

DRAFT MINUTES
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, August 12, 2015 at 5:30 p.m.

1. Call to Order

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

2. Roll Call

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

Also Present: Town Manager Russ Martin, Town Clerk Virginia Jones, Community Development Director Mike Jenkins, Building Official Robert Foreman, Permit Tech/Building Inspector Emily Diver, Assistant Planner Jenna Owens, Community Development Director Steve Ayers, Deputy Baisel and Transcriptionist Julie Scott.

3. Pledge of Allegiance

Councilor Whatley led the pledge.

4. Update, discussion and possible direction to staff regarding, but not limited to, the Community Development Process, Existing Building Codes, International Building/Residential Codes.

Town Manager Russ Martin stated this item is before Council to bring them up to date regarding the process and what is involved in the permitting process, including Building Permits as well as Zoning issues. Martin also cautioned Council when asking questions regarding current permits to not make them 'specific'. Martin indicated that the town attorney has clarified that the permit application does not become a public record until the permit has been issued.

Community Development Director Mike Jenkins informed Council that he is saddened to announce that Jenna Owens is retiring at the end of the month, they are currently advertising for an Assistant Planner/Administrative Assistant. Jenkins also reminded Council of recent ordinances brought before them updating the Town Code and the Planning and Zoning Ordinance. Previous items brought before Council included the Building Department taking over for the Office of Manufactured Housing, designation for Heavy auto repaid, and administrative changes in the Mining Use Permit process.

Building Official Robert Foreman discussed the approximate time limits it takes to complete a building permit, once the applicant has submitted a complete application. In response to Council asking for clarification regarding public records request, and questioning what is public and what is not, Mr. Foreman advised them that the application is public, however, the plans are not part of the public record and for those item to released, and the Town would have to have written permission from the owner. Mr. Foreman stated that once he receives a completed application the time-line for a Commercial Permit is approximately ten (10) working days, and Residential Permits take approximately seven (7) days.

In response to the question, 'what is a completed application?' Mr. Foreman stated the following items must be:

- Owner Information

- Property Location
- Parcel Number
- Complete Set of Plans
- Water Information
- Septic Information
- Plot Plan
- Contractor Information

The application is forwarded from the Building Department to Zoning, Yavapai County Flood Control, Yavapai County Environmental Services, and the Camp Verde Sanitary District. Once the comments are received from the different agencies, the plan review is completed. Commercial applications must also be reviewed by the Camp Verde Fire Department, Public Works and sometimes other agencies.

Town Manager Russ Martin addressed access issues and Fire Chief Terry Kellar explained the Town is not a pre-planned community so they have learned to deal with issues and they arise. Mr. Kellar stated that it is frustrating with the various obstacles during an emergency. Council discussed ideas to better assist and educate citizens and the possibility of future purchases of fire hydrants and perhaps adding language to the next franchise agreement with the Water Company to help achieve that goal.

Fire Marshal Kristi Gagnon spoke about the importance of the fire codes and that they are in place to keep the community safe. She assured Council that they do have flexibility to work within the codes, especially when it is an existing building as they seek to fulfill the intent of the code. The Mayor called a five-minute recess at 6:50 p.m. The meeting resumed at 6:58 p.m.

Public Comment

Leah Robbins stated the assistance she has received from the town is amazing, and there is no negative side to it. Robbins stated that staff is persistent, and they get the information to the applicant as quickly as possible, complimenting the staff by saying, she does not believe there is room for any improvement.

Tom Pitts stated that he is the Chairperson for Rural Economic Development and they are attempting to set up a formal network with the state.

5. Update, discussion and possible direction to staff regarding the e-Civis Grant Program.

Town Manager Russ Martin gave an overview of the program informing Council of a recent audit done by e-Civis in regards to the Towns' usage, and how recently some staff has approached him asking not to let the program go, as they want to utilize it and make it a priority.

Councilor Bruce George reviewed grants that are currently being pursued by various department within the Town and believes the program is useful, and thinks we should continue.

Council questioned if the program provided assistance or if it is just a search engine, stating they believed the program could be useful but needs to be utilized all the time to be financially beneficial. Steve Ayers- clarified the process and what E-Civis provides, how it helps sort through grants that users would not even qualify for upon further investigation.

Public Comment

Tom Pitts stated he is a professional grant writer and knows that Kathy Hellman from the Library is very active in the grant process. E-Civis opens doors for development but it takes lots of work and homework. Mr. Pitts stated he believes a grant committee would be beneficial to the Town, and offered his help.

Council directed staff to place an item on the September Council agenda for possible approval or disapproval.

6. **Discussion and possible direction to staff regarding implementing a monthly award and possible sponsorship from business owners relative to beautification, included but not limited to areas in Town designated for possible sponsorship by various business, and awards to business that keep their premises clean and attractive. Discussion may include, but not limited to: 1) the criteria for being nominated, 2) who would decide the winner, 3) who would be in charge of the awards, 4) what would the prize be and 5) where will the funding come from.**

Town Manager Russ Martin reviewed what other communities have done for as a beautification project, and how this could promote a 'positive' attitude for the Community.

Council discussed in length different ideas and locations that were in need of beautification, especially the Main Entry ways into Town off Highway 260. Council also agreed it would be nice to have a committee determining how and who received awards, hoping that the newly formed Tree Committee Members would be willing to work on the project.

Public Comment

Cat Davis-Agreed the program is a wonderful idea. Informed Council that part of the charter mandate of the Tree Committee is not to influence over private properties and only extends to Town Properties and does not want to over step their boundaries. She strongly suggested the town speak to the Dark Skies program before going forth with Solar lights.

Leah Robbins-We should try to master the commercial beautification before we start residential. The awards should be monthly for individual businesses; the entrances from 260 should be quarterly and I like the idea of the solar lighting. Shared a program called Arizona Dollars, an Arizona based program where you can exchange services, buy in for \$300.00 and you get the same in return. Encourage businesses, as it keeps it local and shoppers local. Suggested the Town should utilize their Facebook page to get more information out to the public, and believes there should be input from the community on the new program.

Ron Posten suggested we just do a simple Thank you to businesses, and we do need a committee for this new program, possibly a maintenance group that helps with easements and get the town more involved.

Adjournment

Meeting adjourned at 8:10 p.m.

Charles German, Mayor

Julie Scott, Transcriptionist

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 Work Session of the Town Council of Camp Verde, Arizona, held on August 12, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

Virginia Jones, Town Clerk