

**DRAFT**  
**MINUTES**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**COUNCIL CHAMBERS**  
**WEDNESDAY, NOVEMBER 16, 2011**  
**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 Burnside, Vice Mayor Kovacovich, Councilors Buchanan, George, Whatley and Baker were present; Councilor German was absent.

**Also Present:** Town Manager Russ Martin, Public Works Director Ron Long, Community Development Director Mike Jenkins, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Baker.

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

**a) Approval of the Minutes:**

- 1) Regular Session – November 2, 2011
- 2) Council Hears Planning & Zoning Matters – October 26, 2011
- 3) Regular Session – October 19, 2011

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

- 1) November 23, 2011 at 6:30 p.m. – Council Hears Planning & Zoning Matters –**CANCELLED**
- 2) December 7, 2011 at 6:30 p.m. – Regular Session
- 3) December 14, 2011 at 4:00 p.m. – Special Session – Manager’s Annual Evaluation
- 4) December 14, 2011 at 5:30 p.m. – Work Session with the Chamber of Commerce
- 5) December 21, 2011 at 6:30 p.m. – Regular Session/Council Hears P&Z Matters (Combined)
- 6) December 28, 2011 at 6:30 p.m. – Council Hears Planning & Zoning Matters – **CANCELLED**

**c) Possible recommendation of approval for a special event liquor license application from Golden Cobra Center of Fitness fundraiser to be held at the Steve Coury complex located at 5980 E. Coury Dr. on December 10, 2011. The event is to fund a trip to the West Coast Classic in California.** Staff Resource: Debbie Barber

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented, with the change of the Manager’s Annual Evaluation into January.

Town Manager Martin requested that the Manager’s Annual evaluation scheduled for December 14 be moved to a date in January since one Councilor would not be available for the December meeting; he would prefer that all seven members would be present for the evaluation. Whatley suggested that the date be moved to the second week in January, or after.

5. **Special Announcements & Presentations**

- **Proclamation declaring the week of November 13-19 as the 90<sup>th</sup> annual observance of “American Education Week”**
- **Welcome to the new businesses:**
  - ❖ **Biddle Outdoor Center – Sedona**
  - ❖ **PDQ Snacks (Special Event) – Sedona**
  - ❖ **Midway West Amusements (Special Event) – Sun City**
  - ❖ **Audra Guest (Special Event) – Sedona**
  - ❖ **Patrick Ellis (Special Event) – Kingman**

- ❖ **Seasoned (Special Event) – Peoria**
- ❖ **Dr. Bounce Extreme Events (Special Events) – Queen Creek**
- ❖ **Marie’s Barber Shop – 74 Hollamon Street, Camp Verde**
- ❖ **CT Price Contracting, Inc. – Glendale**
- ❖ **Digital Ease, LLC – 3100 S. Dove Court, Camp Verde**
- ❖ **All About You Hair Studio – 452 W. Finnie Flat Rd., Camp Verde**
- ❖ **SandzDesignz (Special Event) – Mesa**
- ❖ **AAAnchor J. Innovations – Henderson, NV**
- ❖ **CCCVL – PO Box 3762, Camp Verde**

Mayor Burnside formally proclaimed the week of November 13-19 as the 90<sup>th</sup> annual observance of “American Education week,” and welcomed each new business as listed above, expressing appreciation for them.

6. **Council Informational Reports.**

**Buchanan** reported on a meeting that he and Martin had with the Chamber of Commerce yesterday; the upcoming meeting on December 14 was discussed. Based on the open dialogue at yesterday’s meeting, Buchanan feels the December 14 meeting will work out well.

**Whatley** said she attended the Sanitary District meeting on November 10, although there was a problem with having a quorum, that was finally resolved and the meeting was held.

**George** announced that there was a chance to set a Guinness Book of World Records picking up trash between Camp Verde, Cottonwood and Sedona, and everyone is invited to join the ADOT Adopt-A-Highway permittees; George said the participants will meet in Cottonwood Saturday morning and that flyers are available for more information.

**Burnside** said he had a breakfast meeting with Tom Thurman, existing District 2 Supervisor, Yavapai County; Mr. Thurman had taken the initiative to meet with and inform the Mayor that he was in Town; Burnside commented that it was a kind gesture on Mr. Thurman’s part. Burnside also reported on attending a Verde Valley Medical Center luncheon, together with Martin, during which Verde Valley Medical outlined the increasing need for medical help and their expansion plans. Burnside described a successful project initiated by a group of doctors in a small town, in essence trading labor for medical services, and directed a request to Town Manager Martin to research the possibility of the community working together to develop a similar program for Camp Verde, trading one particular skill or talent for another.

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

**Chandler Plante** addressed the Council to request permission to hold a Martin Luther King, Jr., March in Camp Verde on 2012, displaying a poster that he had designed, together with a petition already containing 62 signatures in support of the proposed event. *Martin said that the Clerk’s Office and Marshal’s Office will work with Chandler to arrange the Special Event.*

**Justin Wertz** reported on his ongoing efforts in connection with the skateboard project he had previously outlined.

**David Milbourne**, a new property owner in Camp Verde, said a problem had surfaced in August of this year; he distributed pictures of construction equipment and trailers located on the right-of-way on Stagecoach every day. He said he had contacted Planning & Zoning and was told there was nothing they can do. Mr. Milbourne believes this is a safety hazard for vehicles and pedestrians alike, and needs to be addressed, and hopes the Council can do something about it. *Burnside requested that Martin bring a report to Council pertaining to Mr. Milbourne’s request.*

There was no further public input.

Councilor Baker requested Item #8:

8. **Discussion, consideration, and possible approval of Resolution 2011-858, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona expressing respect, appreciation, and**

**congratulations to the Camp Verde Unified School District Faculty and Students.**

On a motion by Baker, seconded by Whatley, the Council unanimously approved Resolution 2011-858, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona expressing respect, appreciation, and congratulations to the Camp Verde Unified School District Faculty and the Students, with Baker and Whatley reading Resolution 2011-858 verbatim into the record.

**Councilor Baker** explained that she had requested this item, but that it is intended to be an expression from the entire Council. Baker said that not only does the Council want to thank the Camp Verde School District Sports Department for all the activities they have excelled in, but to recognize and thank all the students for their contributions and leadership demonstrated by all the staff and administration. Baker commented on how important it is to have good teachers, staff and community who show support for our children nowadays. Baker wants all the faculty and students to understand and remember that all the Council members and the entire community respect them, and the parents and students who work so hard, especially in today's society. Baker personally thanked the Superintendent and Principal Weir, and all the others who are in attendance at this meeting.

**PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Daria Weir**, Counselor at Camp Verde Middle School, introduced **Rucker Pike**, Secretary of the Student Council, and **Alyssa Watkins**, President of the Student Council, each of whom described the school and community activities in which they are deeply involved.

**Debi Pottorff**, Principal at the Elementary School, introduced her students, **Angel Brady** and **Kaylee Barker**, who are with the gifted students program, and described their fund-raising efforts. Ms. Pottorff told the Council that it means a lot to be recognized and it is a great step forward to join together and be a community.

**Bob Weir** said that the school has come a long way during the last few years and it is nice to see that people appreciate what we have done; the help from community involvement has been a big factor in our success. He especially thanked the Town for allowing the school to have its parade each year, and Basha's, and the Marshal for allowing the bonfire downtown the last two years. Mr. Weir reviewed how the athletic programs have excelled and the upgrading to the new Divisions. Mr. Weir also commented on the academics and the extreme pride in the teachers. He then introduced **Amy**, Senior Class President, who described the various fund-raising activities the students are involved in, and then **Cody** and **Chris** commented on their participation in sports and fund-raising projects, and expressed appreciation for the Council recognition. Mr. Weir said that he had been in contact with the Town Manager and Council members regarding how the school can volunteer and participate in the community efforts to clean up around the Town.

**Dan Brown**, Superintendent, commented on how much he loves his job, and spoke at length on two very distinct projects being worked on to get Camp Verde to the next higher level in education; he believes that Camp Verde is good, and is on the way to becoming great. The two areas are the cognitive, where the focus is on textbooks and the concept of understanding the standards of what needs to be mastered at each grade level. The other element is what is called the affective, or the social/emotional growth of the students and understanding of the great value of education in their lives. Mr. Brown reiterated the gratitude of the school for the Council recognition, adding that he is also working with Martin on creating an IGA with the goal of working more closely at community to school level. Mr. Brown also noted the attendance of Board Member **Rick Anderson** as well as **Dr. Lee**, and thanked Councilor Baker for her kind words.

There was no further public input.

Following the public input, the Mayor and each of the Council members expressed their deep appreciation and heartfelt thanks for the Camp Verde School District, the schools, the staff, and the sports program and all their impressive accomplishments, and the emphasis of the Administration on the importance of education. After the Council unanimously approved the subject Resolution, it was then signed by Mayor Burnside and presented to Superintendent Dan Brown who said the document will be proudly displayed in the District Office.

9. **Discussion, consideration, and possible approval of Resolution 2011-857, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services.** Staff Resource: All Departments

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Resolution 2011-857, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services.

Immediately following the motion made and seconded to approve the subject Resolution, Burnside requested that Martin add to the items to be brought back a clarification as to whether there is any other group that would qualify for the \$20, outside of the Farmers Market.

Martin said he had asked two department heads to be present for specific questions the Council may have in connection with previous specific issues, and the former comments have been noted and hopefully satisfactorily addressed in the draft document. Referring to the question regarding reducing the Farmers Market fee to \$20, Martin said that staff continues to recommend leaving that at the \$20 per day. The Pool fees have not been raised in response to the understanding of the general direction of the Council. As for trying to simplify the building fees, the more such a move is considered, the more it appears to become complicated and perceived as unfair; based on the very different situations involved in every building permit that comes forward, one simple fee is not as easy as it might appear. The International Building Code is not perfect; it is set up to be representative of the relative cost of doing and preparing for the different inspections, and the ultimate responsibility as a community to live up to anything that might fail at an inspection in future years. Martin said he feels comfortable that the Code and the way it is interpreted and applied through the fee schedule is standard and well accepted amongst similarly situated departments and entities.

Burnside reiterated his original two main concerns, beginning with the fee for a "site review per sheet." Although it has been explained that the charge is made only for what is actually looked at, Burnside believes that is exposing the department head to a possible conflict, or irritation, with a general contractor who might have had previous problems. Burnside said that he would have recommended including the statement, "applicable print," which would preclude the title page and only apply to the data actually being reviewed. Burnside said he would like to discuss the next issue further, referring to the last page and the reference to "Manufacturing Permit Fees are established by the State Department of Fire, Building and Life Safety Offices." Burnside outlined for staff his concerns regarding the fees listed for Manufactured Home (495), Factory Built/Modular Building (496), and Mobile Home Rehabilitation (497). In particular, he questioned whether the fee for Mobile Home Rehabilitation was sufficient to cover the actual cost of the inspections. Burnside said he felt that the fee for the last item, Factory Built/Modular Building (498), made no sense at all based on the various sizes involved. He said he would like to discuss these issues further, perhaps based on more research, or just have Council accept what is presented, adding that this is the third time he has expressed these same concerns, with no changes, recommendations or explanations having been made.

Whatley repeated her objection to the animal license fees and the minimal difference between the license fees for an altered or unaltered dog, as well as the difference between obtaining a license before or after March 1<sup>st</sup> each year, and adoption fees, and questioned how those fees were arrived at. During the ensuing discussion, Martin pointed out that setting such fees is a policy decision of Council as to what level it should be implemented.

Martin confirmed that pursuant to statutory requirements, the schedule of fees will be introduced approximately 60 days prior to adoption of the preliminary, or roughly the final budget, sometime in April or May. Whatley suggested that the issue of altered and unaltered pets be researched with other communities in the meantime. Martin acknowledged the concerns that had been expressed by the Mayor and suggested that those points will be looked into and updated in the near future. Jenkins said that the issues regarding the building fees and the IGA with the State will be addressed in April with a presentation that should clear up any questions; also, more information will be available following an audit this year by the Department of Manufactured Housing. Martin added that, in brief, the State could set the fees, they allow the Town to do it per the IGA, and staff will get back to Council with more information, as discussed. A brief discussion

followed regarding the statutory requirement for the public process involved in creating new fees.

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

(Comments from the following individual are summarized.)

**Justin Wertz** added further comments regarding the progress of the skateboard project and the interest in the common issue throughout the United States.

There was no further public input.

11. **Manager/Staff Report**

Martin said that staff will be putting the Manager's Report and all of the reports from other departments together for presentation at the same time every month; that will be a process moving forward next year. Martin commented on the upcoming Nation Exodus event on Friday; tomorrow he and Councilor George will be attending the Verde Economics meeting on the campus, and then on to the Intergovernmental meeting in Jerome; anyone interested may ride up with them.

12. **Adjournment**

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

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Bob Burnside, Mayor

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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 16<sup>th</sup> day of November 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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Debbie Barber, Town Clerk