

Support your local merchants.

**(CORRECTED) AGENDA
REGULAR SESSION
COUNCIL HEARS PLANNING AND ZONING MATTERS
COMBINED
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 17, 2014 at 6:30 P.M.**

A MAJORITY OF THE PLANNING & ZONING COMMISSION MAY BE PRESENT AT THIS MEETING

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Executive Session – December 10, 2014 - Recorded
 - 2) Special Session – December 9, 2014
 - 3) Regular Session – December 3, 2014
 - 4) Special/Work Session – November 12, 2014
 - b) **Set Next Meeting, Date and Time:**
 - 1) December 24, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**
 - 2) January 7, 2015 at 6:30 p.m. – Regular Session
 - 3) January 14, 2015 at 5:30 p.m. – Work Session
 - 4) January 21, 2015 at 6:30 p.m. – Regular Session
 - 5) January 28, 2015 at 6:30 p.m. – Council Hears Planning & Zoning Matters.
5. **Special Announcements and presentations:**
 - **There are no Special announcements or presentations**
6. **Call to the Public for Items not on the Agenda.**
7. **Possible recommendation for approval of Acquisition of Control for liquor license application for Clear Creek Vineyard & Winery located at 4053 Highway 260, Camp Verde, AZ, Staff Resource: Debbie Barber**

8. **Possible recommendation for approval of Application for Extension of Premises/Patio Permit for Clear Creek Vineyard & Winery located at 4053 E Highway 260, Camp Verde, AZ. Staff Resource: Debbie Barber**
9. **Presentation and Safety training followed by discussion, regarding Camp Verde Adopt a Highway Permit for State Route Highway 260, Mile Post 224-225. Staff Resource Russ Martin.**
10. **Discussion of findings in the investigation of items requested by Camp Verde Town Council on August 18, 2014 Special Session and Items #5, 6, 7 of July 3, 2014 Employee Complaint, by Amy L. Lieberman, dated December 4, 2014 and possible sanctions of any and all Council Member(s) and Mayor pursuant to Section 15.10 and 15.11 of the Town Code-of-Conduct. COUNCIL POLICIES, RULES AND PROCEDURES. Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body and ARS §38-431.03 (A)(3) for discussion or consultation for legal advice with the attorney.**
11. **Action following the discussion undertaken pursuant to Paragraph 3, Council may take action to impose sanctions on any and all Council Member(s) and Mayor as permitted by Section 15.10 and 15.11 of the Town Code COUNCIL POLICIES, RULES AND PROCEDURES.**
12. **Call to the Public for items not on the agenda.**
13. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
14. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
15. **Adjournment**

Posted by:



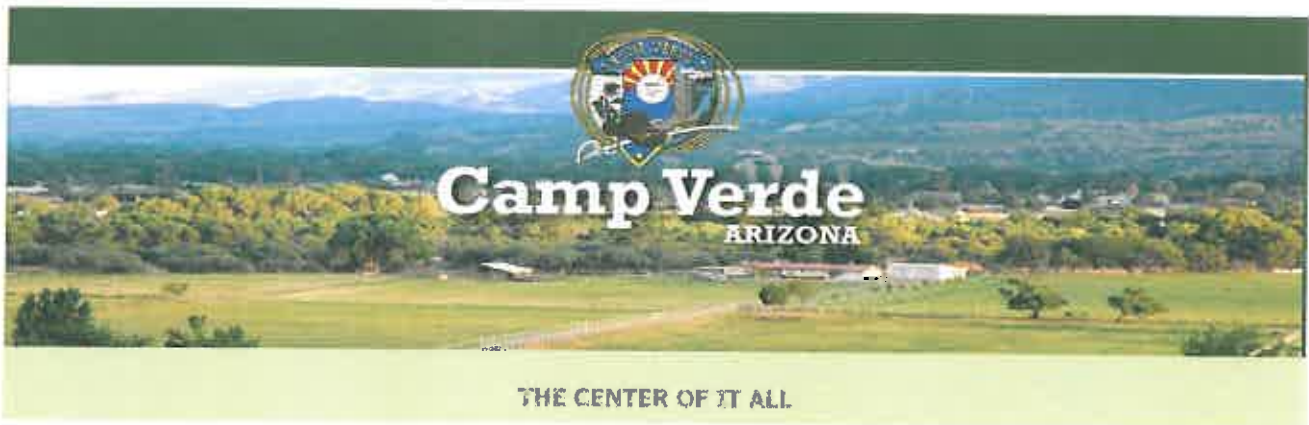
Date/Time:

12-15-2014

8:00 a.m.

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

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



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Posted by: _____

Date/Time: _____

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MINUTES – DRAFT
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
TUESDAY, DECEMBER 9, 2014
5:30 P.M.

1. **Call to Order**

Mayor German called the meeting to order at 5:30 pm.

2. **Roll Call**

Mayor German, Vice Mayor Baker, Councilors German, George, Gordon, Jones and Whatley present.

Also, Present Town Manager Russ Martin, Marshal Nancy Gardner, Deputy Clerk Virginia Jones, Administrative Assistant Clerk Barbie Bridge, Recording Secretary Marie Moore.

Mayor German noted a Point of Personal Privilege and gave condolences to Vice Mayor Jackie Baker for the loss of her Grandson this past week.

3. **Discussion regarding Board and Commission members' actions and the repercussions it may have on staff, current and future developers, Council and the Town as a whole. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.1 for the purpose of discussion and possible dismissal of Commissioner Robert Burnside from the Town Planning and Zoning Commission.**

On a Motion by German, seconded by Baker, Council unanimously voted to have Commissioner Burnside remain on the Town Planning and Zoning Commission.

Mayor German informed members of the public that there would be no call to the public for input as this is a Council action only.

Mayor German explained that he had previously had a non-formal conversation with Planning & Zoning Commission Chairman B.J. Davis regarding Commissioner Burnside's conduct during meetings but Chairman Davis had requested that more time be given to Commissioner Burnside and possibly the situation would self-correct, rather than action taken at that time. Mayor German indicated that it had been brought to his attention again that the issue was still happening and Burnside had been spoken to regarding his actions.

Chairman Davis expressed to Council his concerns regarding unnecessary actions from Commissioner Burnside. Davis explained that Burnside addressed a matter at a Commission meeting regarding a change of zoning in an inappropriate manner during a public meeting.

Mayor German inquired if Chairman Davis felt that the commission had been blindsided due to the manner that Burnside addressed the matter. Davis indicated that he did in fact feel that way and felt that Burnside could have handled the matter in a more professional way.

Mayor German stated that he received notification from another Commission member that they will refuse to serve if Burnside remains on the Commission and inquired if Davis knew of this. Davis indicated he did, but felt the issue at this time was Burnside's conduct at the previous meetings.

Vice Mayor Baker requested why it is the preference of the Commission for questions to be asked prior to the meeting rather than in public. Chairman Davis explained that in his opinion, this was a procedural issue, which should have been handled prior to the meeting, rather than waiting until the last question as Burnside had done. Davis indicated that the problem was not if the question was legitimate; it was how the question was

presented that had created the incident. Davis also indicated he felt that allowing Council to make the final decision was the appropriate solution to the matter, although Burnside did not agree.

Whatley inquired if the issue is only regarding the November 6, 2014 situation. Davis explained that there had been other incidents that had built up over several meetings and the meeting on November 6, 2014 was the final instance that brought this complaint on to Council.

Councilor German inquired if the staff had already sought the opinion of the Town Attorney prior to the meeting. Davis indicated that not to his knowledge and that the staff handled the matter, as they should have. Councilor German indicated that she felt it was a legitimate question to ask and complimented how the matter was handled in the end.

Chairman Davis indicated that he welcomes healthy discussion of the Commissioners, but did not feel that the question was handled in an appropriate manner. Davis also indicated he felt that the presence brought before the public and applicant gave the impression that the Commission was ill prepared in knowledge of procedural actions, which could have been handled prior to the meeting.

Town Manager Russ Martin addressed Council and explained that most conversations he has had with Mr. Burnside has been informal. Martin indicated that conversations have included the difference in Burnside's position as a Planning and Zoning Commission rather than his prior position held as the Mayor of the Town. Martin indicated that his encounter with staff after the meeting on November 6 prompted action regarding the incident. Martin explained that the only items that were on the agenda for the November 6 Commission Meeting were very clear, but a matter that was not on the agenda had been discussed for approximately 45 minutes. Martin explained his main concern is that this situation does not repeat itself.

Councilor George indicated that he has attended a few planning and zoning meetings. George explained he felt that there are different ways that issues in the meetings should have been handled. George stated that he feels the appropriate way to handle the issue is to ask questions prior to the meeting to alleviate any issues.

Vice Mayor Baker asked if this could perhaps be a learning experience for future issues and suggested that if future issues should arise such as this, then the Town Attorney could be consulted prior to it being placed on the agenda.

Councilor German requested clarification as to whether Martin had in fact spoke to Burnside prior to the meeting and knew that Burnside would be asking questions. Martin explained that he had spoken to Mr. Burnside and that was correct, the asking of questions was not the issue. Mr. Martin explained that the issue is how Mr. Burnside handled a procedural question and waited until the end of the discussion and the statements that Mr. Burnside used were inappropriate. Staff indicated that they were "most-embarrassed" for how the applicant was treated not themselves.

Mayor German requested to review portions of the video and audio of the November 6, 2014 Commission meeting and specific spots in the meeting of which he felt were pertinent to the issue.

Martin explained that there was good conversation from the Commissioners and commended the Chairman in how he handled the matter.

Council reviewed the video and audio of the November 6, 2014 Planning & Zoning Commission meeting. Martin summarized the meeting while showing audio starting at 1:06:53 and continuing until 1:50:27.

Upon the request of Mr. Burnside, the meeting recessed at 6:47 pm and reconvened at 6:57 pm.

Commissioner Burnside addressed Council regarding the allegations of his conduct in question. Burnside

stated that his ethics have never been questioned, except during the first six months during his prior term as Mayor for the Town of Camp Verde, Arizona. Burnside defended that he did not cuss or become angry, but rather he asked questions, which he felt is his duty as a commissioner. Burnside indicated that he also works full time along with his volunteer duties as a commissioner; therefore, he did not have the time to ask staff or the Chairman prior to the meeting. Burnside asked for Council and Mayor to take the time to look at the documents, and in doing so, they would find that the information is incorrect, which is the reason why he voted against the motion. Burnside expressed that he was disappointed that he was not contacted prior to a complaint being filed if there was an issue with his conduct. Burnside referenced the Code of Conduct and ethics and stated that if complaints are given to the Mayor, a meeting should be called with the alleged person and if the issues were not resolved, the matter would go before Council. Burnside indicated that Mayor German met with him prior to a Planning and Zoning meeting and asked for his resignation without any explanation. Burnside questioned the validity of allegations from Commissioners who have stated they would not proceed with their position on the Commission due to his position as a member of the Commission. Burnside indicated that he felt he followed protocol during the meeting. Burnside stated he felt he was being chastised for not speaking first during the meeting.

Mayor German clarified his discussion and words spoken during the conversation taken place, and indicated that he did not specifically ask for Burnside's direct resignation. Mayor German also stated again that he requested the Town Manager intervene as an effective and less public intervention to discuss the matter before taking the matter to Council. Burnside stated he respectfully disagreed with the Mayor's counter-statement.

Vice-Mayor Baker asked Burnside directly if he had contempt toward staff and indicated that at times Burnside's demeanor could be harsh and come across as belittling. Burnside clarified that it is not his intentions to belittle anyone, but rather be correct in matters.

Councilor George inquired to Burnside why he knowingly violated the Open Meeting Law when sending an e-mail in response to the Town Attorney's decision. Burnside indicated that he felt once the matter had received a final answer from the Town Attorney, and the matter was closed; therefore, the open meeting law was not violated.

Commissioner Burnside requested the Mayor rescind his decision and allow for public input. Mayor German denied the request, stating the Council would handle the matter appropriately. Burnside then indicated that the public has letters they would like to file regarding the matter, Mayor German stated they would be accepted and encouraged the public to file letters in a more timely manner so that Council Members may review them prior to a meeting.

Councilor Jones expressed that she felt the issue was not that questions were asked by Burnside, but rather the manner in which they had been asked. Jones expressed that the tone of questions can indicate more than the words of the questions themselves. Jones stated that she agreed with Vice Mayor Baker that this matter could be used as a learning lesson.

Councilor Whatley indicated that she supports her fellow Council members, staff and the Town. Whatley expressed confliction that she felt toward the situation, and commended Burnside for past issues he has resolved for the Town, but strongly felt there has been a broken relationship due to the actions.

Councilor George expressed that he does feel that we should use this matter as a learning experience, and put the best foot forward.

Councilor Gordon stated that when Burnside was appointed to the Planning & Zoning Commission, he was encouraged that someone would pay attention to detail. Gordon indicated that he did feel that the way the matter was handled was inappropriate and encouraged that in the future Burnside be more prepared to handle

the matter prior to a meeting.

Mayor German affirmed the other Council Members consensus and to use the situation as a learning lesson. Mayor stated that although the appointment is a volunteer position, professionalism and courteousness is still required.

Vice Mayor Baker conferred that this has been a learning experience. Baker strongly encouraged the importance of working as a team and how these matters can be resolved in the future.

Councilor German agreed specifically with Whatley of her support for Planning & Zoning Staff and the Commissioners. German stated that our community expects for Council members and Commissioners to ask questions. German stated that she does not feel that Burnside would ever intentionally be rude or disrespectful toward staff or Commissioners.

Mayor German requested Mr. Burnside come to the podium. Mayor German stated he would like to request Council to consider allowing Mr. Burnside to remain on the Commission as this time with the understanding that Mr. Burnside will do his best to work with the Chairperson and staff beforehand, until such time Council has the opportunity to address some of the issues that were brought forth during the meeting. Burnside responded 'absolutely' but ask for clarification regarding what issues the Council would be clarifying. Mayor German stated there is a mixture of terminology that is not clear and would like those items spelled out so there is no confusion, and would like it clear and professional.

Councilor Jones requested clarification as to the appropriate actions to be followed if the issue were to arise again. The Mayor responded that he would be requesting a future agenda item to address Jones' concerns that would include certain levels of reprimand and include training.

Motion: See Above

4. **Following the executive session, the Town Council may vote to remove Commissioner Burnside from the Town Planning and Zoning Commission.**

No action was taken.

5. **Adjournment**

On a Motion by Baker, seconded by Jones, Council unanimously voted to adjourn the meeting at 7:50 pm.

Charles German, Mayor

Marie Moore, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on December 9, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Debbie Barber, Town Clerk

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**DRAFT MINUTES
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 3, 2014 at 6:30 P.M.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**

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

2. **Roll Call**

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

Also Present

Town Manager Russell Martin, Marshal Nancy Gardner, Economic Development Director Steve Ayers, Town Clerk Deborah Barber, and Recording Secretary Saepyo Choe.

3. **Pledge of Allegiance**

Mayor German led the pledge.

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

a) **Approval of the Minutes:**

- 1) Special Session – November 19, 2014
- 2) Executive Session – November 19, 2014 - Recorded
- 3) Regular Session – November 19, 2014

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

- 1) December 09, 2014 at 5:30 p.m. – Special Session
- 2) December 10, 2014 at 5:30 p.m. – Work Session
- 3) December 17, 2014 at 6: 30 p.m. – **Combined Regular/Council Hears P&Z Matters**
- 4) December 24, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters - **CANCELLED**

On a motion by George, seconded by Baker, Council voted unanimously to approve the Consent Agenda.

5. **Special Announcements and presentations:**

- **Proclamation declaring December 13, 2014 as Camp Verde Arbor Day Celebration**

Mayor proclaimed December 13, 2014 as Camp Verde Arbor Day Celebration.

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

Howard Parish thanked Councilor German and Vice Mayor Baker for attending the Colonel's Daughter competition, and announced that the Camp Verde Cavalry Color Guard was invited to perform in the Town Christmas parade. They have also recently provided color guard services for parades in Prescott and Sedona.

Steve Goetting announced that The Horn is opening after the New Year's holiday; and showed a magazine now featuring them as one of the Top 50 best restaurants in Arizona.

Alex Goetting announced that he has obtained a restaurant license for Verde Brewery Company, but that he is still working on obtaining the business license. They are brewing again and training new employees.

7. **Possible approval of Arizona Department of Transportation (ADOT) IGA/JPA 14-0004471-I. The purpose of the agreement is to define access management on the crossroads along State Route 260 from I-17 to Thousand Trails**

Road and responsibilities of ADOT and the Town for the completion and on-going maintenance of improvements. Following possible approval of the agreement staff will give a general update of State Route Highway 260. Staff

Resource: Ron Long

On a motion by George, seconded by Gordon, Council voted unanimously to approve Arizona Department of Transportation (ADOT) IGA/JPA 14-0004471-1.

Town Manager Russell Martin explained that ADOT would create turn lanes within 300 feet of roundabout intersections for accessing businesses. Normally the distance is 600 feet, but ADOT agreed to start with 300 feet at the Town's request, and increase to 600 if needed, to accommodate increased traffic volume. The agreement also discusses the street light bill.

Councilor George expressed hopes for solar streetlights, and Martin said that is an option. Martin explained that the Town is responsible for streetlights on the Town's street, while others would be ADOT's responsibility.

Steve Ayers reported that 60% of the drawings should be completed by May, that the right of ways should be established by March, that utilities will be moved by June, and that construction should start in January 2016.

8. Discussion, consideration, and possible approval of Ordinance 2014-A402, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adding Article 13-3, Town Trees & Parks to the Town Code, Chapter 13 Parks & Recreation & Library. Staff Resource: Steve Ayers

On a motion by George, seconded by Whatley, Council voted unanimously to approve Ordinance 2014-A402, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adding Article 13-3, Town Trees & Parks to the Town Code, Chapter 13 Parks & Recreation & Library, with the changes as noted.

Steve Ayers explained that this Ordinance is one of the requirements for Tree City USA, in addition to proclaiming an Arbor Day, which the Mayor did earlier in the meeting. For the December 13, 2014 Arbor Day Celebration, a new tree will be planted on Main Street at 10:00 a.m. in front of the Visitor's Center. The Ordinance establishes the Tree Board. There will also be a Tree City celebration in conjunction with the Spring Heritage weekend.

Ayers shared the comments from the Town Attorney, recommending changes to the Ordinance. Recommended changes include "three-year terms" of service, making the "public works department" responsible for tree management instead of the "public works director," and requiring approval for certain actions such as tree removal. The Town Attorney's recommendations are attached and becomes part of the permanent record. Council agreed to all the Attorney's recommendations and added that in Section 13-3-6, the phrase should read, "without approval."

Ayers explained that Tree Board meetings would require no minutes or staff time; and announced that the following people have volunteered: Dobie Champion, Real Estate Broker; Robert Martin, Crystal Lattice; Former Mayors Tony Gioia, Brenda Hauser; Councilor Bruce George's wife Pat George; and Planning & Zoning Commission Chairman BJ Davis' wife Cat Davis. They will play an advisory role and discuss management plans, such as for Pecan Lane and Finney Flat Road.

Council stated that the Tree Board would also serve as a great resource for property owners who need advice or information; highlighted the restrictions against nailing and stapling trees; and the need to contact APS for any tree trimming around power lines for safety reasons.

Public Hearing

Steve Goetting said he valued the work of Tree City USA, having experience with the program, and asked how to join. Martin stated that the volunteers named above would create the Tree Board.

Bob Johnson stated that APS serviced his trees recently, and that they only trimmed the branches above the power lines, leaving the branches below the power lines untrimmed.

9. Update by Economic Development Director Steve Ayers regarding current and future activities of the Economic Development Department. Staff Resource: Steve Ayers

Presentation is attached and becomes part of the public record. Steve Ayers reviewed the marketing and advertisement budget from 2007 to present day, highlighting all major changes. Expenditures have averaged \$30,000 from 2007-2012, and

the budget is now approximately \$45,000. \$23,000 has been invested in the two new websites: visitcampverde.com and selectcampverde.com, which target tourism and business investment, respectively. A \$2500 visitor's survey will help identify trends and inform future marketing decisions. Regional marketing through Sedona has proven fruitful over the years, and one significant marketing focus is the upcoming Sesquicentennial celebration. He stated that Camp Verde is not likely to benefit from the state's Superbowl traffic; and explained that \$15,000 newspaper ads and expensive billboard advertisements in Phoenix, do not fare well in a cost-benefit analysis. He reported positive results from the new websites: 100 daily hits and an average of four minutes browsing-time. He also announced that Out of Africa achieved a record number of visitors this year: 140,000.

Vice Mayor Baker stated that she appreciated all the adjustments made, and recommended that the Visitor Center volunteers informally poll tourists for input in order to supplement the formal survey. Mayor German recommended that the Town also survey the RV parks.

10. **Update and possible time frame by Town Manager Russ Martin regarding independent investigation by Amy Lieberman.** Staff Resource: Russ Martin

Martin stated that Lieberman will read all the comments submitted by the deadline, and incorporate them into a new document that will go out to the public for review within the next couple of weeks. There will likely need to be an additional Special Meeting scheduled for December 10, 2014.

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

Tom Pitts stated that it seemed the Call to Public has disappeared from many Agenda Item discussions. Camp Verde does not leverage the free tools and resources already available for marketing. This week, 80 people met from all over the Valley to share marketing materials with representatives from all over the world, and Camp Verde was markedly absent. The AZ Office of Tourism has research readily available on Valley-wide tourism trends, as well as workshops. Everyone else is using these tools. Camp Verde is not in the game.

Steve Goetting stated that he has not yet seen evidence that the new websites are generating leads for local businesses. The \$1700 spent on marketing for Canadian RV travelers has proven profitable, and he hopes it will continue. Marketing is more than creating new websites, and Highway 260 expansion is not the answer, as that will take years to complete. Business retention and expansion are needed now. He requested that Steve Ayers share the analytics for the new websites. He has been waiting four years for effective marketing. The Horn has risen to the Top 50 best restaurants in AZ through effective marketing with a modest budget, and without spending the majority of funds on websites. He has been disappointed to see Jerome and Cottonwood crowded on Saturday nights, while Camp Verde remains empty. The Horn and the Verde Brewery Company will employ about 30 people, by the time the Brewery's restaurant is up and running. We need job growth. Economic development is different from business development. Goetting is involved in starting a business association to help address these issues.

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

Gordon attended the new Fire Truck display, the monthly Verde Valley Fire District meeting, and warmly recognized the new Ditch signs with historic dates.

George attended the Intergovernmental meeting.

Whately attended the Intergovernmental meeting and reported that Camp Verde was well represented, both in attendance, and with the visual displays of the new Verde Valley Medical Center and Library building projects.

Mayor German attended the Intergovernmental meeting, and plans to meet with Ann Kirkpatrick and Paul Gosar to address the water run off from the forest lands.

13. **Manager/Staff Report.** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item,

except that an individual Council member may request that the item be placed on a future agenda.

Martin announced the Annual Town Holiday Party, December 6, 2014 at 5:30 p.m. in the Philip England Center.

14. **Adjournment**

Mayor German adjourned the meeting at 7:49 p.m.

Charles German, Mayor

Saepyol Choe, 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 December 3, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.

Debbie Barber, Town Clerk

Marketing Expenditures

FROM FY2007-FY2015
FROM CHAMBER OF COMMERCE TO TOWN OF CAMP VERDE



Chamber of Commerce Marketing Expenditures


FY 07	\$55,180*
FY 08	\$58,400*
FY 09	\$22,504*
FY 10	\$47,316*
FY 11	\$20,000
FY 12	\$20,000

*Includes AOT 50% match

Chamber of Commerce 2012 Campaign




- Website Redesign
- On-line advertising (Social Media (Facebook), Go-Arizona.com (AOT), Arizona Guide.com)
- Print Advertising (AZ RV Guide, AZ Drive Guide, Destination AZ, Southbound Magazine (Canada), Mad Men (Multimedia outreach LA and Chicago), AZ Official State Visitor Guide
- P/R Media (Travel Shows, L'vin' Life Expo, local billboard (?))
- \$5,000 SVTC and Japanese Cooperative



Town of Camp Verde Economic Development FY 2012

	Budgeted	Spent
Advertising	\$15,000	\$14,280
Web Campaign	\$15,000	\$15,000


- Visitcampverde.com \$15,000
- Chamber of Commerce Oasis Property \$5,000 (Advertising)
- Much of the Advertising was spent on PFF



FY 2014

	Budgeted	Spent
Advertising	\$10,000	\$ 8,017
Web Campaign	\$ 5,000	\$ 0
Special Events	\$12,500	\$11,308
Visitor Center	\$ 8,830	\$ 5,879
VC Staff	\$14,500	\$16,500

- Established and new staffed Visitor Center
- Reestablished the Town as a partner in Special Event:
- \$2,500 for a visitor survey, first on in 10 years, so we could look strategically on how to spend Marketing \$\$
- \$1,000 developed new tourism brochure
- ADT Coop \$2,200



2015

	Budgeted	Spent (estimated)
Web Campaign	\$ 7,000	\$ 7,850
Special Events	\$ 9,000	\$ 9,000
Visitor Center	\$12,000	\$12,000 (\$1,500 committed)
VC Staff	\$16,500	\$16,848

- Developing selectcampverde.com website \$8,000
- Placed the Advertising budget into Visitor Center line item
- Nat Geo Geotourism \$5,000 (Visitor Center Budget)
- SOTC \$2,500 regional marketing (Visitor Center Budget)
- Did not participate in the ADT Coop Program
- The only flexibility in the ED Department Budget this year is in "Projects"



4. a. 4

MINUTES – DRAFT
SPECIAL/WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, NOVEMBER 12, 2014 at 5:30 P.M.

1. **Call to Order**

Mayor German called the meeting to order at 5:30 pm.

2. **Roll Call**

Mayor German, Councilors Whatley, George, Gordon and Jones present; Councilors Baker and German absent.

Also Present: Town Manager Russ Martin, Deputy Director of Public Works Troy Odell, District Manager of Sewer Department Jan Grogan, Director of Economic Development Steve Ayers, Administrative Assistant Barbie Bridge, and Recording Secretary Marie Moore.

3. **Pledge of Allegiance**

Mayor German led the pledge.

4. **Discussion, consideration and possible direction to staff regarding potential State Route 260 Wastewater Expansion Project from West of Wilshire to Coury Drive, related planning, including identification of viable revenue sources that may include, but not limited to voter approved property tax, bonding, sales tax and improvement districts. Staff Resource: Russ Martin**

Council unanimously agreed it was important to include, at minimal, all scoping and work to Intersection 5 along State Route 260.

Deputy Director of Public Works Troy Odell informed the Council of the necessary changes to be made to the sewer department to ensure that the highway 260 project would be a success. Council discussed three (3) different alternative plans for consideration as a Wastewater Master Plan. Town Manager Russ Martin expressed the importance of deciding on a plan that ADOT can implement and the importance of investing in the necessary pipe rather than sleeves.

Odell discussed what the master plan is and why it is important to create an adequate amount of area with in the master plan to ensure accuracy in an economic way for outlying areas that will be affected by the State Route 260 expansion. Grogan pointed out to Council where the sewer currently exists and how the potential future sewer line would service the community.

Odell explained the need for design fees and the process involved. Councilor Gordon inquired how the sewer would service properties at the far end of the design, and Odell explained that the cost of lateral lines not already implemented would be included in the cost of construction.

George inquired if utilities would be able to utilize the sewer design work.

Economic Development Director Ayers discussed where Cottonwood will potentially be servicing and recommended servicing Area 5 and that the expansion of the line is considerably cheaper than a new sewer treatment plant.

Council discussed how funds would be recovered after the sewer line is implemented and the concept of a Community Facility District.

5. **Adjournment**

On a motion by Jones, seconded by Whatley the meeting adjourned at 7:07 pm.

Charles German, Mayor

Marie Moore, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special/Work Session of the Town Council of Camp Verde, Arizona, held on November 12, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2014.



Agenda Item Submission Form – Section I

Meeting Date: December 17, 2014

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Town Clerk Deborah Barber

Agenda Title (be exact): Public Hearing, followed by discussion, consideration, and possible recommendation of approval of Acquisition of Control on liquor license application for Clear Creek Vineyard & Winery located at 4053 Hwy 260, Camp Verde, Az.

List Attached Documents: Liquor License Applications

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: Clear Creek Vineyard & Winery, LLC has submitted an Acquisition of Control on their Series 13 Liquor License. This an amendment to an existing license and did not require the 20 day posting.

Recommended Action (Motion): Move to recommend approval of the liquor license acquisition of control application for Clear Creek Vineyard & Winery, LLC at 4053 Hwy 260, Camp Verde, Az.

Instructions to the Clerk: Section II not required

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934

www.azliquor.gov
(602) 542-5141

NOTIFICATION TO LOCAL GOVERNING BODY

AGENT CHANGE

ACQUISITION OF CONTROL AND AGENT CHANGE

ACQUISITION OF CONTROL

Liquor License No. 13133013

Application accepted by EL

A.R.S. § 4-203.F

If a person other than those persons originally licensed acquires control over a license or licensee, the person shall file notice of the acquisition with the Director within fifteen business days after such acquisition of control and a list of officers, directors or other controlling persons on a form prescribed by the Director. All officers, directors or other controlling persons shall meet the qualifications for licensure as prescribed by this title. On request, the director shall conduct a preinvestigation prior to the assignment, sale or transfer of control of a license or licensee, the reasonable costs of which, not to exceed one thousand dollars, shall be borne by the applicant. The preinvestigation shall determine whether the qualifications for licensure as prescribed by this title are met. On receipt of notice of an acquisition of control or request of a preinvestigation, the Director shall forward the notice within fifteen days to the local governing body of the city or town, if the licensed premises is in an incorporated area, or the county, if the licensed premises is in an unincorporated area. **The Local Governing Body of the city, town or county may protest the acquisition of control within sixty days based on the capability, reliability and qualification of the person acquiring control. If the Director does not receive any protests, the Director may protest the acquisition of control or approve the acquisition of control based on the capability, reliability and qualification of the person acquiring control.** Any protest shall be set for a hearing before the Board. Any transfer shall be approved or disapproved within one hundred five days of the filing of the notice of acquisition and control. The person who has acquired control of a license or licensee has the burden of an original application at the hearing, and the board shall make its determination pursuant to section 4-202 and this section with respect to capability, reliability and qualification.

800 W Washington 5th Floor
Phoenix AZ 85007-2934

14 NOV 28 Lique Dept PM 1 45

www.azliquor.gov
(602) 542-5141

APPLICATION FOR AGENT CHANGE - ACQUISITION OF CONTROL - RESTRUCTURE

Check Appropriate Box

Agent Change
Complete Sections 1,2,3,4,6
(See Note 1 on back)

Acquisition of Control
Complete Sections 1,2, (3,4 if changing Agent), 6

Restructure
Complete Sections 1,2,(3,4 if changing Agent), 5,6
(See Note 2 on back)

SECTION 1 (COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

1. Name (INDIVIDUAL OR EXISTING AGENT (if no agent change) OR NEW AGENT OR CORPORATE OFFICER OR L.L.C. CONTROLLING MEMBER)
Mesa Ignacio Moreno 13133013

2. Corporation L.L.C. N/A: Last First Middle Liquor License #
Clear Creek Vineyard & Winery, LLC Corp. File #: L13848550
(Exactly as it appears on Articles of Inc. or Articles of Org.)

3. Business Name: Clear Creek Vineyard & Winery

4. Business Address: 4053 E Hwy 260 (Exactly as it appears on license)
Camp Verde Yavapai 86322
(Do not use P.O. Box Number) City COUNTY Zip

5. Is the business located within the incorporated limits of the above city or town? Yes No

6. Mailing Address: 4053 E Hwy 260 Camp Verde Arizona 86322
City State Zip

7. Business Phone: (602) 859.7418 or 602.904.0173 Residence Phone: (928) 567.2158

8. Does this transaction involve the sale of any portion of the corporate stock? YES NO N/A If yes, submit a certified copy of minutes.

9. Has there been any change of officers? YES NO N/A If yes, submit a certified copy of minutes.

SECTION 2 (COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

Each person listed in Section II must submit a personal questionnaire (Form LIC0101) and a Department approved fingerprint card which may be obtained at the Dept. A person appearing in both lists need only submit one questionnaire and fingerprint card.

1. List individual owner or partners or all directors, officers in corp., members in LLC:

Last	First	Middle	Title	Residence Address	City	State	Zip
Mesa	Ignacio	m	Trustee	4053 E Hwy 260	Camp Verde	AZ	86322
Mesa	Susan	Louise	Member	4053 E Hwy 260	Camp Verde	AZ	86322

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

2. List stockholders or controlling members owning 10% or more of Corp/LLC:

Last	First	Middle	% Owned	Residence Address	City	State	Zip
Mesa	Ignacio	Moreno	93	4053 E Hwy 260	Camp Verde	AZ	86322
Mesa	Susan	Louise	7	4053 E Hwy 260	Camp Verde	AZ	86322

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

1. If the corporation/L.L.C. is owned by another entity, ATTACH AN OWNERSHIP AND DIRECTOR / OFFICER / MEMBER DISCLOSURE for the parent entity. Attach additional sheets as necessary in order to disclose real people.

As an Agent, will you be physically present and operating the licensed premises? YES NO

If you answered YES, you must provide proof of attendance of a Department approved Liquor Law Training Course within the last five years before your application for Agent can be submitted. If "no" a manager with approved training must be submitted.

SECTION 4 (COMPLETE THIS SECTION FOR AGENT CHANGE)

To be completed by the INDIVIDUAL OR EXISTING AGENT OR CORPORATE OFFICER OR L.L.C. CONTROLLING MEMBER:

1. License Number: _____ Date of last renewal: _____

2. Current Licensee or Agent: _____
(Exactly as it appears on license) Last First Middle

I, _____, hereby consent to the agent appointment named herein and

(Print full name)

agree to immediately assign a new agent in the event of the death, resignation, or discharge of this agent. I also understand that if the background report shows that I, the corporation, or any officer, director, member, or stockholder have been convicted of a felony in the past five (5) years, I will immediately surrender the license to the Arizona Department of Liquor Licenses and Control and hereby waive all rights to appeal such action.

State of _____ County of _____

X
(Signature of INDIVIDUAL/ CORPORATE/CLUB OFFICER/MEMBER)

The foregoing instrument was acknowledged before me this

_____ day of _____

Day Month Year

My commission expires on: _____

(Signature of NOTARY PUBLIC)

SECTION 5 (COMPLETE THIS SECTION FOR RESTRUCTURE)

Is there more than one licensed premises involved? YES NO If yes, SEPARATE APPLICATIONS must be filed and fees paid for each license/location.

Type of current ownership:

- J.T.W.R.O.S.
- INDIVIDUAL
- PARTNERSHIP
- CORPORATION
- LIMITED LIABILITY CO.
- TRUST
- OTHER Explain _____

Type of new ownership:

- J.T.W.R.O.S.
- INDIVIDUAL
- PARTNERSHIP
- CORPORATION
- LIMITED LIABILITY CO.
- TRUST
- OTHER Explain _____

SECTION 6 (COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

To be completed by INDIVIDUAL OR EXISTING AGENT (if no agent change) OR NEW AGENT OR CORPORATE OFFICER OR L.L.C. CONTROLLING MEMBER as listed in Question 1 Section 1:

I, Ignacio Moreno Mesa, hereby declare that I am the APPLICANT filing this application.

(Print full name)

have read the application and the contents and all statements are true, correct and complete.

X

(Signature of INDIVIDUAL OR AGENT)

State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this

26th day of November 2014

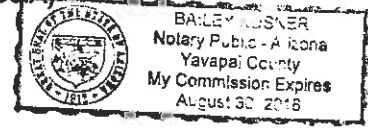
Day Month Year

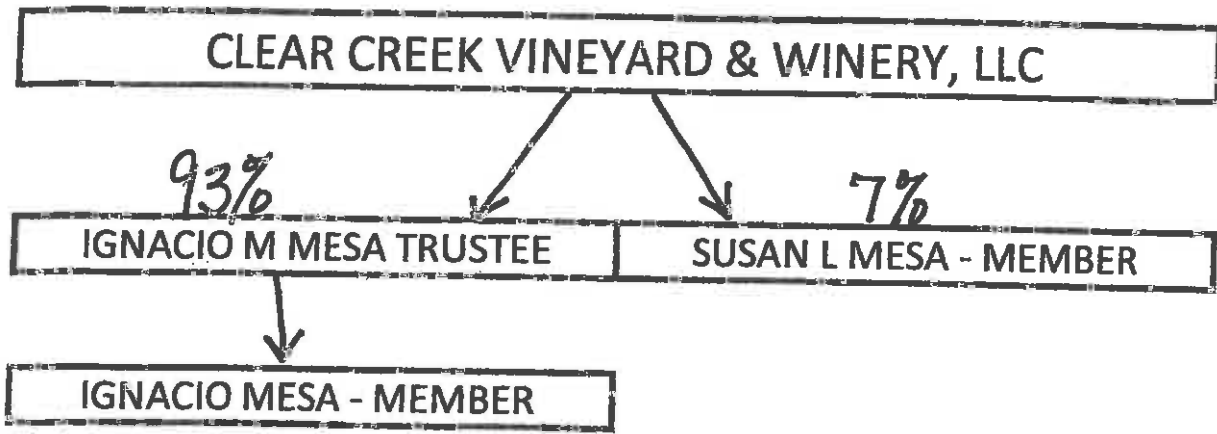
My commission expires on: Aug. 30, 2018

(Signature of NOTARY PUBLIC)

NOTE 1: The fee for an agent change MUST be submitted with this application: \$100.00 for the first application and \$50.00 for each additional application, not to exceed \$1,000.00. (A.R.S. 4-209.H)

NOTE 2: The \$100.00 fee for restructure MUST be submitted with this application (A.R.S. 4-209.A)







Agenda Item Submission Form – Section I

Meeting Date: December 17, 2014

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Town Clerk Deborah Barber

Agenda Title (be exact): Public Hearing, followed by discussion, consideration, and possible recommendation of approval of liquor license application for an extension of premises/patio permit for Clear Creek Vineyard & Winery, LLC located at 4053 E. Hwy 260 Camp Verde, Az.

List Attached Documents: Liquor License Applications

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

- Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: Clear Creek Vineyard & Winery, LLC located at 4053 E. Hwy 260 Camp Verde, Az. has submitted a Series 13 liquor license application (Liquor) for an extension of premises/patio permit for Clear Creek Vineyard & Winery,

Recommended Action (Motion): Move to recommend approval of the liquor license application Series 13 liquor license application (Liquor) for an extension of premises/patio permit for Clear Creek Vineyard & Winery, LLC located at 4053 E. Hwy 260 Camp Verde, Az.

Instructions to the Clerk: Section II not required

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

FOR DLLC USE ONLY

Date payment received:

CSR initials: _____

APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

This application must be returned to the Department of Liquor
(Notice: Allow 30-45 days to process permanent change of premises)

- Permanent change of area of service. **A NON-REFUNDABLE \$50 FEE WILL APPLY.** Specific purpose for change:
To increase capacity and efficiency of the wine premises in a new location on licensed property.
- Temporary change for date(s) of: ___/___/___ through ___/___/___ List specific purpose for change:

1. Licensee's Name: Mesa Ignacio Moreno
Last First Middle
2. Mailing Address: 4053 E Hwy 260 Camp Verde AZ 86322
Street City State Zip
3. Business Name: Clear Creek Vineyard & Winery, L License # 13133013
4. Business Address: 4053 E Hwy 260 Camp Verde AZ 86322
Street City State Zip
5. Contact phone: (602) 859-7418 Business phone: (___) same
6. Email: mesaimjr@gmail.com
7. Is extension of premises/patio complete?
 N/A Yes No If no, what is your estimated completion date? 01/30/15
8. Do you understand Arizona Liquor Laws and Regulations?
 Yes No
9. Does this extension bring your premises within 300 feet of a church or school?
 Yes No
10. Have you received approved Liquor Law Training?
 Yes No If yes, when does your Certificate expire? Date: 09/24/17
11. What security precautions will be taken to prevent liquor violations in the extended area?
All of the current DLLC requirements will be used in the new location on the licensed premises.
12. **IMPORTANT:** ATTACH THE REVISED FLOOR PLAN CLEARLY DEPICTING YOUR LICENSED PREMISES AND WHAT YOU PROPOSE TO ADD.

Barrier Exemption: an exception to the requirement of barriers surrounding a patio/outdoor serving area may be requested. Barrier exemptions are granted based on public safety, pedestrian traffic, and other factors unique to a licensed premise. List specific reasons for exemption:

Investigation Recommendation: Approval Disapproval by: _____ Date: ___/___/___

⊕ OBTAIN APPROVAL FROM LOCAL GOVERNING BODY BEFORE SUBMITTING TO THE DEPARTMENT ⊕

➡ After completing the application, please take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

This change in premises is RECOMMENDED by the local Board of Supervisors, City Council or Designate:

(Authorized Signature) (Title) (Agency) Date

I, Ignacio M Mesa, declare that I am the APPLICANT and, under penalty of
(Print full name)
perjury, making the foregoing application. I have read this application and the contents and all statements are true, correct and complete.

X _____ Ignacio M Mesa _____ /2014 602.859.7418
(Signature) Title/ Position Date Phone #

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

State _____ County of _____

My Commission Expires on: _____
Date Signature of Notary Public

Investigation Recommendation: Approval Disapproval by: _____ Date: ___/___/___

Director Signature required for Disapprovals _____ Date: ___/___/___



CASE WINE STORAGE

WINE PRODUCTION AND AGING

EQUIPMENT AREA

WINE SAMPLING & SALES

7' DOOR

3' DOOR

(2) 8' DOORS

ENTRANCE

(2) 4'-DOORS

47'-2"

39'-2"

32'-0"

12'-0"

30'-0"

CLEAR CREEK VINEYARD & WINERY LLC
PROPOSE NEW WINE PROMISE

SCALE: 1/8" = 1'-0"

DATE: 12-10-2014

APPROVED BY:

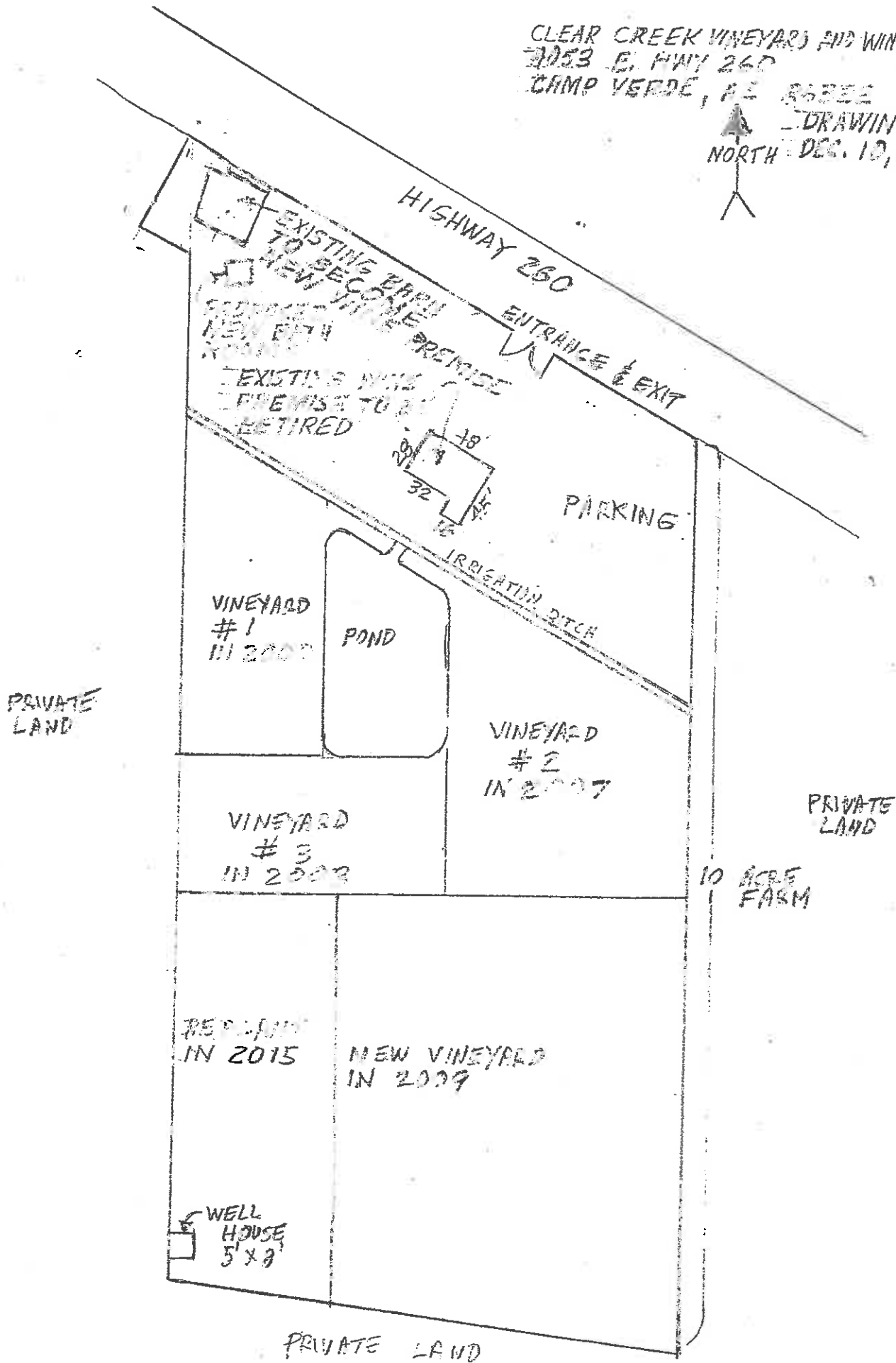
DRAWN BY: JENNIFER MESP
REVISED:

DRAWING NUMBER

1

CLEAR CREEK VINEYARD AND WINERY L.L.C.
3053 E. HWY 260
CHAMP VERDE, AZ 85822

DRAWING # 2
NORTH DEC. 10, 2014





Agenda Item Submission Form – Section I

Meeting Date: December 17, 2014

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

Requesting Department: Council-Manager

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact: Presentation and Safety Training, regarding Camp Verde Adopt A Highway Permit for State Route Highway 260, Mile Post 224-225. Council may discuss and set a day for the first clean-up activity to initiate the process of ADOT installing recognition panels.

List Attached Documents: copies of permit from ADOT

Estimated Presentation Time: 10

Estimated Discussion Time: 10

Reviews Completed by:

- Department Head:** _____ **Town Attorney Comments:** N/A
- Finance Department** N/A
Fiscal Impact: None
Budget Code: N/A **Amount Remaining:** _____
Comments:

Background Information: Council voted to adopt Mile Marker 224-225 on Highway 260 during the October 1, 2014 Regular Session. November 14th ADOT approved the Town application and notified the Town that the Town Safety representative must complete the required safety course (online) prior to any litter pick up. Risk Manager, Carol Brown completed the online course and determined it would be beneficial for all Council to receive the training.

The Town has the responsibility to perform a clean-up activity prior to ADOT initiating the process of fabricating and installing recognition panels. The group has 6 months to perform a cleanup before road segment returns to AVAILABLE status, and permit is cancelled.

During the October 15, 2015 Council meeting Council approved Proclamation declaring 'Camp Verde Clean' and set the cleanup dates for:

- The 3rd week in March for Spring Festival
- The 2nd week in July for Cornfest
- The 1st week in October for Fort Verde Days
- The 1st week of December of the Christmas Bazaar and Light Parade.

Recommended Action (Motion):

Instructions to the Clerk:

November 14th, 2014Jessie Jones (CAMP VERDE TOWN COUNCIL)
473 South Main Street #102
Camp Verde, AZ. 86322**Copied Council**Permit Number: 1213716
Expiration Date: 11/14/2016

MB

Dear Jessie Jones;

Congratulations, your Adopt-A-Highway permit for **SR 260 Mile Post 224 to 225** has been approved. A copy of your permit is enclosed for your records. As outlined in the Program policy your group will be responsible for compliance with the requirements of the program.

You have adopted a section of roadway under the maintenance jurisdiction of **Tony Imperia** (Highway Operations Supervisor in Camp Verde **(928) 567-9791**) Mr. Imperia will be your contact for obtaining safety vests and litter bags for the duration of your permit. The following items are important first steps in the program prior to performing any litter pick up.

Your appointed safety representative must complete the required safety course (online) at the web site provided below. Please send me the signed form as soon as possible. No Litter pick up will be done until safety training is completed. Signs will be ordered after first clean up is completed.

After each Litter pick up please submit the AAHWY Volunteer Registration Form to this office as we record all activity, in addition to the online activity report that shall be completed at web address below.

<http://www.azdot.gov/business/programs-and-partnerships/AdoptaHighway/safety>

Again, congratulations and the Prescott District looks forward to your participation in the ADOT Adopt-A-Highway program.

Sincerely,

Michael Brown
Prescott District Permits
1109 Commerce Drive
Prescott, AZ 86305
(928) 777-5875
(602) 239-6219 Fax
MBrown@azdot.gov

General Obligations and Responsibilities

1. By signing the Application for Permit, the volunteer organization and the Permittee representing them agree to abide by all the requirements of the Program.
2. Only after Permittee's group performs a clean up activity, will ADOT initiate the process of fabricating and installing recognition panels. Group has six months to perform a clean up before road segment returns to AVAILABLE status, and permit is cancelled.
3. The Permittee will not monetarily subcontract their duties to another organization or individual.
4. Permittee schedules litter clean up activities with the ADOT Authorized Contact Person prior to the start of any work authorized by this permit. Permittee should notify the Authorized Contact Person within five business days BEFORE initiating clean up activities so a litter bag pick up can be scheduled by ADOT staff in a timely manner.
5. Work shall only be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty-four hours of a holiday weekend unless specifically authorized in writing as an amendment to the permit.
6. Permittee shall designate a coordinator to represent the organization. Children younger than 12 years of age shall not participate or be permitted in the right-of-way for any reason. The group shall provide at least one adult, 21 years of age or older, to supervise every 10 participants between 12 and 18 years of age.
7. No ATVs, horses, or pets are permitted in the right-of-way during the clean up activity.
8. Permittee shall send one or more participants to a safety briefing conducted by ADOT prior to entering the highway right-of-way, and shall agree to abide by the written Adopt a Highway Safety Requirements. ADOT may authorize that designated participant to administer the safety briefing. Permittee agrees to require ALL volunteers to read the Adopt a Highway Safety Requirements.
9. Each participant (or parent or guardian of a minor participant) must sign the Adopt a Highway Volunteer Registration Form before work commences in the right-of-way. The organization's volunteer coordinator will ensure all participants sign the form prior to each litter clean up activity.
10. Volunteers of the state are provided the same liability protection afforded employees. This means if a citizen is injured as a result of your action or inaction and you are sued, the state may cover any damage claim made against you. However, in the event of such an incident, the State will request medical insurance information from you or your family. If, at the time you are asked for medical information, you do not comply, you understand that liability protection may not be afforded to you.
11. Adopt a Highway activities are limited to litter clean ups and do not include sign maintenance, road maintenance, utility work, landscape trimming, weed control or rest areas.
12. Adopt a Highway clean ups shall not be performed within six (6) feet of the roadway, in medians, upon bridges, culverts, or structures of any kind. Permittee shall not cross the travel lanes of an access controlled highway.
13. Segments of highway in the Adopt a Highway Program are adopted on a first-come, first-serve basis at the Department's discretion and authority.
14. The Adopt a Highway acknowledgement sign(s) are the property of the Department. The acknowledgement sign is not intended to be an advertising medium or any kind of public forum for public speech or political opinion. It is intended to identify and recognize the volunteer organization that is responsible for the periodic litter clean up in the area. The Department reserves the right to edit the wording of the sign (See Sign Content Guidelines in Adopt a Highway Volunteer Policy - Exhibit F) and has final approval of the sign content and location.
15. Permittee agrees to report litter clean up activities within three (3) days using the Activity Report form on the ADOT website. The Activity Report may be used by the Department as a means to measure program compliance and/or effectiveness.
16. ADOT provides safety training and litter bags. ADOT will pick up filled litter bags as soon as possible upon completion of cleanup activity. Unused litter bags remain the property of ADOT and should be returned upon completion of the litter clean up activity. Litter bags will be available for pick up from ADOT by contacting the ADOT contact person on the front of this permit.
17. Permittee must be of legal age (in AZ, 18 years old) to sign the Application for Permit. Permittee may represent an organization, family, neighborhood, employees or any other collection of individuals forming a group of volunteers.
18. This permit may be canceled by the State for failure to pick up litter according to this agreement or for nonconformance with other permit requirements.

ADOPT A HIGHWAY POST ACTIVITY FORM (ACTIVITY REPORT)

This questionnaire will provide valuable information about benefits of the Adopt a Highway Program to the State of Arizona and can also be used to verify your participation in the Program. Please complete the questionnaire and submit this form as soon as possible following a litter clean-up activity.

You may log on by going to www.azdot.gov. You will find Adopt a Highway programs under **Business** at the top of the navigation bar. After clicking through that link look for Programs and Partnerships and find Adopt a Highway at the top of the list. On the Adopt a Highway page, you'll see **Activity Report**. This is the Report that asks you to tell us about your volunteer hours. You will be prompted to enter your Volunteer Permit #.

Enter your Permit #.

Your Volunteer Group Name and location come up automatically.

EMAIL ADDRESS

Enter your email address. (If you don't have an email address or do not wish to share it with ADOT, please enter "n/a".)

LITTER PICK UP / DATE & TIME

Enter the date your group had a clean up activity (i.e 10/07/07) and the time (i.e. 7:30am – 10:00am)

OF PARTICIPANTS

Enter the number of people who participated in your cleanup activity.

NUMBER OF FILLED LITTER BAGS

Enter the number of bags used to store trash and debris during your cleanup activity.

DID YOU CONDUCT A SAFETY BRIEFING FOR ALL PARTICIPANTS?

Select YES or NO Remember, the group coordinator is responsible for conducting a safety briefing for every participant prior to each cleanup activity.

HOW MANY BAGS DID YOU TAKE FOR RECYCLING? If you recycled, indicate the number of bags taken away from the cleanup site for recycling. If none, enter "0"

WERE YOU ABLE TO CLEAN THE ENTIRE AREA? Select YES or NO

Remember, your group should be cleaning up the entire area. Circumstances such as weather or the amount to be picked up may prevent, on occasion, the entire section from getting cleaned. If your group could not clean the entire area, please explain in the comments section.

If have a comment about your clean up, outside of the questions asked above, please use the COMMENT field at the bottom, but please make sure you provide your email address.

You may print out a copy for your records, using the PRINT option.
When done, please hit "SUBMIT"



ADOT Adopt a Highway Safety Brief

BE ALERT TO BITES AND STINGS

RATTLESNAKES:

RATTLESNAKES:

Extra caution should be taken when walking in the desert or mountains at certain times of the year, especially when the daytime temperature stays above 82 degrees Fahrenheit. During March and April, rattlesnakes become more active and move to areas where they can soak up sun. In August and September, the snakes become the most active of the year.

DO NOT HANDLE DEAD SNAKES OR THEIR SEVERED HEADS.

A REFLEX STRIKE / BITE CAN OCCUR FOR HOURS AFTER THE SNAKE IS DEAD!

TREATMENT AND FIRST AID:

If bitten by a rattlesnake, stay calm and seek medical attention immediately! Even if you are a great distance from your car or other help, move slowly if necessary to get help.

Call 911 or **POISON CONTROL CENTER -- 1-800-222-1222**

- If bitten on the hand, remove all jewelry immediately before swelling begins.
- **DON'T** apply ice to the bite site or immerse the bite in a bucket of ice.
- **DON'T** use a constricting band or tourniquet. Do not restrict blood flow in any manner.
- **DON'T** try to capture the snake to bring it to the hospital. This delays time in getting medical help and is unnecessary for treatment.

SCORPIONS:

SCORPION STINGS:

All scorpions can sting, but only one scorpion in the US, the bark scorpion in Arizona, is classified as potentially deadly.

SIGNS AND SYMPTOMS:

The bark scorpion sting is extremely painful, but does not usually cause swelling or redness at the sting site. Victims describe the feeling as similar to having a piece of metal heated in a fire and then stabbed into the skin. If one of the other types of scorpions stings you, it will feel similar to a wasp sting with local swelling and pain.

Call 911 or **POISON CONTROL CENTER -- 1-800-222-1222**



Bark scorpion.

This scorpion ranges in different shades of light brown. The male Bark Scorpion can grow to 8 cm in length, while the female only 7 cm.

BEES, ANTS AND OTHER INSECTS:

Consider any honeybees to be Africanized honeybees or killer bees. Do not try to clear out the bees yourself. Once they start to attack, it can last for days. A single sting is no more powerful or painful than a normal honeybee — it is the number of stings inflicted due to their numbers that can cause illness and even death. It takes over 10 stings per pound of body weight to cause serious illness.

If attacked, cover your head and run to the nearest place that will enable you to shut out the bees. A car, truck, or house will work, but do not dive under water. If you choose a car or truck, close the outside vents, and turn on the air conditioning to calm the bees.

Ants can sting or bite and use their venom to kill smaller creatures or to keep intruders away. Therefore, the best prevention is to avoid stepping or sitting on their nests.

The severity of an insect sting reaction varies from person to person. A large local reaction includes swelling and redness beyond the sting site. Although frightening in appearance, it will go away over several days.

The most serious reaction to an insect sting is an allergic one. Any of these reactions requires immediate medical attention. Symptoms of a severe allergic reaction or "anaphylaxis" may include one or more of the following:

- Hives, itching, or swelling in areas other than the sting
- Tightness in the chest and difficulty breathing
- Hoarse voice or swelling of the tongue
- Dizziness or sharp drop in blood pressure
- Unconsciousness or cardiac arrest

If you have severe allergies to any insect, always carry appropriate medicine prescribed by your physician when outdoors.

Call 911 or **POISON CONTROL CENTER -- 1-800-222-1222**



Rattlesnake.

Rattlesnakes are pit vipers, snakes having a hollow, or pit, between the eye and the nose on each cheek. The pits, which are sensitive to heat, help the snakes find prey and strike precisely in the dark. The rattle consists of a number of interlocking horny compartments. When disturbed, a snake vibrates its tail and the rattle gives off a vibrant chi chi chi. Arizona has seventeen species and subspecies of rattlesnakes.



Photo: Association of Government



ADOT Adopt a Highway Safety Brief

METHAMPHETAMINE MANUFACTURING WASTE

Large quantities of the following items in one place may be an indication of methamphetamine manufacturing: medicine boxes, respirator masks, rubber gloves, rubber hoses and clamps, Pyrex or Corning glass containers, pill residue (putty looking substance, pink to red in color), other containers or kitty litter bags with rubber hoses attached, red stained cloths or coffee filters, and any containers with a powdery residue, gasoline additives or rubbing alcohol.

If you find any of these items in a concentrated area, do not touch or pick up the items.

Call 911 or ADOT HAZMAT at (602) 920-3882.

IF YOU FIND:

BLISTER PACKS

OTC cold remedies containing ephedrine or pseudoephedrine are used to make meth. Unusually large quantities of these products, or large numbers of "blister pack" being disposed, may indicate the presence of a meth lab.

FUELS



Coleman fuel, acetone, and muriatic acid are common ingredients used in meth labs.

Other common chemicals are: ethyl alcohol (denatured alcohol), ethyl ether

(starting fluid), hydrogen peroxide, iodine crystals, and paint thinner.

BOX LAB

Meth labs can be contained inside a simple card-board box or ice chest/cooler.

Be alert for strange and powerful odors, piping attached to odd containers (such as kitty litter bags), beakers, jars and funnels.

GAS-LINE ANTIFREEZE AND EPHEDRINE

Meth is made from common household items, such as gasoline, antifreeze and ephedrine or pseudoephedrine.

Storage or disposal of large quantities of these materials may indicate the presence of a meth lab.

OTHER RELATED ITEMS:

"COOKED" PRODUCT



When "cooked", meth takes the form of a white, tan, or brown powder

Coffee filters are commonly used in the manufacture of meth.

Finding filters stained unusually bright colors can be a sign of a meth lab. Common colors for stands on coffee filters are fluorescent red, green, and blue.

PROPANE TANKS



This is a home grill propane bottle used to download ammonia. You can see the blue nozzle.

This is due to the corrosive effect of ammonia on the gas valve. This propane tank is now a potential bomb, ready to explode.

EXCESSIVE TRASH

Empty fuel containers, over the counter cold remedies, and red stained coffee filters are all common items found in meth lab trash piles.

For more information:

Email: info@arizonamethproject.org

Or visit online at: www.azag.gov/StopMeth/





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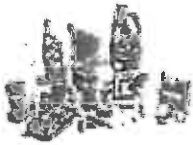
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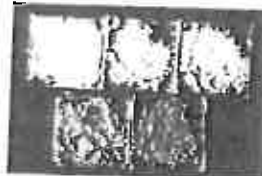
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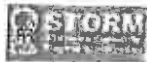
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Plan Association of Governments



ADOT Adopt a Highway Safety Brief

SAFETY GUIDELINES FOR LITTER REMOVAL

Adopt a Highway volunteers are to follow these safety guidelines when participating in litter removal activities along Arizona's highways. Each volunteer or participant must be given copies of this briefing prior to arrival at the worksite. Our combined efforts to keep Arizona beautiful are going a long way toward improving the appearance of our highways; however, your safety is our #1 priority – Make it yours, too!

SAFETY GUIDELINES:

- ▶ Participants should assemble in an area away from the designated worksite and carpool to reduce the number of cars at the litter pickup site. Park at least 25 - 30 feet from the roadway edge.
- ▶ ANSI Class II safety vests must be worn by ALL participants at ALL times during cleanup activities.
- ▶ Litter pick up shall not be performed within six feet of the roadway, on/under bridges, culverts, or structures of any kind. Keep away from any highway construction or maintenance projects.
- ▶ Litter clean up can be performed only during daylight hours and good weather. Do not pick up litter without notifying your ADOT representative ahead of time.
- ▶ Focus your cleanups around removing only loose trash and debris (e.g., paper, plastics, cardboard, and aluminum). Put tire shards and other bulk items (if possible) next to filled trash bags.
- ▶ Do not pick up hazardous materials such as car batteries, animal carcasses, needles, urine bottles, or any other object that appears questionable. (See "Be Alert to Meth Waste!") Do not pick up glass or other sharp items that may cut you or the trash bag.
- ▶ Cross the highway only at designated locations and cross as seldom as possible. Determine designated crossing locations prior to starting work.
- ▶ Do not distract motorists with horseplay or abrupt erratic movements. Horseplay of any kind is forbidden. The highways are potentially very dangerous. Also, do not bring pets, golf carts, ATVs, or other potential distractions to the right-of-way.
- ▶ Work as a group facing oncoming traffic. It is a good idea for each group to have a lookout.
- ▶ No one under the influence of alcohol or narcotics is allowed to participate in the cleanup activity.
- ▶ Use caution when you encounter the following: cactus, animals, steep slopes, sharp rocks, insects, barbed wire, heavy traffic, and other unusual circumstances.
- ▶ Assure that enough water is available and in sufficient quantity to meet your group's needs.
- ▶ At least one person in your group should be certified in CPR and experienced in administering first aid. Assure that first aid kits are available and that transportation is available to the nearest medical facility (most local fire stations offer CPR certification). If you have severe allergies to anything, always carry appropriate medicine prescribed by your physician when outdoors.
- ▶ Wear comfortable, appropriate clothes, gloves, hats, boots, or hard-soled shoes. Long pants and shoes or boots that cover the ankles are strongly recommended. Participants should not wear shorts or tank tops.
- ▶ All participants will review ADOT Adopt a Highway Safety Guidelines prior to reporting to the job site.
- ▶ Participants below the age of 12 are not permitted at the worksite.

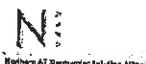
In May 2012 three found flashlights in the Phoenix area exploded resulting in injuries.



The Bureau of Alcohol, Tobacco, Firearms and Explosives reports the yellow plastic 6 volt handheld flashlights exploded when victims found these apparently discarded items and tried the on/off switches in order to determine if the flashlights worked. If you come across any flashlight while on an ADOT Adopt a Highway cleanup, call your local police and notify your District Authorized Contact Person or Highway Operations Supervisor. Do not touch any flashlights you don't know personally!

The LITTER HOTLINE allows the public to report people they observe tossing things out of their vehicle or accidentally losing debris from an uncovered load. You will need to note the license plate number (AZ plates only), item tossed or blown from the vehicle, make of the vehicle, time of day, location, and date. A letter is then mailed to the litterer along with a Keep Arizona Beautiful car trash bag for them to use and put their litter where it belongs!

Call the Litter Hotline! 1-877-3LITTER (354-8837)
or report online at: dontrashaz.com or kazb.org





ARIZONA DEPARTMENT OF TRANSPORTATION
ADOPT A HIGHWAY VOLUNTEER
HIGHWAY ENCROACHMENT PERMIT APPLICATION

This is a request for a permit to work in Arizona State Highway Right of Way to participate in the Adopt a Highway Volunteer Program

PLEASE PRINT OR TYPE

Name of Applicant (Permittee) Jessie Jones
Name of Organization/Group (if applicable) Camp Verde Town Council
Mailing Address of Applicant (Permittee) 473 South Main Street, # 102
City/State Camp Verde Arizona Zip 86322 Phone Cell Phone # 928-451-9572
Email: jessie.jones@campverde.az.gov
Highway Route No. 260 Milepost 224 to Milepost 225 Scenic/Historic?
Closest City or Town Near Requested Road: Camp Verde First Cleanup Date: December

*Please use the boxes below to PRINT your message for the Adopt a Highway acknowledgement sign(s).
ADOT can accommodate only the text that fits within the boxes (one text letter per box, punctuation and space(s) require the use of a box).
Larger text and fewer lines make the message easier to read.

For 2.5" high text, use the boxes below

*Example
M R A J H A W K
First Line C A M P V E R D E
Second Line T O W N
Third Line C O U N C I L
Fourth Line

For 3" high text, use the boxes below. Although the text will be limited to 3 lines, it will be larger and easier to read.

First Line
Second Line
Third Line

The Applicant will be the Permittee. By signing this application, the Permittee acknowledges that the information given and statements made in this application are true and correct to the best of their knowledge. The Applicant agrees as the Permittee to accept the following General Obligations and Responsibilities as described below and on the back (page 2) of this form. By accepting an approved permit, the Permittee agrees to the requirements and documentation approved by ADOT, and any requirements set by ADOT. If the Permittee disagrees with the requirements, the Permittee shall return the permit immediately to the District Office.

Signature of Applicant

[Handwritten Signature]

Your signature indicates that you have read BOTH sides of this permit thoroughly

TO BE FILLED OUT BY THE DEPARTMENT

This application to pick up litter 3 times a year on SR 260 from milepost 224 to 225 on the right of way ONLY, is granted to the applicant named above subject to the rules and regulations contained in this application. Permittee shall notify the Authorized Contact Person, Mike Bodwin at 928-777-5875 5 working days prior to the start of any Adopt a Highway work.

PERMIT AND LICENSE
Permit No. 1213710

A permit is hereby issued to the permittee for the purpose stated above, and upon the expressed condition that every agreement and any special provision contained herein is faithfully performed. This permit is valid for two calendar years from date of issue and may be renewed with the Department's written approval. Work is authorized only for the period of time indicated below.

Date Permit Issued: 11-14-2014 Date Permit Expires: 11-14-2015
By: [Signature] By: [Signature]
[Signature] [Signature]
Permit Tech [Signature]
(title) (title)

This permit may be cancelled by the State at any time.