putting talk into action is a different story. He explained there are some things that the Nation does not want others to know about that would benefit them and if it got out in the public, it could jeopardize their government and their people. He said there were some things that we could work on together, but SR 260 was not one of them. He expressed concerns that when people say, "Let's work with the Tribe", they really mean that the Tribe is paying the bill. He said that there are things the two governing bodies have in common and that they needed to be put on the table to be analyzed and strategized to determine who would benefit, who would be paying the bill, if we are meeting half-way, or if the Nation is doing all the work. He said that he did not like to mince words and he did not mind working together as long as the Nation is not doing all of the work.

He spoke of the "green bus" that the Town used to have and told a story of his Mother and son riding the bus all around the Town with no other riders. He said that we needed to begin with 'baby steps' and not get too many things in the fire. He said we should pick one common issue that benefits both well, noting that the two boards can be a role model for government. He said that he could see that happening.

Vice Chair Smith said that he grew up in Clarkdale and Sedona and therefore, had a different view of the community. He explained that his opinion was we needed to work together. He explained he owned the Shell station and a few other businesses, so he knows what it takes to make things happen and that it was not just one, but a whole community. He advised that he never saw 'color' as he was growing up and that is what we need to convey to the community, as we have the same issues.

The meeting adjourned at 9:30 p.m.

Deborah Barber, Town Clerk

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Retreat/Forum held on the 26th day of February 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2008

Deborah Barber, Town Clerk

**MINUTES
JOINT WORK SESSION
MAYOR and COMMON COUNCIL
and the
CAMP VERDE SANITARY DISTRICT BOARD**

**435 S. Main Street, Rooms 206-207
Camp Verde, AZ**

**THURSDAY, FEBRUARY 21, 2008
5:00 P.M.**

1. **Call to Order**

Mayor Gioia called the meeting to order at 5:08 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Elmer, Garrison, German, Kovacovich, and Smith

Camp Verde Sanitary District Chair Rob Witt, and Members Al Dupuy and Freeman were present. Member Ben Bueler arrived at 6:05 p.m.

Also Present:

Town Manager Michael Scannell, Deputy Clerk Virginia Jones were also present. Town Clerk Deborah Barber arrived at 6:10 p.m.

3. **Discussion, consideration, and possible direction to staff regarding the possible employment of a Sanitary District Administrator.**

On a motion by Hauser, seconded by Smith the Council voted unanimously to go into a *Joint Executive Session* pursuant to ARS §38-431.03.A.1 for discussion of Joint employment, assignment, appointment of a public officer, appointee or employee of a public body without staff present.

Garrison questioned the necessity of an executive session and Witt responded that it was better not to talk about a specific position in public.

Mayor Gioia recessed the meeting at 5:15 p.m. and reconvened the meeting at 7:08 p.m.

Mayor Gioia announced the hiring of an administrator with shared costs would be researched and a report available within two weeks.

4. **Discussion, consideration, and possible direction to staff regarding a possible amendment to the terms of the Intergovernmental Agreement that was approved on April 25, 2007 and ratified and affirmed on May 16, 2007 by Resolution 2007-726.**

Council and Board members briefly discussed the IGA, with the Board members generally opposed to a new IGA and the Town expressing concerns that they assume responsibility of a smooth running organization. Witt and Dupuy said that the only way they could support a new IGA was if the Town agreed to hold an election in November to take over the District. They reminded Council that the original IGA that they had approved had two goals, one to complete the project and the other to have the Town take over the District. After further discussion, it was agreed that Mayor Gioia, Councilor Garrison, and Manager Scannell would meet with Al Dupuy and Greg Freeman to review the proposed amendments to come to an agreement to present to their respective Boards.

5. **Adjournment**

On a motion by Hauser, seconded by Smith, the meeting was adjourned at 7:54 p.m.

Deborah Barber, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the work session of the Town Council of Camp Verde, Arizona, held on the 21st day of February 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008

Deborah Barber, Town Clerk

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 20, 2008
6:30 P.M.**

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

1. **Call to Order**

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

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Garrison, Kovacovich, German and Elmer were present.

Also Present: Town Manager Mike Scannell, Town Attorney Bill Sims, Community Development Director Nancy Buckel, Sr. Planner Mike Jenkins, Parks & Recreation Director Lynda Moore, Deputy Town Clerk Virginia Jones, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Garrison.

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

a) Approval of the Minutes:

- 1) February 7, 2008 – Joint Work Session with the Sanitary District
- 2) February 7, 2008 – Emergency Meeting
- 3) February 7, 2008 – Executive Session (taped)
- 3) February 6, 2008 – Regular Session
- 4) February 6, 2008 – Executive Sessions

b) Set Next Meeting, Date and Time:

- 1) Joint Work Session – February 21, 2008 at 5:00 p.m.
- 2) Council/Yavapai Apache Nation Council Retreat – February 26, 2008 at 6:00 p.m.
- 3) Council Hears Planning & Zoning – February 27, 2008 at 6:30 p.m.
- 4) Regular Session – March 5, 2008 at 6:30 p.m.
- 5) Work Session – March 12, 2008 at 6:30 p.m.
- 6) Regular Session – March 19, 2008 at 6:30 p.m.
- 7) Council Hears Planning & Zoning – March 26, 2008 at 6:30 p.m.

c) Possible approval to purchase a diesel tractor with a gannon and a set of forks for the Parks Department, not to exceed \$38,000. This is a budgeted item in the CIP. Staff Resource: Lynda Moore

d) Possible approval of Ordinance 2008-A349, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the submission of escrow papers to the Title Company for the purchase of real property, Parcel "A", 118.7 acres of the United States Forest Service Administrative Site located at Highway 260 and near McCracken Lane, Camp Verde, Arizona.

On a motion by Smith, seconded by Kovacovich, the Consent Agenda was unanimously approved as presented, with the corrections noted, and excluding Item d).

The following corrections to the Minutes were requested, as underlined: **Emergency Meeting February 7, 2008**, "Council unanimously agreed to direct the Manager....."; **Regular Session February 6, 2008**, page 4, paragraph beginning, "Gioia said..." to end with, "He responded by

saying that he is looking forward to a difficult decision hoping so many citizens would come forward to help."; page 7, first paragraph, last sentence, "...requirement for Council members and commissioners to spend a week...."; and page 10, Item 16, "Josh Driver..."

Hauser requested that Item 4.d) be pulled for discussion.

- d) Possible approval of Ordinance 2008-A349, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the submission of escrow papers to the Title Company for the purchase of real property, Parcel "A", 118.7 acres of the United States Forest Service Administrative Site located at Highway 260 and near McCracken Lane, Camp Verde, Arizona.**

On a motion by Smith, seconded by Kovacovich, the Council unanimously approved **Item d)** of the Consent Agenda, with the correction noted by the Town Attorney.

Hauser said she had requested pulling Item d) in response to a member of the public who wished to speak on the issue.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Lori Boyce read a prepared speech to strongly protest the acquisition of the subject 118 acres of U.S. Forest Land property instead of the 223 acres that had been the focus of years of planning and community effort, reviewing in great detail the benefits, plans, meetings and Council actions taken in connection with that goal.

There was no further public input.

Town Attorney **Bill Sims** requested a correction to the proposed Ordinance 2008-349, as follows: Add wording, as underlined, to the first line, beginning, "WHEREAS, municipalities may under A.R.S. Sec. 9-240 purchase real property; and"

The members responded briefly to Ms. Boyce, thanking her for her input and explaining the factors that supported the decision of the Council, and pointing out that information regarding the proposal to acquire the 118 acres had been available to the public; furthermore, the public will continue to be involved in development of the 118 acres.

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

There was no public input.

6. Council Informational Reports

Smith explained the reasons that helped to make his decision to support the acquisition of the 118 Forest Service property, and said he is looking forward to the public input that will help make the regional park. Smith also reported on his participation in the Stewards of Public Land recent cleanup project, adding that the airport site now is clean.

Garrison commented on the cannon now in place on Main Street; she requested a Work Session with P&Z, and gave an update on the Sanitary District construction progress; the next regular meeting will be March 12th. Garrison said that Rob Witt had requested three items to be addressed at the Work Session tomorrow: How to help increase the tax revenue to lower the tax burden on the District members; renewal of office space lease and request for financial help; placing the IGA on the agenda. Garrison said all of the foregoing had been passed along to the Town Manager.

Hauser reported on the upcoming Meth Parade scheduled for March 29th from 11:00 to 2:00 p.m.; April is designated for Substance Abuse Awareness Month. Hauser also reported on the WAC and the Verde Watershed meeting today; WAC has requested to be included on the agenda

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

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

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

There was no action taken.

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

There was no public input.

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

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

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

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

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

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

consistently registered her strong objection to granting any waiver to allow excessive sign sizes and heights, arguing that it could thereby set an indefensible precedent that would lead to a proliferation of non-conforming signs.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Tom Nielson reviewed the history of his involvement in choosing to allow three businesses, including McDonald's, to locate in Camp Verde and erect their advertising signs.

Linda Buchanan said that she believes reasonable people need to make reasonable accommodations; the Town Code is basically archaic, needs to be revised, and the businesses are needed.

There was no further public input.

9. **Discussion, consideration, and possible direction to staff to amend the packet submittal for P&Z matters.**

Staff was directed to amend the packet submittals for P&Z matters as discussed here at this time.

Buckel was requested to make revisions to the Check Lists that she had provided, as follows:

Use Permit Check List, include Traffic Impact Analysis or ADOT approval; **Preliminary Plat Check List**, include summary and availability of Traffic Impact Analysis, Phase II Drainage Report, Type or form of assurance for completion of improvements, and Serviceability letters from utilities including sewage disposal; **Final Plat Check List**, include letter from the Arizona Department of Water Resources stating adequacy of the 100-year water supply, or include information in the Summary, and Type or form of assurance for completion of improvements; **Street Abandonment Check List**, include Petition from adjacent property owners, and the Agency notification for any utilities that may be in place, or at least in the Summary.

Buckel said that the proposed amendment to the packet submittals for P&Z matters was prepared in response to the Council's direction to staff at the January 16, 2008 meeting, with the objective of reducing the amount of paper used. An overhead or Power Point display will be provided along with only the documents, including Staff Reports and Summaries, as indicated by asterisks on the proposed five Check Lists. Buckel reviewed the planned procedure involved in completing each Check List, pointing out that a Master Book will be provided in the office for the members to look at a complete submittal for in-depth information.

During the discussion, Gioia requested that he continue to be provided with the large plat maps instead of the proposed reduced-size maps. Buckel explained that whatever is provided to one member, all the members will receive the same. She also outlined the importance of coordinating the responsibilities or the decisions made by the Council and the Design Review Board. The members reviewed the Check Lists, and arrived at a general consensus for amending the Check Lists and packet submittals, as summarized above to clarify the formal direction to Staff.

There was no public input.

A recess was called at 8:30 p.m.; the meeting was called back to order at 8:36 p.m.

10. **Possible approval to go to bid for a solar heating system and solar blankets for the Camp Verde Heritage Pool not to exceed \$58,000.**

Mayor Gioia announced that staff had requested that this item be continued to a later date.

11. **Discussion, consideration, and possible direction to staff regarding the Parks & Recreation Commission's recommendation for the construction of a road off of Moser Lane, parallel to Montezuma Castle Highway as the entrance to Black Bridge Park and use of port-a-johns as the restroom facility.**

Staff was directed to do further research on the proposals to bring back to Council within two weeks in order for Council to make an informed decision.

Parks & Recreation Director Moore said that the Parks & Recreation Commission at the February 5th meeting reviewed the plans for Black Bridge Park as well as the conceptual of the proposed library. It appears that the existing dirt road would be workable with the new library, and the Commission has recommended that the road allow two-way traffic and be paved with AB gravel. It was also recommended that port-a-johns continue to be used, depending on County Flood Control input.

The Council suggested that Moore look into the possibility of transferring a portion of the restroom grant funds to help cover the cost of the proposed access road and paving the parking and handicapped areas. The issues of the unavailability of the sewer and the need to continue using the port-a-johns was also discussed with Moore.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Tom Nielson questioned the placement of the sewer line.

Robin Whatley commented on the long process to get to this point, adding that the neighbors are grateful for the efforts of the Town Council to minimize the problems that would result from developing the Park.

There was no further public input.

The Council further addressed the planned use of the port-a-johns and whether they would be allowed in a flood plain; the possibility of County Flood Control allowing the installation of permanent structures using a septic system and the related cost; and whether it would be possible to apply part of the \$48,000 grant to the cost of paving the road. Other issues including a memo Moore had received from Town Engineer Long outlining problems were discussed, and it was determined that more information was necessary in order to make a decision on the Parks & Recreation Commission recommendation.

12. **Chamber of Commerce Executive Director Roy Gugliotta will present the Chamber's quarterly report. This item may include discussion of the report that is available in the Clerk's Office.**

There was no action taken.

Roy Gugliotta presented a comprehensive review of the documents he had provided including a graph from the Arizona Department of Revenue and figures indicating revenues from the bed tax, restaurant and retail business services, and his assessment of the significant increases in publicity since he has been Director of the Chamber. The TEAM grant and the Arizona Office of Tourism programs were also discussed, along with numerous questions and requests for clarification from the Council and Town Manager during Mr. Gugliotta's presentation.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

Robin Whatley commented that if people from Phoenix are being encouraged to come to this area, there is a serious access problem with only two lanes going in and going out.

Kala Pearson relayed a comment from Linda Buchanan that there is a Town Council liaison to the Chamber, and that person should participate in the Board of Directors meetings.

Ginger Mason spoke as a business owner and said that she relies on the tools provided by the Chamber of Commerce that are helpful to her business; other business owners should do the

same. Ms. Mason also commented that the infrastructure of the community is important to the Chamber meeting its goals, and to the major goal of economic development.

There was no further public input.

The Councilors questioned Mr. Gugliotta's method of contacting non-members; he explained that he has arranged focus groups and sends packets of information out to those businesses. Mr. Gugliotta said that the main thing businesses want from the Chamber is to build a strong economy, as well as to promote networking and be a voice of the community. The traditional model of the Chamber was, basically, to be a membership organization. The Board has adopted a new model, to become a community organization, investing the dollars received from the Town back into building a community relationship, judging the results based on the measurable impact on the community.

13. **Discussion, consideration, and possible approval of payment for \$36,000 to the Chamber of Commerce to participate in the TEAM Grant Program.**

On a motion by Smith, seconded by Kovacovich, the Council unanimously approved payment of \$36,000 to the Chamber of Commerce to participate in the TEAM Grant Program, with the stipulation no later than July 1, 2008 to come up with an incentive-based funding mechanism for the Chamber of Commerce.

Roy Gugliotta explained how the funds are allocated, and that the Chamber is piggy-backing with the Arizona Office of Tourism which gives the Chamber the equivalent of hundreds of thousands of dollars in benefits. Mr. Gugliotta said that the TEAM grant allows the Chamber to do things, advertise, generate publicity, target markets that the Chamber could not do by itself, or that would cost much more; the Phoenix market is one that should be concentrated on.

PUBLIC INPUT

(Comments from the following individual are summarized.)

Kala Pearson, a Chamber Board member, said she is one of those in favor of the shift of the Chamber from being a membership organization to a community organization with tourism and economic development as a driver; she is a strong believer in public-private partnerships and communities investing in their future, and the TEAM grant is one way to pull together toward that end.

There was no further public input.

The Council members discussed at length the change in the Chamber's model, becoming a community organization, and generally agreed on the need to come up with a future mechanism for allocating funding to the Chamber on a performance basis. During the discussion, with input from the Town Manager, Mr. Gugliotta was questioned on how he measured the efficacy of the Town's participation in the TEAM program, and how the results of the out-of-state advertising program are tracked and that investment is justified. Mr. Gugliotta, together with Kala Pearson, again reviewed the ways that the AOT helps to publicize Camp Verde, adding that the TEAM grant is another way to put information out and to build an image association for Camp Verde.

14. **Discussion, consideration, and possible direction to staff to proceed with a RFP process to identify a qualified personnel consulting service to complete a Human Resource Strategic Assessment to include a Classification/Compensation Study for all Town employees.**

Staff was directed to proceed with the RFP process as stated.

Dave Smith, Human Resources Director, said that the Town has never had a comprehensive classification/compensation study done, and he believes it is time to have an outside professional come in to evaluate whether the existing classifications are properly identified. The RFP process would simply indicate whatever cost may be involved, after which the Council would decide

whether to proceed further.

There was no public input.

15. **Discussion, consideration, and possible approval of Resolution 2008-741, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to adopting the "Public Safety Employee-Employer Relations; Meet and Confer".**

On a motion by Hauser, seconded by Elmer, the Council unanimously approved Resolution 2008-741, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to adopting the "Public Safety Employee-Employer Relations; Meet and Confer".

Dave Smith explained that in 2003 the Council approved a resolution that set up a Meet-and-Confer agreement with the Public Safety Association; problems subsequently arose with that agreement, particularly the potential for financial liability for the Town from the clauses providing for binding arbitration and Superior Court hearings.

Sgt. Jeff Dartt, President of the recently-formed Employees Union, confirmed that the members approved of the new resolution adopting the meet-and-confer agreement amending the arbitration provision; the employees still have the protection to be heard, but without the cost to the Town for arbitration.

There was no public input.

16. **Discussion, consideration, and possible direction to staff concerning a \$93,217.39 funding allocation between the Capital Improvement Plan budget and the Mary Lyon's Fund for the Library Master Plan Design expenditure to Stroh Rogers Architects that was approved in April 2005.**

On a motion by Kovacovich, seconded by Smith, the Council unanimously directed staff to take \$93,217.39 out of the Mary Lyons Fund and add it to the Capital Improvement Plan budget.

Town Manager Scannell said that when the library project was undertaken with the architectural firm of Stroh Rogers, the design costs were drawn from the Capital budget, whereas the Minutes of the meeting in April 6, 2005, indicated that the cost would be paid from the Mary Lyons Fund. Scannell suggested that the Council had a choice to either leave the accounts as they are, or move the money from the Mary Lyons Fund to reimburse the Capital Fund.

The members discussed the issue before them, expressing concern that this appeared to be one more mistake made by the former Finance Director. Some recalled that the former Council intended the payment to be made from the Mary Lyons Fund, and that intent should be honored; in contrast, it was pointed out that the phrase set forth in the Minutes, "could be made from" gave rise to understandable uncertainty. It was generally conceded that the funds should be withdrawn from the Mary Lyons account and added to the Capital Improvement account as intended, and that the money would still be available to help fund the new library.

There was no public input.

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

There was no public input.

18. **Advanced Approvals of Town Expenditures**
a) **There are no advanced approvals.**

There were no advanced approvals.

19. **Manager/Staff Report**

Town Manager Scannell gave a report on his contact with the auditor for the Sanitary District regarding the temporary transfer and return of employees, and confirmation that the payment due to ADOT was correctly reported as a liability in the financial statements and will be paid from Rural Development funding for the project. Scannell requested the Clerk to provide copies of the audit report to all the Councilors.

20. **Adjournment**

On a motion by Hauser, seconded by Smith, the meeting was adjourned at 10:43 p.m.

Tony Gioia, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 20th day of February 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008.

Debbie Barber, Town Clerk

**Minutes
JOINT WORK SESSION
MAYOR and COMMON COUNCIL
and the
PARKS & RECREATION COMMISSION**

**473 S. Main Street, Room 106
Camp Verde, AZ**

**WEDNESDAY, FEBRUARY 13, 2008
6:30 P.M.**

1. **Call to Order**

Mayor Gioia called the meeting to order at 6:31 p.m.

2. **Roll Call**

Council: Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Kovacovich, Garrison, Elmer and German were present.

Parks & Recreation Commission Members present were: Jim Ellington, Robin Whatley, Lucille Clawson, Therese Tobish, and Clinton Teague. Absent were Chairperson Trapper Moore and member Ginger Mason.

Also Present: Town Manager Michael Scannell, Parks & Recreation Director Lynda Moore, Recreation Supervisor Joe Perez, and Recording Secretary Sharon McCormick,

3. **Pledge of Allegiance**

Bob Kovacovich led the pledge.

Discussion of the following:

4. **Parks & Recreation's Goals and Mission Statement.**

Member Ellington said that the Parks and Recreation is heading in the right direction and as every one is aware, there is an event monthly, and some of the special events are much more taxing than others and take a lot more time. Council and Commission members both agree that the special events should be geared toward the community and our youth.

5. **Possible direction to the Commission and staff concerning objectives such as recreation versus tourism**

Council and commission members both agreed that the Parks & Recreation priority should be recreation and not tourism. There was discussion about other civic organizations taking over some of the special events. The Parks and Recreation Commission would like to implement more community events, such as "Movies in the Park", "Concerts", "Bus Trips", etc.

6. **Special Events, Tourism, and Youth and Adult Recreation**

Town Manager Scannell and Director Moore met with Cliff Castle Casino Marketing with regard to sponsoring the Crawdad Festival and will meet again next week. Recreation Supervisor Joe Perez explained his handout, which becomes a permanent part of this record. Perez explained that the report showed that there is a lot of recreational activities and sponsors for these activities. It is not possible to add additional events with all of the special events and the recreation activities, and facilities that the Town currently has. Perez explained that the main goal at this point, is the Teen Center and having the time to get it started.

Council directed staff to obtain a list of civic organizations, draft letter with regard to Special Events and include a date to invite them to a meeting with the Parks Recreation staff.

Mayor Gioia called a recess at 8:38 p.m. and reconvened at 8:44 p.m.

7. **Proposed Community Park**

Mayor Gioia announced that the Town had purchased the parkland and that we would be applying for a Heritage Grant. There was discussion regarding the need for a master plan before submitting the grant application to ensure that a complete and comprehensive facility that meets the Town's current and future needs accomplished. Community involvement in the planning process was discussed.

8. **Park Fund Set-Aside from the 40% of the 1 cent sales tax**

The Commission requested this item prior to the purchase of parkland to make sure that this money was still being set-aside and will continue to now that the parkland has been purchased.

9. **Future needs of the Parks & Recreation Department**

There was discussion regarding the need for additional staff and having a Parks and Recreation "My Space" to reach the youth.

10. **Adjournment:**

The meeting adjourned at 9:20 p.m.

Sharon McCormick, Recording Secretary

CERTIFICATION:

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the work session of the Town Council of Camp Verde, Arizona, held on the 13th day of February 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008

Deborah Barber, Town Clerk

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: (Be Exact): Authorization from Council for the Mayor to transfer \$93,217.39 from the account at AmTrust Bank to the Town's General Account at Wells Fargo Bank to reimburse the Town's General Account (and CIP Fund) for the amounts spent for the Library Master Plan Design.

PURPOSE AND BACKGROUND INFORMATION: At the February 20, 2008 Regular Council meeting, Council approved the reallocation of \$93,217.39 from the Library Endowment Fund (aka Mary Lyons Fund) to the Capital Improvements Fund (fund 03) for the Library Master Plan Design expenditure to Stroh Rogers Architects. To complete this transaction, staff feels it necessary for Council to authorize the appropriate Town official to transfer the amount of \$93,217.39 from the Library Endowment Fund banking account at AmTrust Bank to the Town's General Banking Account at Wells Fargo Bank to reimburse the Capital Improvements Fund for these expenditures.

STAFF RECOMMENDATION(S): Authorize the appropriate Town officials to sign a withdrawal form to transfer \$93,217.39 from the Library Endowment Fund banking account at AmTrust Bank to the Town's General Banking Account at Wells Fargo Bank for reimbursement of expenditures for the Library Master Plan Design.

LIST ALL ATTACHMENTS:

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

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

Finance Director Review

Budgeted/Amount N/A \$93,217.39

Comments: Expenditures being transferred from Fund 03 - Capital Improvements Fund to Fund 15 - Library Endowment Fund.

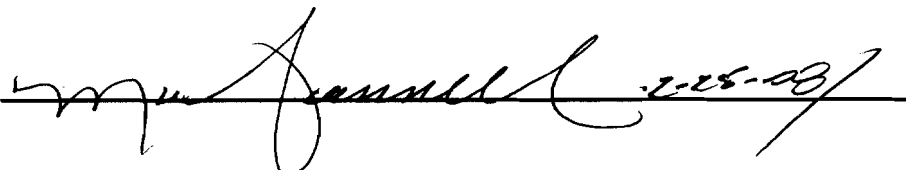
Fund:

Line Item/:

Submitting Department: Finance

Contact Person: Michael Scannell

Town Manager/Designee:



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

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

Meeting Type: Regular

Meeting Date: 2-27-08 ³⁻⁵⁻⁰⁸

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

AGENDA TITLE: Discussion, Consideration and possible Appointment of Carol German to serve on the Design Review Board as the Planning and Zoning Representative for a period of six months.

PURPOSE AND BACKGROUND INFORMATION: At the Planning and Zoning meeting of February 7, 2008 the Commission voted unanimously to recommend to Council, appointment of Commissioner German to the Design Review Board for the next six month term as proscribed by Section 124 E.2.

STAFF RECOMMENDATION(S): Approve

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

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

Submitting Department: P&Z

Contact Person: Nancy Buckel

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

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

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

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only

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

NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.

****Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY
LICENSE #

1. Name of Organization: WELSH LEAGUE OF ARIZONA

2. Non-Profit/I.R.S. Tax Exempt Number: 86-0946206

3. The organization is a: (check one box only)

- Charitable
 Fraternal (must have regular membership and in existence for over 5 years)
 Civic
 Political Party, Ballot Measure, or Campaign Committee
 Religious

4. What is the purpose of this event? To preserve and promote Scottish culture + traditions

5. Location of the event: 395 S. Main St. Camp Verde
Camp Verde Community Center Yavapai 86322
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Gilchrist, Mary C 10/20/37
Last First Middle Date of Birth

7. Applicant's Mailing Address: 4326 N. 57th Pl. Phoenix AZ 85018
Street City State Zip

8. Phone Numbers: () () (480) 946-0667
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>3/29/08</u>	<u>Saturday</u>	<u>10 AM</u>	<u>5 PM</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 1 days this year, including this event (not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. 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.

Name Welsh League of Arizona 25%
Percentage

Address 4802 E. Ray Rd, Phoenix, AZ 85044

Name Verde Valley Highland Games Association 75%
Percentage

Address 2835 Frisco Peaks Dr., Prescott, Az. 86301
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

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

 # Police Fencing
6 # Security personnel Barriers

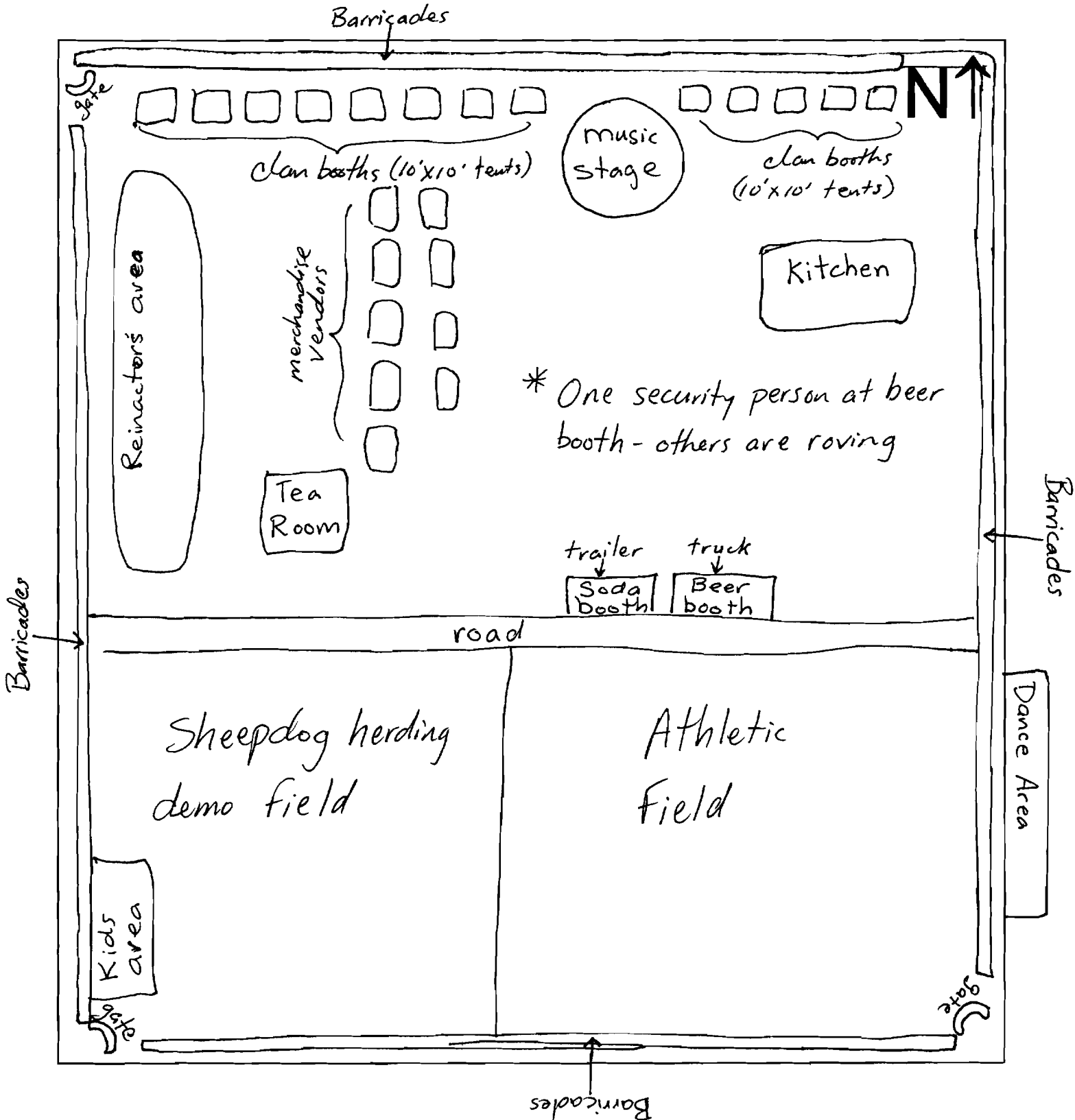
16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO
(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

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

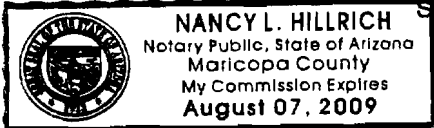
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, MARIS THOMAS declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Maris Thomas Treasurer 1-23-08 (602) 225-0595
 (Signature) (Title/Position) (Date) (Phone #) X380



State of Arizona County of Maricopa

The foregoing instrument was acknowledged before me this

23 Jan 2008
 Day Month Year

My Commission expires on: 08/07/09
 (Date)

Nancy L. Hillrich
 (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Mary C. Gilchrist declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Mary C. Gilchrist
 (Signature)

State of Arizona County of Maricopa

The foregoing instrument was acknowledged before me this

23 Jan 2008
 Day Month Year

My Commission Expires on 08/07/09
 (Date)

Mary C. Gilchrist
 (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)

on behalf of _____
 (City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) (Date)

APPROVED DISAPPROVED BY: _____
 (Title) (Date)

SERIES: 15 SPECIAL EVENT LICENSE (Temporary)

**Non-transferable
On-sale retail privileges**

PURPOSE:

Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.

If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event.

A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; *except that*, in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.

AVERAGE APPROVAL TIME: One (1) to seven (7) days.

PERIOD OF ISSUANCE:

Issued for no more than a cumulative total of ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location or additional licenses will be required.

FEES: \$25.00 per day.

ARIZONA STATUTES AND REGULATIONS:

ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309.

Disabled individuals requiring special accommodations please call (602) 542-9027

**STATEMENT AGREEMENT
CONCERNING THE USE OF FACILITIES AND EQUIPMENT
FOR THE VERDE VALLEY HIGHLAND GAMES
BY DAVID MCNABB, VERDE VALLEY HIGHLAND GAMES**

This agreement is made and entered into between the Town of Camp Verde Parks & Recreation Department and the Verde Valley Highland Games Committee.

RECITALS

The Parks & Recreation Director is authorized to permit David McNabb and the Verde Valley Highland Games Committee the use of the Community Center and Town owned equipment required in the production of the Verde Valley Highland Games.

The parties hereto mutually desire to reach an understanding that will result in making the facilities and equipment of the Town of Camp Verde available for the Verde Valley Highland Games.

Now, therefore, it is mutually agreed between the parties the following:

The Town of Camp Verde will provide use of the following facilities and equipment at no charge:

1. Use of Kitchen, rooms 206, 207, Community Center Soccer Field, Ramada, Gazebo and grounds at no charge.
2. Use of water hose and water key to the field.
3. Necessary fencing
4. Stage
5. Use of 10 x 20 canopy.
6. Twenty (20) eight foot tables
7. One hundred (100) folding chairs
8. Two sets of portable bleachers. (P & R staff will haul and set bleachers on field)
9. Eight (8) cash boxes
10. Extension cords
11. Two PA systems
12. Access to restrooms located at Town Hall.
13. Use of Towns banner poles located at Hwy 260 and Main & Finnie Flat Rd.
14. Use of game equipment.

The Town of Camp Verde will have supplies available in a central location ready for pick-up by the Highland Games Committee on mutually agreed place, time and date.

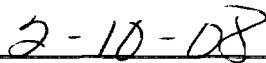
David McNabb and the Verde Valley Highland Games Committee will provide the following:

1. The permit holder shall indemnify the Town of Camp Verde for any and all damage to the facility by any person or persons attending the activity, and all liability and damages to any person for injuries, including death. Before opening of the event the Parks & Recreation Department must have a Certificate of Insurance naming the Town of Camp Verde as additional insured and naming the occurrence, (1,000,000.00) on file.


2. If alcohol is to be served the Parks & Recreation Department must have proof of "Liquor Liability Insurance" and a copy of the license provided by the Arizona Department of Liquor Control on file before opening day of said event.
3. All set up of the event is the sole responsibility of the Verde Valley Highland Games Committee.
4. All tear down and clean up of the event is the sole responsibility of the Verde Valley Highland Games Committee.
5. All trash shall be picked up and taken to large dumpsters located on Town property.
6. Control of lights, keys, locks and equipment is the responsibility of the permit holder.
7. Responsibility for loss, breakage, or need for repair or replacement of any equipment or portion of the facility rests solely on the Verde Valley Highland Games Committee.

Signatures of the Agreement:


Lynda Moore, Parks & Recreation Director


Date


David McNabb, Verde Valley Highland Games


Date

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/19/2008

PRODUCER (602)992-1570 FAX: (602)992-8327
Allen Financial Insurance Group
The Equestrian Group
P.O. Box 9957
Phoenix AZ 85068

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Verde Valley Highland Games Association
2835 Frisco Peaks Drive
Prescott AZ 86301

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Insurance Co	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PHILA-009518-08	3/29/2008	3/30/2008	EACH OCCURRENCE \$ 1000000								
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000 MED EXP (Any one person) \$ Not Included PERSONAL & ADV INJURY \$ 1000000 GENERAL AGGREGATE \$ 3000000 PRODUCTS - COMP/OP AGG \$ 3000000 Host Liquor Included												
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
		OTHER												

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Certificate holder is additional insured with respect to the operations of the insured for coverages afforded under this policy.

CERTIFICATE HOLDER

Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Samantha Salo/SAS *Samantha A. Salo*

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: Discussion, consideration and possible authorization for the Mayor to sign a letter for transmittal to Arizona State Parks seeking a 'Waiver of Retroactivity for Acquisition Projects' for a 118 acre Community Park. To ensure the Town's eligibility for the Waiver of Retroactivity for Acquisition Projects' the letter with the site and parcel map must be submitted by the March 24, 2008 escrow closing date. (Resource: Mayor Tony Gioia)

PURPOSE AND BACKGROUND INFORMATION: As per the attached Arizona State Parks 2005 Administrative Guidelines, Section V, E the Town would like to take the opportunity to obtain a 'Waiver of Retroactivity for Acquisition Projects' to help fund the Community Park property purchase. The Town anticipates applying for a Heritage Grant in February 2009. The grant application will include a property purchase funding request, which corresponds with this Waiver of Retroactivity letter.

STAFF RECOMMENDATION(S): Authorize the Mayor to promptly sign a letter for transmittal (with the site and parcel map) to Arizona State Parks seeking a 'Waiver of Retroactivity for Acquisition Projects' for a 118 acre Community Park.

LIST ALL ATTACHMENTS:

1. Arizona State Parks 2005 Administrative Guidelines, Section V,E
2. 'Draft' March 6, 2008 letter to Arizona State Parks requesting Waiver of Retroactivity
3. Site and parcel map.

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

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

Finance Director Review

Budgeted/Amount N/A \$0

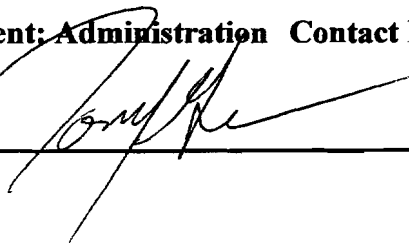
Comments:

Fund:

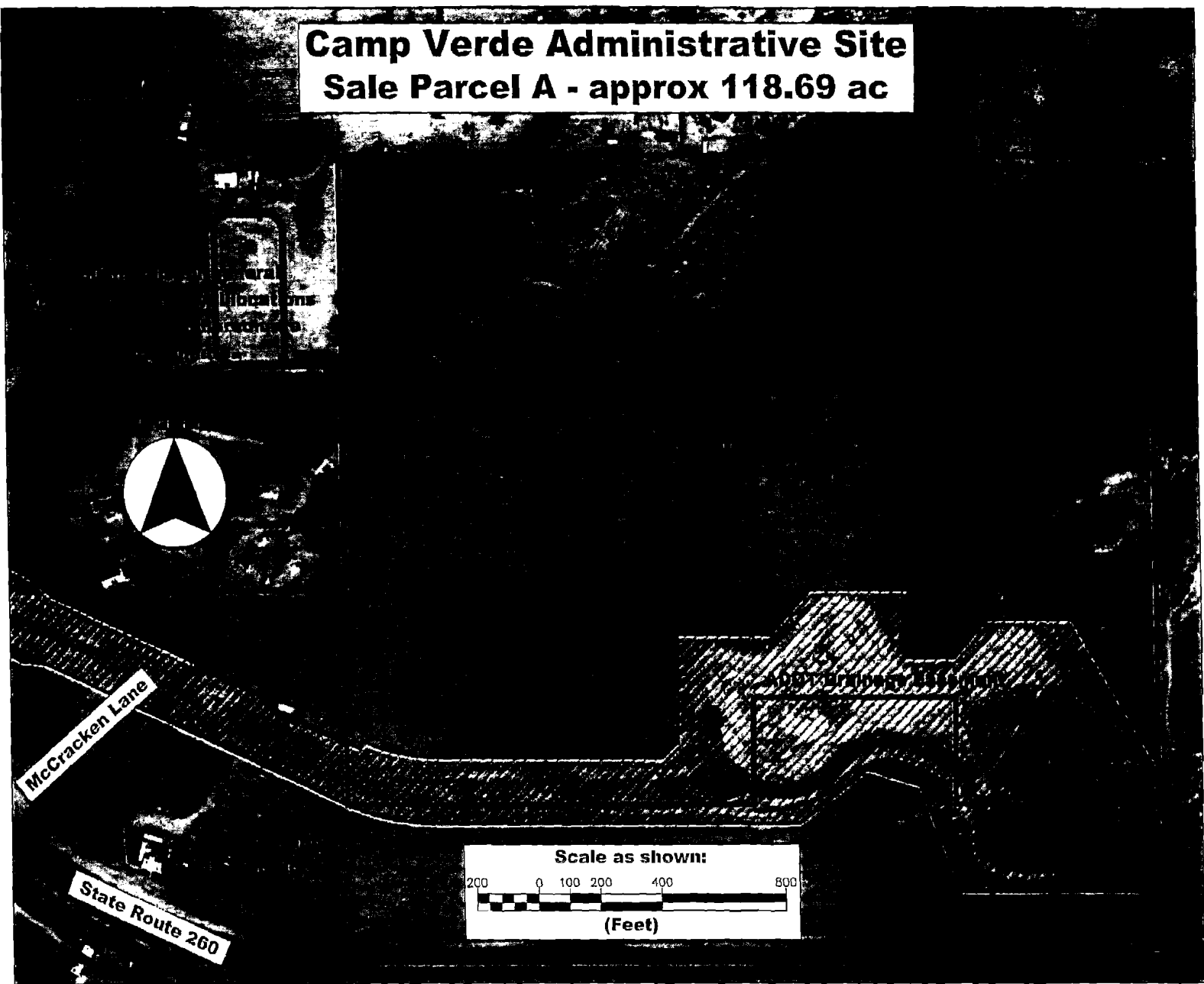
Line Item/:

Submitting Department: Administration Contact Person: Mayor Tony Gioia

Mayor Tony Gioia: _____

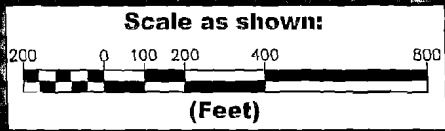


**Camp Verde Administrative Site
Sale Parcel A - approx 118.69 ac**



McCracken Lane

State Route 260



YAVAPAI COUNTY GOVERNMENT

Locate Property Information Tool

Property Search By:

- Parcel Number**
- Owner Name**
- Address**
- Subdivision**

Map Options

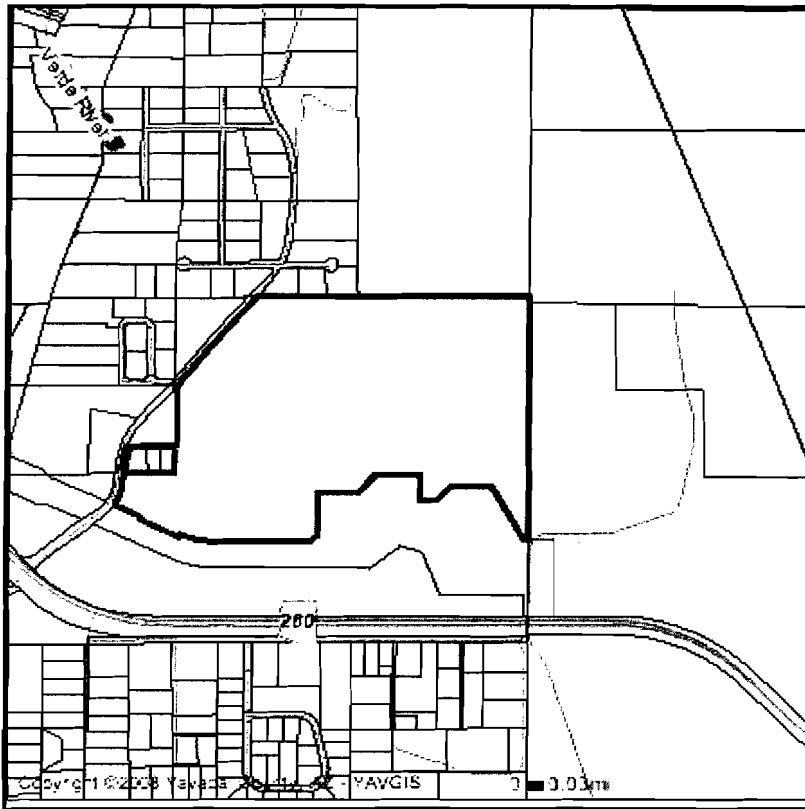
- Map Aerial
- Size Photo

S

Map Scale

1: 17682

[Refresh](#)



Owner Information

Owner

Coconino National Forest

? Field Descriptions ->

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: (Be Exact): Authorization to transfer funds totaling \$832,000 from the Town's General Fund account at the Local Government Investment Pool to the Town's General Banking Account at Wells Fargo for purchase of 118.7 acres from the Government Services Administration.

PURPOSE AND BACKGROUND INFORMATION: On February 7, 2008, Council unanimously approved the purchase of 118.7 acres titled "Camp Verde, Arizona Administrative Site-Parcel A" from Government Services Administration (GSA) for the amount of \$2,400,000. A deposit of \$240,000 has already been made thus reducing the amount owed to \$2,160,000. The amount due plus escrow fees estimated at \$5,000 are to be deposited with Yavapai Title by March 19, 2008. To complete the purchase of the land, it is necessary to transfer \$832,000 from the Town's General Fund account with the Local Government Investment Pool (LGIP). Staff is seeking Council's approval to make the transfer of \$832,000 from the Town's General Fund account at LGIP to the Town's General Banking account at Wells Fargo for distribution to Yavapai Title for the purchase of 118.7 acres from Government Services Administration..

STAFF RECOMMENDATION(S): Authorize staff to make the transfer in the amount of \$832,000 from the Town's General Fund account the Local Government Investment Pool to the Town's General Banking Account at Wells Fargo for distribution to Yavapai Title for the purchase of 118.7 acres from Government Services Administration (GSA).

LIST ALL ATTACHMENTS:

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

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

Finance Director Review

Budgeted/Amount N/A \$832,000

Comments:

Fund: 01-00-00

Line Item/: 1100

Submitting Department: Finance

Contact Person: Michael Scannell

Town Manager/Designee:  3-5-08

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

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: (Be Exact): Discussion and possible action relative to executing a promissory note which memorializes the terms and conditions of an \$832,000 inter-fund loan between the Town's General Fund and the Town's Park Land Acquisition Fund.

PURPOSE AND BACKGROUND INFORMATION: On February 7, 2008 Council approved the purchase of 118.7 acres of Forest Service land for \$2,400,000. To fund this acquisition, it is necessary to execute a transfer in the amount of \$832,000 from the Town's General Fund account at the Local Government Investment Pool (LGIP) to the Town's General Banking Account, coding the inter-fund loan to the Park Land Acquisition Fund. For repayment of this inter-fund loan, staff feels it necessary to create a promissory note memorializing the terms and conditions of the loan between the Town's General Fund and the Town's Park Land Acquisition Fund. The repayment schedule is calculated using average accruals of \$30,000 per month to the Park Land Acquisition Fund (\$360,000 annually) and a \$160,000 annual allocation of Park Land expenditures thus leaving \$200,000 per year for the loan repayment. At the estimated repayment rate of \$200,000 per year, the amount of the loan (\$832,000) shall be paid off in 4.1 years.

STAFF RECOMMENDATION(S): Execute the promissory note attached herewith in order to memorialize the terms and conditions of the \$832,000 inter-fund loan between the Town's General Fund and the Town's Park Land Acquisition Fund.

LIST ALL ATTACHMENTS: Promissory Note

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

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

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Finance

Contact Person: Michael Scannell

Town Manager/Designee:

Michael Scannell 2/22/08

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

REFUNDING AGREEMENT

The aggregate sum of Eight Hundred Thirty-Two Thousand Dollars (\$832,000) shall be transferred from the Town Parkland Acquisition Fund to the Town of Camp Verde General Fund, Local Government Investment Pool Account pursuant to the payment terms set forth below:

Terms of Repayment: Payable on a Quarterly basis with fifty thousand dollars being tendered each quarter beginning on October 1, 2008 and continuing on a quarterly basis thereafter until the full amount of the funds borrowed, that being Eight Hundred Thousand Dollars (\$832,000), in repaid in full.

APPROVALS

Mayor

Date

Attest:

Town Clerk

Date

Determination of Counsel

The foregoing agreement has been reviewed by the undersigned attorney for the Town of Camp Verde, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of this State to the Town of Camp Verde.

Town Attorney

Date

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: Discussion, consideration and possible approval of a Qwest Corporation Underground Utility Easement Agreement for and in consideration of \$10.00 and authorization for the Mayor to sign this document and all other escrow closing documents for the 118 acre Community Park. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION: In addition to the attached document conveying to Qwest Corporation an underground utility easement, other documents will be presented for signature at escrow closing for the 118 acre property the Town is purchasing. The authorization for the Mayor to sign all closing documents will help to provide an efficient and timely escrow property closing. Community Development Director Nancy Buckel and Public Works Director Ron Long have reviewed the pertinent documents. They have no serious concerns regarding the 10 foot easement.

STAFF RECOMMENDATION(S): Approve the Qwest Corporation Underground Utility Easement Agreement for and in consideration of \$10.00 and authorize the Mayor to sign this document and all other escrow closing documents for the 118 acre Community Park.

LIST ALL ATTACHMENTS:

- 1. Easement agreement
- 2. Legal Description

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

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

Finance Director Review

Budgeted/Amount N/A \$0

Comments:

Fund:

Line Item/:

Submitting Department: Administration Contact Person: Michael K. Scannell

Town Manager/Designee:  2/7/08

RECORDING INFORMATION ABOVE

EASEMENT AGREEMENT

Private Easement

The undersigned ("Grantor") for and in consideration of \$10.00 and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant and convey unto QWEST CORPORATION, a Colorado corporation ("Grantee"), whose address is 1801 California St., Suite 5200, Denver, CO 80202, and its successors, assigns, affiliates, lessees, licensees, and agents, a perpetual non-exclusive easement to construct, modify, add to, maintain, and remove underground telecommunications facilities and other appurtenances only, from time to time, as Grantee may require upon, over, under and across the following described property situated in the County of **Yavapai**, State of Arizona which Grantor owns or in which Grantor has an interest ("Easement Area"), to wit:

An easement which is described in its entirety on EXHIBIT 'A' and is attached hereto and by this reference made a part hereof, all of which is situated in Section 05 Township 13 North Range 05 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona

Grantor further conveys to Grantee the right of ingress and egress to and from the Easement Area during all periods of construction, maintenance, installation, reinforcement, repair and removal over and across Grantor's lands with the right to clear and keep cleared all trees and other obstructions as may be necessary for Grantee's use and enjoyment of the Easement Area.

Grantee shall indemnify Grantor for all damages caused to Grantor as a result of Grantee's negligent exercise of the rights and privileges herein granted. Grantee shall have no responsibility for environmental contamination, which is either pre-existing or not caused by Grantee.

Grantor reserves the right to occupy, use and cultivate the Easement Area for all purposes not inconsistent with the rights herein granted.

Grantor covenants that Grantor is the fee simple owner of the Easement Area or has an interest in the Easement Area. Grantor will warrant and defend title to the Easement Area against all claims.

Grantor hereby covenants that no excavation, structure or obstruction will be constructed or permitted on the Easement Area and no change will be made by grading or otherwise that would adversely affect Grantee's use and enjoyment of the Easement Area.

The rights, conditions and provisions of this Agreement shall run with the land and shall inure to the benefit of and be binding upon Grantor and Grantee and their respective successors and assigns.

R/W # _____

Page 1 of 2

Initials _____

RECORDING INFORMATION ABOVE

Any claim, controversy or dispute arising out of this Agreement shall be settled by arbitration in accordance with the applicable rules of the American Arbitration Association, and judgement upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The arbitration shall be conducted in the county where the Easement Area is situated.

Private Easement

GRANTOR: Mayor Tony Gioia
For The Town of Camp Verde

STATE OF ARIZONA

) ss:

COUNTY OF YAVAPAI

The foregoing instrument was acknowledged before me this ___ day of _____,
2008, by _____.

Witness my hand and official seal:

[NOTARY SEAL]

Notary Public

My commission expires: _____

R/W# _____ Job
Exchange Camp Verde County YAVAPI
Section 05, Township 13N Range 05E

**Legal Description
Buried Communication Line Easement
Qwest Communications**

Camp Verde Administration Site Sale Parcel A Easement 1:

An easement being 10 feet in width, lying 5 feet on each side of the following described centerline and located in the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 5, Township 13 North, Range 5 East, Gila and Salt River Base and Meridian, Yavapai County, Arizona.

Commencing at a Found 1 $\frac{1}{2}$ " O.I.P., being the NE Corner of the SE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 5; Thence WEST a distance of 380.9 feet to the true Point of Beginning.
From the Point of Beginning S13°09'W a distance of 216.6 feet to a point,
Thence S34°35'W a distance of 43.0 feet to the Point of Terminus.

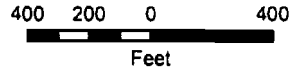
Being a portion of Qwest Communications Coconino National Forest Permit No F0255
(Verde Ranger District Administration Site)

Said centerline easement being depicted on Exhibit A attached hereto.



Tierra Project: 1T14-002A (Region 3 Coconino NF)

Sec. 5 T13S R5E
G&SRBL&M
Yavapia County Arizona



Key

- Buried Communication Line
- Sale Parcel
- Coconino National Forest
- Private
- State
- Indian Lands

Camp Verde SW (1996)
USGS DOQQ
Projection: NAD27 UTM Z12

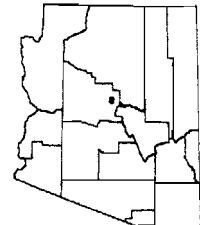


EXHIBIT A

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: (Be Exact): Discussion, consideration, and possible approval of Ordinance No. 2008-A350 an ordinance establishing a policy of conducting criminal records checks for prospective employees and volunteers.

PURPOSE AND BACKGROUND INFORMATION: In 2000, the council approved ordinance 2000-A170 that established a policy for criminal records checks for prospective employees. This ordinance was required by Arizona Department of Public Safety and the Federal Bureau of Investigations to process fingerprints and criminal history checks. It was recently brought to our attention by the Arizona Department of Public Safety that the ordinance was not updated when we began requesting criminal records checks on town volunteers. Updating this ordinance is necessary to continue processing backgrounds on volunteers.

STAFF RECOMMENDATION(S): Approval of Ordinance No. 2008-A350 an ordinance establishing a policy of conducting criminal records checks for prospective employees and volunteers.

LIST ALL ATTACHMENTS: Ordinance No. 2008-A350

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

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

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Personnel

Contact Person: David R. Smith

Town Manager/Designee: _____

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

ORDINANCE NO. 2008-A350

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF
CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING A
POLICY OF CONDUCTING CRIMINAL RECORD CHECKS FOR
PROSPECTIVE TOWN EMPLOYEES AND VOLUNTEERS**

WHEREAS, it is in the public interest to conduct criminal records checks for applicants for Town employment, and

WHEREAS, the Mayor and Council find that Ordinance 2000-A170 shall, upon adoption of Ordinance 2008-A350 be superseded.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, THAT:

1. Fingerprinting of Applicants. All applicants for either employment with the Town of Camp Verde and all applicants for volunteer positions for the Town who provides services to minors shall submit a full set of fingerprints to the Town for the purpose of obtaining a state and federal criminal records check. These checks shall be done pursuant to the provisions found in ARS 41-1750 and Public Law (PL) 92-544. The Arizona Department of Public Safety is authorized to exchange this fingerprint data with the Federal Bureau of Investigation."

2. Use of Department of Public Safety. The Arizona Department of Public Safety is hereby authorized to exchange the fingerprint data with the Federal Bureau of Investigation pursuant to ARS 41-1750 and Public Law 92-544.

3. Conditional Acceptance of Employment. Applicants may submit their employment application forms and fingerprint cards for processing up to 10 days prior to selection by the Town of a candidate. Any employment by the Town is subject to results of the criminal records check, and, if an applicant has been notified of his or her selection and has temporarily assumed a position with the Town, such position may be vacated at the option of the Town depending on the criminal history results.

Passed and adopted this 5th day of March 2008.

Approved as to Form:

Town Attorney

Date: _____

Tony Gioia, Mayor

Attest:

Deborah Barber, Town Clerk

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: (Be Exact): Discussion, consideration and possible approval to direct staff to go out to bid to hire a consultant to prepare a master plan for the community park, located at the 118 acres site, Parcel A, purchased from the U.S. F. S.

PURPOSE AND BACKGROUND INFORMATION: Before moving forward on the development of a Community Park, it is important to have a good master plan in place. The master plan would include a community participation element, as well as a list of entities of the Community Park.

STAFF RECOMMENDATION(S): Approve

Proposed Motion: Move to approve authorization for the Town Manager to issue a RFP for consultant services to prepare a master plan for the Community Park, located at the 118 acre site, Parcel A purchased from the U.S.F.S.

LIST ALL ATTACHMENTS:

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

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

Finance Director Review

Budgeted/Amount N/A \$NA

Comments:N/A

Fund:

Line Item/:

Submitting Department: Parks & Recreation

Contact Person: Lynda Moore

Town Manager/Designee: _____

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: (Be Exact): Possible approval of Proclamation declaring the month of April as "Fair Housing Month", and update by Southwest Fair Housing Council on the upcoming Camp Verde Housing Information Fair scheduled for April 11, 2008 from 4:00 to 6:00 p.m. at Town Hall in Suite #206/207.

PURPOSE AND BACKGROUND INFORMATION: The Housing Commission at their regular meeting held December 18, 2007, made a formal recommendation to Council to proclaim the month of April as "Fair Housing Month". The draft proclamation is attached to this report.

In recognition of the Town's desire to promote fair housing, the Southwest Fair Housing Council has taken the lead in planning a Camp Verde Housing Information Fair for the public to learn more about fair housing laws. This event will be free to the public and will provide an opportunity to inform and educate the community on housing issues. Ms. Jo Ann Reyes will be present at the Council Meeting to share information about the event and to answer questions.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Draft Proclamation, "Fair Housing Month"

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

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

Finance Director Review

Budgeted/Amount N/A \$

Comments: N/A

Fund:

Line Item/:

Submitting Department: Housing & Neighborhood Revitalization **Contact Person:** Matt Morris

Town Manager/Designee: _____

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

**Town of Camp Verde
Camp Verde, Arizona**

PROCLAMATION

Declaring April as:

Fair Housing Month

Whereas, the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and

Whereas, the 1986 and 1988 federal *Fair Housing Acts* declare that it is a national policy to ensure equal opportunities in housing; and

Whereas, April has traditionally been designated as *Fair Housing Month* in the United States,

NOW THEREFORE, I, Tony Gioia, Mayor of the Town of Camp Verde, Arizona, do hereby proclaim April as:

Fair Housing Month

In the Town of Camp Verde, and do hereby urge all residents of this community to comply with, and show their support for the letter and spirit of the *Fair Housing Acts*.

Issued this 2nd day of April 2008.

Tony Gioia, Mayor

ATTEST:

Deborah Barber, Town Clerk

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: 3/5/08

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

AGENDA TITLE: (Be Exact): Update and discussion of the following items related to the CDBG Townsite Redevelopment/ Community Improvements (Restroom) Project: a. Sales Tax requirements related to the project; and b. Possible approval to allocate the \$6,000 that was approved on 2/27/08 from the CIP fund rather than the Park Fund; and c. Possible approval of the attached Revised Change Order reflecting the corrected sales tax amount to be paid; and d. Possible authorization to expend an additional \$2,293.87 (\$8,293.87 - \$6,000) for a total payment of \$8,293.87 (sales tax and project costs) of unbudgeted monies from the CIP to complete the project. (Staff Resource: Debbie Barber).

PURPOSE AND BACKGROUND INFORMATION: Council approved Change Order #2 on 2/27/08 and asked for further information with regard to sales taxes. In researching the sales tax information with the Arizona Dept of Revenue, I discovered that the Contractor had not charged enough sales tax. This is a revised Change Order with the correct sales tax amount. In addition, I incorrectly identified the Parks Fund as the funding source. It should have been the CIP fund. These actions will correct the funding source and authorize the additional funds needed for the sales tax costs.

STAFF RECOMMENDATION(S): Approve

Proposed Motion: Move to allocate the \$6,000 that was approved on 2/27/08 from the CIP Fund rather than the Parks Fund; approve Revised Change Order #2 which reflects the correct sales tax amount; and authorize the expenditure of an additional \$2,293.87 from the CIP Fund to complete the project.

LIST ALL ATTACHMENTS: Change Order #2

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

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

Submitting Department: Clerk's Office

Contact Person: Debbie Barber

Town Manager/Designee: _____

TOWN OF CAMP VERDE - CDBG PROGRAM
473 South Main Street, #102
Camp Verde, AZ 86322

CHANGE ORDER #2

CDBG Grant Contract #: 137-06

Project: Downtown Park Improvements (Restrooms)

Address: 473 South Main Street, Ste. 102

Contractor: CXT, Inc.

Contract Dated: August 31, 2007

The following change(s) are authorized to the above-identified contract:

Construct.....(description).....
..... \$ 27,000.00

This change order adds \$27,000.00 to the contract amount. The performance period stays the same.

Initial Contract Amount	<u>\$ 239,387.28</u>
Previously Approved Change Order	<u>(10,000.00)</u>
Plus 9.35% Sales Tax	<u>21,447.71</u>
Plus/(Less) Change Order Requested	<u>27,000.00</u>
Total New Contract Amount	<u>\$ 277,834.99</u>

Jim Alexander
CXT, Inc.

Date

Tony Gioia, Mayor
Town of Camp Verde

Date

Debbie Barber

From: "Ron Long" <rlong@cvaz.org>
To: "Debbie Barber" <dbarber@cvaz.org>
Cc: "Isabel Rollins" <Irollins@nacog.org>; "Mike Dumas " <mdumas@cvaz.org>; "Rick feldmann" <rfeldmann@cvaz.org>
Sent: Thursday, February 28, 2008 12:05 PM
Subject: FW: Scope of Work

This should be sufficient documentation for the scope of work that the change order is paying for.

*All messages created in this system belong to the Town of Camp Verde and should be considered a public record subject to disclosure under the Arizona Public Records law (A.R.S 39-121)/ Town employees, Town public officials, and those who generate email to them, should have no expectation of privacy related to the use of this technology"
 in addition, to ensure compliance with the Open meeting Law, Council or Board/Commission members who are recipients of this message should not forward it to other members of the Council or Board/Commission of the Town of Camp Verde. Council Members or Board/Commission Members may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board Members.

From: Kurt Mee [mailto:KMee@cxtinc.com]
Sent: Thursday, February 28, 2008 10:44 AM
To: rlong@cvaz.org; Thomas Borden
Cc: gburger@cxtinc.com
Subject: Scope of Work

Ron,

Here is the scope.

Ron Long,

CXT will have McDonald Brothers Construction dig a trench from the city sewer and water line (city to locate), McDonald Brothers will run water and sewer lines within 3 feet of the building. McDonald Brothers will then excavate a 6" hole the dimensions of the foot print of the building plus 2 feet all around and build a gravel pad that will be compacted to 95% standard Proctor.

Pettijohn Mechanical will take the line from where McDonalds has left off and continue the plumbing under the building. Pettijohn will do all the plumbing according to CXT specifications and Camp Verde Building codes. Pettijohn will run all plumbing stubs 1 foot above grade, (this includes p traps)

Puriton Electric will run electrical power to the building according to CXT specifications and Camp Verde building codes and leave electrical stubbed as per specifications.

When the building is delivered, it will be placed over the new pad and stubbed utilities. CXT contractor will then post-tension and seal the building sections and touch up any nicks caused during transportation or setting. CXT's contractor will then attach the utilities, place drains and grout them. The CXT contractor will charge the system with water and make sure everything works. Once everything is complete, the CXT contractor will walk the customer through their new building and answer any questions and hand over the keys to their new building.

Kurt Mee
 CXT
 303-552-1843

2/28/2008

Kurt A Mee
Territory Sales Manager
CXT Concrete Buildings
Denver, CO
303-552-1843

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: Discussion, consideration and possible adoption of a policy statement that authorizes the Mayor, as the Town's chief elected official, to support or oppose Bills introduced during legislative sessions when they adversely affect the Town's interests and need an immediate response. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION: The Town is seeking a policy statement that will authorize the Mayor to convey the Town's support or opposition, in a timely manner, to the legislature when they are voting on items between our regularly scheduled Council meetings. This agenda item is precipitated by the legislature's upcoming vote concerning the Inter-basin Water Transfer, possibly permitting an upper northern Arizona city to pump groundwater out of the Verde Watershed.

Below, are examples of issues that the Town (in the authorization that is being sought) would include, but are not be limited to: 1) supporting legislation that protects the Ground Water Aquifer Verde River Basin; 2) opposing legislation that comprises the integrity of the Ground Water Aquifer Verde River Basin; 3) supporting legislation that maintained the State Shared Revenues; 4) opposing legislation that eroded State Shared Revenues; 5) supporting legislation that maintain land use authority for municipalities in Arizona; and/or 6) Opposing legislation that eroded the land use authority for municipalities in Arizona.

STAFF RECOMMENDATION(S): Adopt a policy statement that authorizes the Mayor as the Town's chief elected official to support or oppose Bills introduced during legislative sessions when they adversely affect the Town's interests and need an immediate response.

LIST ALL ATTACHMENTS: None

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

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

Finance Director Review

Budgeted/Amount N/A \$0

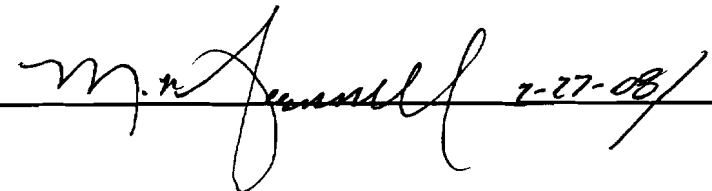
Comments:

Fund:

Line Item/:

Submitting Department: Administration Contact Person: Michael K. Scannell

Town Manager/Designee:

 2-27-08

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

Meeting Type: Regular

Meeting Date: March 5, 2008

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

AGENDA TITLE: Discussion, consideration and possible action relative to establishing a Notification Procedure that requires the staff member or Council member who agendizes an item for Council consideration to notify the individual(s) that might that be directly affected by that agendized item. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION: An item was agendized for the February 27, 2008 Council meeting that directly affected a business. The Merchant became aware of the agenda item and had to take immediate action to have representation at the Council meeting. To ensure we notify the public regarding items that directly affect individuals we need to establish a notification procedure.

STAFF RECOMMENDATION(S): Approve an action to establish a procedure to have the Town Clerk's Office notify individuals directly affected by items agendized for Council's consideration.

LIST ALL ATTACHMENTS: None

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

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

Finance Director Review

Budgeted/Amount N/A \$0

Comments:

Fund:

Line Item/:

Submitting Department: Administration Contact Person: Michael K. Scannell

Town Manager/Designee: _____