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**AGENDA  
TOWN OF CAMP VERDE  
SPECIAL SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, JANUARY 8, 2020 at 6:30 P.M.**

**If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form**

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

**1. Call to Order**

**2. Roll Call.** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

**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) November 20, 2019 Regular Session
- 2) December 4, 2019 Special Session
- 3) December 4, 2019 Regular Session

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

- 1) Wednesday, January 15, 2020 Regular Session
- 2) Wednesday, February 5, 2020 Regular Session
- 3) Wednesday, February 19, 2020 Regular Session

**c) Possible approval of Resolution 2020-1033, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Setting the 2020 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2018-1016.** (Staff Resource: Cindy Pemberton)

**d) Approval and possible adoption of 2019 Policy Statement that authorizes the Mayor (as the Town's Chief Elected Official), to support or oppose bills introduced during Legislative Sessions when they affect the Town's interest and require an immediate response. (Town Code Section 2-2-4F).** (Staff Resource: Cindy Pemberton)

**e) Possible approval of Resolution 2020-1034, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing Hours of Operations, Superseding 2019-1018**

**5. Special Announcements and presentations.**

- **Proclamation declaring January 26-February 1, 2020 as Camp Verde School Choice Week.**
- **Presentation by Camp Verde Marshal's Office to Appoint Staff Member to Administrative Lieutenant**

6. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda
7. **Possible approval of Ordinance 2020-A451, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Article 6-1 Animal Control and Licensing, Section 6-1-12 Penalty.** (Staff Resource and Presenter: Russ Martin/Corey Rowley)
8. **Possible appointment of 1 member to the Planning & Zoning Commission for a term that expires January 2023**
9. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
10. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend.
11. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities.

**12. Adjournment**

Posted by: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
*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 at 928-554-0021

Agenda items may be taken out of order.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - A. All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting.

Pursuant to A.R.S. §38-431.03(A)(2) and (A)(3), the Council may vote to go into Executive Session for the purpose 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.

Camp Verde Council Meetings are recorded and may be viewed on the Camp Verde website. Pursuant to A.R.S. §1-602(A)(9), parents and legal guardians have the right to consent before the Town of Camp Verde makes a video or voice recording of a minor child. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request in advance to the Town Clerk that your child not be recorded.

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, NOVEMBER 20, 2019 at 6:30 P.M.**

1. **Call to Order**

**Mayor German called the meeting to order at 6:30 pm.**

2. **Roll Call:** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Robin Whatley, Vice Mayor Dee Jenkins, Mayor Charles German. Council Member Jessie Murdock absent.

Also Present: Town Manager Russ Martin, Deputy Clerk Virginia Jones, Finance Director Mike Showers, Community Development Director Carmen Howard, Planner Melinda Lee, Public Works Director Ron Long, Deputy Public Works Director Troy Odell, Public Works Analyst Dorie Blair, Waste Water Marshal Davis, Waste Water Treatment Plant Manager Jerry Tinagero and Recording Secretary Marie Moore.

3. **Pledge of Allegiance**

**Mayor German led the 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) Regular Session – November 6, 2019

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

- 1) Wednesday, November 27, 2019 at 6:30 p.m. – Council Hears P&Z Matters-Cancelled  
2) Wednesday, December 4, 2019 at 6:30 p.m. – Regular Session  
3) Wednesday, December 11, 2019 at 5:30 p.m. – Work Session  
4) Wednesday December 18, 2019 at 6:30 p.m. – Regular Session  
5) Wednesday, December 25, 2019 at 6:30 p.m. – Council Hears Planning & Zoning -Cancelled

**On a motion by Councilor Bill LeBeau, seconded by Councilor Robin Whatley, Council approved the Consent Agenda. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau, and Whatley approving.**

5. **Special Announcements and presentations:**

- **There are no Special Announcements or Presentations**

6. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

**None.**

7. **Discussion, consideration and possible approval of a new Town of Camp Verde Waste Water (Sewer) Policy. Changing policy regarding temporarily vacant buildings/land and clarifying definition of RV Park and related equivalencies for calculation of connection and monthly rates and inspection fees.** (Staff Resource and Presenters Russ Martin, Troy Odell and Jerry Tinagero)

Town Manager Russ Martin explained to Council that due to a recent fire to a building in the community, issues within the current policy were brought forth that need to be addressed regarding connection, disconnection and temporary disconnection situations. Mr. Martin also explained that connection fees for RV

units that are temporary that should not be the same as permanent residence and review of inspection fees and the inspection process is necessary.

Vice Mayor Dee Jenkins expressed her concern in the definition of large development. Mr. Martin suggested that the Waste Water Director makes that judgment with an appeal process to the Manager and ultimately to Council with a goal of accuracy and fairness.

Councilor Joe Butner clarified that staff is looking for direction from Council regarding these matters. Mr. Martin indicated that yes, the matter would be brought back to council in a formal capacity after discussion from Council. Councilor Butner indicated he does not support the suggestion of a “point person” within the Waste Water Department who would be put on the spot for making a decision regarding fees and suggested a standard be followed which can then be appealed to the Manager and further to Council.

Mr. Martin explained that there would be a set of parameters followed that staff can come back for Council review with.

Mayor Charles German expressed his agreement with Councilor Butner’s statement, clarified the process a developer follows through Community Development and indicated that there should be no question on fees at the point of permitting process. Mr. Martin clarified that it would be best to use the Building Department as reference for the fee schedule. Mayor German questioned vacant houses on or off the current sewer and how that would be dealt with. Mr. Martin explained that it is under the control of the Building Department and indicated it would be discussed in the next agenda item.

8. **Discussion and possible direction to staff on wastewater fees per the rate study of 2018 and options including, but not limited to cap fee rate, flat fee rate(s), temporary disconnect rate, flat fee rate(s) and current unit rate structures.** (Staff Resource and Presenter – Russ Martin and Mike Showers)

Town Manager Russ Martin explained to Council and Public that in January 2020, wastewater rates will increase for commercial and residential by 4% with continual increases annually thereafter. Mr. Martin indicated that revenue is doing well and explained the options available for discussion and consideration regarding the current rate structures.

Finance Director Mike Showers presented Council with a spreadsheet regarding the Wastewater Rates for review.

Councilor Robin Whatley requested clarification on the flat rate fee. Mr. Martin explained how a flat rate fee would affect the revenue generated and the implications associated, as well as the legality of a new rate study. Councilor Whatley strongly expressed her disagreement in raising rates on low income residents. Mr. Martin explained the varying degree of effect that will take place with the current resolution and requested direction from Council.

Vice Mayor Dee Jenkins requested the projected increase and if it is required to do the rate increase. Mr. Martin explained that there does not have to be a rate increase at this point, but it should be discussed for an appropriate reserve fund and the growth of the system.

Councilor Joe Butner indicated that the basis of billing is a premise of reviewing the rate structure and suggested billing on the basis of a service provided without over charging. Councilor Butner indicated he was initially in support of a flat rate but feels the capped rate may be the better situation and more appropriate.

Councilor Whatley questioned what the increase would be for the people that are paying \$17.50 now. Mr. Martin explained the consequences of the flat rate fee and how the rate would increase approximately \$12.50 more. Councilor Whatley expressed concern for the major increase for those who are paying a smaller fee and the drastic increase they would face with the change in rates.

Councilor Bill LeBeau indicated that a flat rate would be detrimental to those who can afford it the least. And questioned if all current accounts could be “grandfathered” in and new construction would be subject to the flat

rate fee. Mr. Martin explained that it would still require a new rate study be conducted which is a state law requirement. Councilor LeBeau indicated that opportunities to not impose a rate increase doesn't come along often and should be utilized.

Vice Mayor Dee Jenkins asked Finance Mike Showers to adjust some numbers on the financial sheet, Martin explained that any change would constitute a new rate study. Mike Showers explained that this is set up to show any impact and any change will trigger the need for a rate study. Vice Mayor Jenkins clarified that the only thing that we could do is not implement the rate increase in January. Mr. Martin explained how to institute a capped rate that doesn't cause increase in fees. Mr. Showers explained the cap rate would only result in a loss of revenue, but would not cause increase in fees to residents.

Councilor Butner clarified that the cap rate means no one would pay more than \$75.00, no rate study would be required and the revenue wouldn't be affected. Councilor Butner requested the amount of septage fees collected. Mr. Martin indicated approximately \$315,000. Councilor Butner suggested taking funding from the septage fee collection to pay for the necessary rate study.

Mayor German indicated that the best solution is if you use it, you pay for it and therefore, the purchase of the water company is necessary for the future. Mayor German expressed that implementing the cap of \$75.00 is the best choice.

Vice Mayor Jenkins clarified the amount of people that would be affected by the proposed \$75.00 capped rate.

Mr. Showers explained that with the capped rate, considering growth, several people could be capped and therefore revenue is lessened. Mr. Showers also clarified that the point of a rate study, which costs \$25,000, applies if fees are increased and asked Council to consider that matter.

Councilor Whatley questioned if no rate study could be conducted until the purchase of the water company is complete. Mr. Showers explained that would be the proper time to conduct a study.

Councilor LeBeau clarified how the rates are effecting each individual and suggests foregoing the rate increase in January.

Council Butner explained that it isn't that he wants to give everyone a break, but without a rate study, they only break that can be given is not implementing the increase in January but also cap the high end while still having enough revenue to operate.

Mayor German indicated that the water company purchase is still viable and therefore, he is in favor of the current option being discussed.

**Call to Public:**

Ronald Losczyk expressed his support of Councilor Butner's suggestion and also pointed out that he is on a well so the purchase of the water company will have no effect on his bill.

Sharon DeVries indicated that when she sold her home in Cottonwood it cost her \$640.00 to have a septic pumped and on a yearly basis pays \$646 for current sewer fees. Ms. DeVries expressed her desire for a rate decrease.

Peg Smail expressed her agreement to keep the low-end rates where it is at and questioned who is in the sewer district and what about the new construction that would prevent a rate increase.

Holly Horath thanked Council for discussing the matter and spoke of being forced to connect to the sewer and the cost of \$107 bill monthly Ms. Horath indicated that the fees are very unfair and doesn't feel she should be fined because she has a larger house because they chose to retire in the community.

Charlotte Salsman indicated that she understands that there is money necessary to operate but still feels the rates are too high and requested that a three tier rate fee be applied. Ms. Salsman questioned when the rate increase would be in effect.

Roger Doering questioned if the rates could be based on occupancy rather than units.

Mayor German thanked the public for attending referred to Russ Martin to answer questions asked.

Mr. Martin indicated that occupancy is not a feasible rate calculating option and doesn't feel staff should know that information. Mr. Martin pointed out the sewer district boundaries on a map and who is being serviced.

Councilor Whatley spoke about the history of the sanitary district boundaries. And how she is personally affected by the district taxes she pays without receiving the service, and that she supports the cap on the fees and not raising any rates. Martin indicated that staff will prepare accordingly to move forward.

Clarification was made that the changes discussed are for residential, not commercial properties.

9. **Possible award of Bid #19-136, known as WWTP Solids Handling Improvements (drying beds).** (Staff Resource and Presenter Troy Odell, Russ Martin, Dorie Blair)

Mayor German called a recess at 8:11 p.m. The meeting resumed at 8:17 p.m.

Town Manager Russ Martin explained that the budget was 1.2 million and the low bid came back at over 2 million. Staff is currently trying to figure out budgetarily how the necessities can be accomplished. At this point staff must make adjustments and return to Council with a redesigned, reduced scope, and details for review on December 4<sup>th</sup>, 2019.

Vice Mayor Jenkins requested clarification regarding a need for re-bidding if the scope of work is changed. Deputy Public Works Director Troy Odell explained that within the contract, it is defined that there can be changes and reductions with the low bidder. Mr. Martin explained that the matter will be clarified with the Town Attorney as well.

Mayor German asked if all the bidders were aware of the provision for change. Mr. Odell explained if they read the bid packet, then yes they are aware.

Mr. Martin requested that if any questions are needed answers from the Town Attorney to please get those in promptly due to the holidays.

10. **Update regarding Lift Station Construction at Highway 260 and I-17.** (Staff Resource and Presenters Troy Odell, Jerry Tinagero).

Town Manager Russ Martin spoke of the anticipated lift station and what it would cost, the soils testing and what alternatives could be used due to the situation being faced.

Deputy Public Works Director Troy Odell explained that the project was put on Public Purchase and a mandatory pre-bid meeting took place. Mr. Odell explained that there wasn't sufficient soils testing at the location and once that was conducted it was determined the water level was not as anticipated. Mr. Odell spoke of the progress made currently and the longevity of the lift station for the future use and volume. Staff anticipates a total cost of \$70,000 - \$80,000 which is 10% of the originally anticipated costs.

Vice Mayor Jenkins questioned if the RV Parks spaces below the ditch are rentable depending on this lift system. Mr. Martin explained that there are 90 spaces that will be available upon the completion of the lift station. Mr. Odell indicated that everything has been completed in-house and commended staff for their efforts, and also clarified that this project will not raise connection fees.

Councilor Butner questioned how long the lift station will service the area. Mr. Odell explained approximately 20 years and explained the gravity sewer line and how it could be in place for the life of the sewer.

11. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**  
**None.**

12. **Council Informational Reports.**  
Councilor Whatley spoke of the programs available at the Town of Camp Verde Library and that every 2<sup>nd</sup>

Friday there is a housing assistance meeting hosted by different organizations to help citizens. Councilor Whatley also attended Veterans Day at Clear Creek and attended AAED, economic development meeting.

Councilor LeBeau indicated he also attended the AAED meeting.

Councilor Butner attended AAED and felt it was a good networking opportunity for the community and was worthwhile to attend. Councilor Butner attended a meeting at Yavapai College and spoke of business growth in Camp Verde and the indication of the partnership with Yavapai College to bring a Career and Technology center in Camp Verde.

Councilor Buchanan also attended the Yavapai College meeting and indicated that there are competing facilities for this technology center.

Vice Mayor Jenkins attended the American Legion meeting and toured the museum, she attended the Opportunity Zone Economic Development meeting and was impressed with Local First representative. Vice Mayor Jenkins also attended meeting at Yavapai College.

Mayor German requested a work session be scheduled so that Habitat for Humanity may present to Council.

13. **Manager/Staff Report**

Town Manager Russ Martin informed Council that the "All Hands" meeting took place this morning for staff.

The Town Christmas Party will be December 20, 2019 at 6:00 pm. at the gym.

The Town Clerk position has finalized the review of applicants and there are 6 possible candidates. December 5<sup>th</sup> will be a meet and greet with the finalists which is open to the public.

There will be a carpool to Intergovernmental meeting in Sedona tomorrow, November 21, leaving at 4:45 p.m.

Councilor Jenkins asked if the quarterly update had been rescheduled. Mr. Martin explained that at 5:30 pm on December 4<sup>th</sup>, 2019 it could be discussed, then in January the review will take place.

14. **Adjournment**

**The meeting adjourned at 9:00 p.m.**

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Mayor Charles German

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Attest: Town Deputy Clerk Virginia Jones

**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 Council Meeting of the Town Council of Camp Verde, Arizona, held on November 20, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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**Virginia Jones, Deputy Town Clerk**

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**DRAFT MINUTES  
SPECIAL SESSION  
MAYOR AND COMMON COUNCIL  
Of the TOWN OF CAMP VERDE  
COUNCIL CHAMBERS · 473 S. Main Street, Room #106  
WEDNESDAY, DECEMBER 4, 2019 at 5:30 p.m.**

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

**1. Call to Order**

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

- 2. Roll Call:** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Vice Mayor Dee Jenkins, Mayor Charles German were present. Council Member Jessie Murdock arrived at 5:38 and Council Member Robin Whatley arrived at 5:48p.m.

**Others Present:** Town Manager Russ Martin, Deputy Clerk Virginia Jones

**3. Pledge of Allegiance**

Mayor German led the Pledge of Allegiance

- 4. Discussion and consideration of the Town Manager's quarterly performance review, including but not limited to procedures of review, set goals and objectives. The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1).**

- **Recess into and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1). Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.**
- On a motion by Bill LeBeau seconded by Joe Butner Council unanimously voted to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(1). Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

Council adjourned to Executive Session at 5:32 p.m.

- **Reconvene Open Session**

Council Reconvened into open Session at 6:08 p.m.

**5. Adjournment**

Without objection, Mayor German adjourned Special Session at 6:08 p.m.

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Mayor Charles German

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Virginia Jones, CMC, Deputy Clerk

**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 Council Meeting of the Town Council of Camp Verde, Arizona, held on December 4, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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Virginia Jones, Deputy Town Clerk

**(Corrected) MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, DECEMBER 4, 2019  
at 6:30 P.M.**

**1. Call to Order**

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

- 2. Roll Call.** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

Also Present: Town Manager Russ Martin, Town Marshal Corey Rowley, Deputy Clerk Virginia Jones, Community Development Director Carmen Howard, Public Works Director Ron Long, Deputy Public Works Director Troy Odell, Public Works Analyst Dorie Blair, Risk Manager Carol Brown, Community Development Planner Melinda Lee and Recording Secretary Marie Moore.

**3. Pledge of Allegiance**

**Mayor German led the 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) November 6, 2019 Regular Session
- 2) November 13, 2019 Work Session
- 3) November 13, 2019 Executive Session (Recorded and on file)

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

- 1) Wednesday, December 11, 2019 at 5:30 p.m. – Work Session
- 2) Wednesday, December 18, 2019 at 6:30 p.m. – Regular Session
- 3) Wednesday, December 25, 2019 at 6:30 p.m. – Council Hears P&Z Matters- CANCELLED per Resolution 2018-1016
- 4) Wednesday, January 1, 2020 at 6:30 p.m. – Regular Session- CANCELLED per Resolution 2018-1016

- c) Discussion, consideration and possible approval of a new Town of Camp Verde Waste Water (Sewer) Policy. Changing policy regarding temporarily vacant buildings//land and clarifying definition of RV Park and related equivalencies for calculation of connection and monthly rates and inspection fees.**

- d) Discussion and possible approval of RESOLUTION 2019-1032 A**

**RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUSPENDING SCHEDULED FEE INCREASES FOR TOWN WASTEWATER SERVICES FOR FISCAL YEARS 2019-2020, 2020-21 & 2021-22**

**On a Motion by Councilor Whatley, seconded by Councilor LeBeau, motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

**5. Special Announcements and presentations.**

- **Introduction and welcome new Code Enforcement Office Cliff Bryson**  
Community Development Director Carmen Howard introduced Code Enforcement Cliff Bryson. Mr. Bryson gave a brief overview of the experience he brings to the Town of Camp Verde.
- **Introduction and welcome new Human Resource Director Brandy Cabrera.**  
Town Manager Russ Martin introduced the new Human Resources Director Brandy Cabrera to Council.
- **Public Information regarding the handling of FOIA requests**

Mayor German spoke of the policies and procedures of the Freedom of Information act and that the Town complies with the Arizona Public Records Law.

Robert Noone spoke to Council regarding the construction of a ditch issue and drainage problems on his property and how his requests for documentation has not been complied with.

**6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

Von Hatch spoke to Council regarding the Camp Verde Adult Reading Program. Mr. Hatch expressed that the program is currently the only GED program that is free and offers a lot of services to the community. The program is a 501C3 and are asking for donations to assist them in continuing to provide services.

Mary Phelps, President of the Camp Verde Arena Association gave an update to Council on the project. There are currently 75 members, \$46,000 in the account and recently received \$10,000 from Rusty's Morning Star Ranch. The arena is 80% complete, panels should be set in the next few weeks. McDonald Brothers donated dirt and H&H trucking is donating the hauling. APS will have plans complete this week and a permit will be submitted to the Town for electrical. The association is also working with the Yavapai Apache Nation regarding bleachers

and there is talk of a program for mounted shooting in coordination with the Marshal's office.

Ron Posten spoke to Council about CVMO Citizen Committee and Matt Force. January 7<sup>th</sup> is the next meeting and invited the newspaper representatives to cover the meeting for public awareness.

**7. Conditional Award of Bid to the Apparent low Bidder Tierra Verde Builders, LLC contingent with the Contractor obtaining the appropriate Licensing equal to at least a Class "General Dual KA License". And with the attached Conditional Change Order (CO-1) - 19-136 Bid Request - WWTP Solids Handling Improvements 2019 (Sludge Drying Beds)**

**On a motion by Councilor LeBeau, seconded by Councilor Buchanan, Council approves the Conditional Award of Bid to the Apparent low Bidder Tierra Verde Builders, LLC contingent with the Contractor obtaining the appropriate Licensing equal to at least a Class "General Dual KA License". And with the attached Conditional Change Order (CO-1) - 19-136 Bid Request - WWTP Solids Handling Improvements 2019.**

Deputy Public Works Director Troy Odell explained that this is actually 6 different projects combined within the WIFA Financing in which the Town had \$1.6 million dollars to use. The lowest bid from Tierra Verde Builders LLC came in as indicated over the budgeted amount. After reworking the project with Tierra Verde, a conditional change order was comprised, which would bring the project in at \$1.5 million dollars. Tierra Verde does not currently carry the necessary licensing for the project, but representative Ben Bassous explained it would be issued by December 17, 2019.

**Yearly review of Animal Guardian Network Use Permit. Staff Resource: Carmen Howard)**

**8. Discussion and Possible Approval of Ordinance 2019-A450, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona for a Zoning Map change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) to allow MH Advantage Housing Types. The proposal involves 27 of 33 platted lots and is located East of Verde Lakes Drive, along Preserve Drive, Twin Leaf Circle, and Larson Lane; Parcel Nos. 404-13-470- through 404-13-483; 404-13-486 through 404-113-492; 404-13-495 through 404-13-499; and 404-13-502, in Camp Verde, Yavapai County, Arizona. (Staff Resource: Carmen Howard)**

**On a motion by Councilor Murdock, seconded by Councilor Buchanan, Council approves Ordinance 2019-A450, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona for a Zoning Map change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) to allow MH Advantage Housing Types. The proposal involves 27 of 33 platted lots and is located East of Verde Lakes**

**Drive, along Preserve Drive, Twin Leaf Circle, and Larson Lane; Parcel Nos. 404-13-470- through 404-13-483; 404-13-486 through 404-113-492; 404-13-495 through 404-13-499; and 404-13-502, in Camp Verde, Yavapai County, Arizona. Motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Community Development Director Carmen Howard explained the applicant representative Rob Whitt is asking for a zoning map change to allow for MH Advantage Housing type of homes to be placed on the property. Ms. Howard indicated that comments received from neighboring properties were in support, the change complies with the General Plan and the type of housing in question are compatible with site-built housing.

Applicant Rob Whitt provided a PowerPoint Presentation for Councils review and consideration of the development with detailed information regarding the housing type and the positive benefits it would bring to the community.

Councilor Buchanan questioned what form of foundation would be used. It was clarified it would be strip footings, similar to manufactured housing requirements.

Mayor German called a recess at 8:57 p.m. The meeting resumed at 8:05 p.m.

- 9. Discussion and Possible Approval of Resolution 2019-1029, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving a second amendment to “The Silverado Development Agreement” between the Town of Camp Verde and Verde Ranch MH, LLC, an Arizona Corporation, in order to provide for development of certain real property generally located East of State Route 260 and North of Finnie Flat Rd. within the corporate limits of the Town of Camp Verde, Yavapai County, Arizona. Staff Resource: Carmen Howard)**

**On a motion by Councilor LeBeau, seconded by Vice Mayor Jenkins, Council approves Resolution 2019-1029, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving a second amendment to “The Silverado Development Agreement” between the Town of Camp Verde and Verde Ranch MH, LLC, an Arizona Corporation, in order to provide for development of certain real property generally located East of State Route 260 and North of Finnie Flat Rd. within the corporate limits of the Town of Camp Verde, Yavapai County, Arizona. Motion carries unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Community Development Director Carmen Howard explained the Development Agreement to Council. Councilor Butner requested clarification on the size of the parcel and which parcel it is. Town Manager Russ Martin indicated according to Yavapai County it is 1.12 acres.

**10. Discussion and Possible Approval of Resolution 2019-1031 a Resolution of the Common Council of the Town of Camp Verde, Yavapai County, Arizona; on the Street Name Change of “Wilshire Boulevard” to “Dreamcatcher Drive” and “Moonrise Drive”, for the segments from the existing State Route 260 Roundabout to existing Dreamcatcher Drive and to existing Moonrise Drive; and providing that this Resolution shall be effective 60 days after its passage, or upon appropriate street sign changes. (Staff Resource: Melinda Lee)**

Community Development Planner Melinda Lee requested to Council to withdraw this item from agenda, explaining there were two property owners that did not receive notice and therefore the matter cannot move forward.

**11. Possible approval of Ordinance 2019-A448, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Chapter 4 Boards, Commissions, and Committees Article 4-1. A-Membership (Staff Resource: Carmen Howard)**

**On a motion by Councilor Butner, seconded by Vice Mayor Jenkins, Council approves Ordinance 2019-A448, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Chapter 4 Boards, Commissions, and Committees Article 4-1. A-Membership.**

Community Development Director Carmen Howard explained this is an amendment to Town Code as previously discussed to change number of board members for the Board of Adjustments and Appeals from 7 to 5.

Councilor Butner requested the word “who” be replaced with “which”.

**12. Possible approval of Ordinance 2019-A449, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Article 2-3, Section 2-3-1 Regular Meetings/Meetings/ Hours of Operation Superseding 2012-A385 (Staff Resource: Carmen Howard and Virginia Jones)**

**On a motion by Councilor Butner, seconded by Councilor LeBeau, Council**

**approves approval of Ordinance 2019-A449, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Article 2-3, Section 2-3-1 Regular Meetings/Meetings/ Hours of Operation Superseding 2012-A385. Motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Community Development Director Carmen Howard explained that this code amendment would eliminate the 4<sup>th</sup> Wednesday of each month set aside for Planning & Zoning matters and for those matters to be handled in a timely manner for council meetings. Town Manager Russ Martin explained the confusion created by cancelling one meeting to reschedule a different meeting on the same day.

Councilor Butner requested the removed of the second “for” as it is unnecessary wordage.

**13. Discussion, and possible direction on use of the \$197,800 dedicated to HURF related projects allocated by the State of Arizona.**

**On a Motion by Mayor German, seconded by Councilor Whatley, Council moves to fund the first 3 options provided with the dedicated HURF funding and all remaining funding to be used toward drainage projects. Motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Public Works Director Ron Long explained that the State of Arizona sent out additional HURF funding to Cities and Towns in which everyone received \$197,800 and now Council will need to decide which projects should be funded with the monies received. Mr. Long provided a memorandum to Council which is attached, outlining projects needed in priority.

Councilor Butner questioned how much the Town spends on renting digital sign boards for various events and projects. Public Works Analyst Dorie Blair indicated that it costs the Town approximately \$1,600.00 per week per board.

Councilor Murdock indicated her gratitude toward receiving extra funding and expressed her support toward funding the Cherry Creek/Hwy 279 project and adding the additional funding to the budget to use as needed.

Councilor LeBeau questioned if the projects were listed in order of preference of staff members. Mr. Long clarified that was correct. Councilor LeBeau requested a description of the towable man lift and other uses it could be beneficial for. Mr. Long explained what the towable man lift is and that although it could not be used to install the needed cameras at the traffic lights, it would be used for maintenance on those cameras in the future.

Councilor Whatley expressed that the situation on Finnie Flats Road and the traffic light is a hazard and should be handled as soon as possible. Mr. Long



explained that he has had 2 tech companies look at the light and have indicated that until loop detectors are fixed there is no solution.

Vice Mayor Dee Jenkins questioned what would happen to the balance if only the first 3 options were chosen. Town Manager Russ Martin indicated it would give staff the opportunity to deal with drainage issues in various locations around the Town.

Councilor Murdock expressed her support toward any of the projects listed but does not support of spending \$45,000 on Garner Lane.

Town Manager Russ Martin clarified that any balance left would cover drainage expenses related to projects already completed.

**14. Discussion, and possible approval of funding for a regional housing study being conducted in the Verde Valley including the potential use of funds from reserve or contingency.**

**On a motion by Councilor Whatley, seconded by Councilor Butner, Council directs staff to contribute \$10,000 toward the regional housing study to be conducted in the Verde Valley including the potential use of funds from reserve or contingency.**

Town Manager Russ Martin indicated the importance of having a regional housing study for the Town Departments usage. The City of Cottonwood recently approved up to a \$10,000 contribution and the Yavapai County should be doing the same. Mr. Martin explained that the value is worth more than the contribution and the funding would come out of contingency funds if necessary.

**15. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

None.

**16. Council Informational Reports.**

Councilor Murdock happily expressed there are 9 days left until schools are out for Christmas Break.

Vice Mayor Jenkins indicated she attended a first responders meeting on the 26<sup>th</sup> which was a very nice program and she spoke on behalf of town.

Mayor German attended the County Supervisors Meeting.

**17. Manager/Staff Report**

Town Manager Russ Martin indicated that the Mayor and he will be attending the MADD Breakfast on Friday morning. Mr. Martin also reminded Council of the Prop

202 monies received from the Yavapai Apache Nation and that generally there are no specific requests made for projects the money is split evenly with surrounding communities.

**19. Adjournment**

**The meeting adjourned at 8:50 p.m.**

\_\_\_\_\_  
Mayor Charles German

\_\_\_\_\_  
Attest: Deputy Town Clerk Virginia Jones

**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 4, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Virginia Jones, Deputy Town Clerk

**RESOLUTION 2020-1033**

**A resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2020 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2018-1016.**

**WHEREAS**, it is in the best interest of the Town to inform citizens of all regular Council, Commission and Committee meetings, dates and times,

**NOW THEREFORE**, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following meeting dates and times for the Mayor and Common Council, Town Commissions, and Committees as follows:

**Mayor and Council, Board, and Commission Meeting Schedule**

**Note: Meetings are held in Council Chambers located at 473 S. Main Street, Ste. 106, Camp Verde, Arizona unless otherwise noted on the notice that is posted no later than 24 hours prior to each meeting. Special meetings or work sessions may be scheduled by consent of the Town Manager and will be posted no later than 24 hours prior to such meeting.**

<b>Mayor and Common Council of the Town of Camp Verde 2020 Meeting Schedule</b>		
Regular Session-CANCELLED	January 1, 2020-CANCELLED	6:30 p.m.
Regular Session	January 15, 2020	6:30 p.m.
Regular Session	February 5 2020	6:30 p.m.
Regular Session	February 19, 2020	6:30 p.m.
Regular Session	March 4, 2020	6:30 p.m.
Regular Session	March 18, 2020	6:30 p.m.
Regular Session	April 1, 2020	6:30 p.m.
Regular Session	April 15, 2020	6:30 p.m.
Regular Session	May 6, 2020	6:30 p.m.
Regular Session	May 20, 2020	6:30 p.m.
Regular Session	June 3, 2020	6:30 p.m.
Regular Session	June 17, 2020	6:30 p.m.
Regular Session	July 1, 2020	6:30 p.m.
Regular Session	July 15, 2020	6:30 p.m.
Regular Session	August 5, 2020	6:30 p.m.
Regular Session-	August 19, 2020	6:30 p.m.
Regular Session-CANCELLED	September 2, 2020-CANCELLED*	6:30 p.m.
Regular Session	September 16, 2020	6:30 p.m.
Regular Session	October 7, 2020	6:30 p.m.
Regular Session	October 21, 2020	6:30 p.m.
Regular Session	November 4, 2020	6:30 p.m.
Regular Session	November 18, 2020	6:30 p.m.
Regular Session	December 2, 2020	6:30 p.m.
Regular Session	December 16, 2020	6:30 p.m.

**\* 2020 League Conference September 1-4 Renaissance Phoenix Glendale Hotel & Spa-Glendale, AZ**

**Regular Meetings of the Planning & Zoning Commission**

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the first Thursday of every other month beginning in January 2020 unless there is a paid application, which in this case, the meeting will be held on the second Thursday of the month as a Special Session. Additionally, Special Session meetings may be held on the second Thursday of each month at 6:30 p.m. as needed.**

<b>Planning &amp; Zoning Commission of the Town of Camp Verde 2020 Meeting Schedule</b>		
<b>Regular Session</b>	<b>January 2, 2020</b>	<b>6:30 p.m.</b>

Special Session (as needed)	January 09, 2020	6:30 p.m.
Special Session (as needed)	February 06, 2020	6:30 p.m.
Special Session (as needed)	February 13, 2020	6:30 p.m.
<b>Regular Session</b>	<b>March 5, 2020</b>	<b>6:30 p.m.</b>
Special Session (as needed)	March 12, 2020	6:30 p.m.
<b>First Quarterly Report for Period January 2020 through March 2020 will be heard at the April 01, 2020 Council Meeting.</b>		
Special Session (as needed)	April 02, 2020	6:30 p.m.
Special Session (as needed)	April 9, 2020	6:30 p.m.
<b>Regular Session</b>	<b>May 7, 2020</b>	<b>6:30 p.m.</b>
Special Session (as needed)	May 14, 2020	6:30 p.m.
Special Session (as needed)	June 4, 2020	6:30 p.m.
Special Session (as needed)	June 11, 2020	6:30 p.m.
<b>Second Quarterly Report for Period April 2020 through June 2020 will be heard at the July 01, 2020 Council Meeting.</b>		
<b>Regular Session</b>	<b>July 2, 2020</b>	<b>6:30 p.m.</b>
Special Session (as needed)	July 9, 2020	6:30 p.m.
Special Session (as needed)	August 6, 2020	6:30 p.m.
Special Session (as needed)	August 13, 2020	6:30 p.m.
<b>Regular Session</b>	<b>September 3, 2020</b>	<b>6:30 p.m.</b>
Special Session (as needed)	September 10, 2020	6:30 p.m.
<b>Third Quarterly Report for Period July 2020 through September 2020 will be heard at the October 01, 2020 Council Meeting.</b>		
Special Session (as needed)	October 01, 2020	6:30 p.m.
Special Session (as needed)	October 8, 2020	6:30 p.m.
<b>Regular Session</b>	<b>November 05, 2020</b>	<b>6:30 p.m.</b>
Special Session (as needed)	November 12, 2020	6:30 p.m.
Special Session (as needed)	December 3, 2020	6:30 p.m.
Special Session (as needed)	December 10, 2020	6:30 p.m.
<b>Fourth Quarterly Report for Period October 2020 through December 2020 will be heard at the January 06, 2021 Council Meeting.</b>		

#### Regular Meetings of the Board of Adjustments

Notice is hereby given to the members of the Board of Adjustments and to the general public that the Board of Adjustments of the Town of Camp Verde will hold **Regular Meetings on the second Tuesday of every month at 3:00 p.m. as needed.**

<b>Board of Adjustments of the Town of Camp Verde 2020 Meeting Schedule</b>		
1. Regular Session (as needed)	January 14, 2020	3:00 p.m.
2. Regular Session (as needed)	February 11, 2020	3:00 p.m.
3. Regular Session (as needed)	March 10, 2020	3:00 p.m.
<b>First Quarterly Report for Period January 2020 through March 2020 Will be heard at the April 1, 2020 Council Meeting.</b>		
4. Regular Session (as needed)	April 14, 2020	3:00 p.m.
5. Regular Session (as needed)	May 12, 2020	3:00 p.m.

6. Regular Session (as needed)	June 09, 2020	3:00 p.m.
<b>Second Quarterly Report for Period April 2020 through June 2020 will be heard at the July 01, 2020 Council Meeting.</b>		
7. Regular Session (as needed)	July 14, 2020	3:00 p.m.
8. Regular Session (as needed)	August 11, 2020	3:00 p.m.
9. Regular Session (as needed)	September 08, 2020	3:00 p.m.
<b>Third Quarterly Report for Period July 2020 through September 2020 will be heard at the October 01, 2020 Council Meeting.</b>		
10. Regular Session (as needed)	October 13, 2020	3:00 p.m.
11. Regular Session (as needed)	November 10, 2020	3:00 p.m.
12. Regular Session (as needed)	December 8, 2020	3:00 p.m.
<b>Fourth Quarterly Report for Period October 2020 through December 2020 will be heard at the January 6, 2021 Council Meeting.</b>		

Passed and approved by a majority vote of the Common Council at the Special Session meeting of January 08, 2020.

\_\_\_\_\_  
Charles German – Mayor

Attest:

Approved as to form:

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

\_\_\_\_\_  
William Sims



**Agenda Item Submission Form – Section I**

**Meeting Date:** January 08, 2020

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

**Requesting Department:** Town Council

**Staff Resource/Contact Person:**

**Agenda Title:** Approval and possible adoption of 2020 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose bills introduced during the Legislative Sessions when they affect the Town's interest and require an immediate response. (Town Code Section 2-2-4F).

**List Attached Documents:**

**Estimated Presentation Time:**

**Estimated Discussion Time:**

**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:**

Section 2-2-4F of the Town Code states that at the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interest and require immediate response.

**Recommended Action (Motion):**

Move to adopt 2020 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose bills introduced during the Legislative Sessions when they affect the Town's interest and require an immediate response.

**Instructions to the Clerk:** None



**RESOLUTION 2020-1034**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,  
ESTABLISHING HOURS OF OPERATIONS,  
SUPERSEDING 2019-1018**

**WHEREAS**, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities;

**WHEREAS**, Town Code, 2-3-1 States that at the first meeting in January, or as soon as practicable, Council shall set by Resolution, the hours of operation for all Town Offices.

**NOW THEREFORE**, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices and staff as follows:

<b>Hours of Operation</b>		
Administration Offices	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Municipal Court	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Community Development	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Parks & Recreation	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Swimming Pool	Monday – Saturday	Opening/Closing Dates to be Announced
Public Works	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Animal Control	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Marshal’s Office – Admin	Monday – Thursday	7:00 a.m.-6:00 p.m.
Marshal’s Office – Deputies/Dispatch	24 Hours per Day	24 Hours per Day
Library	Monday – Thursday	9:00 a.m. – 8:00 p.m.
Library	Friday-Saturday	9:00 a.m. – 5:00 p.m.
Library	Sunday,	Closed

**Passed and approved by a majority vote of the Common Council at the Special meeting of January 8, 2020.**

\_\_\_\_\_  
Charles German, Mayor

Attest:

Approved as to form:

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

\_\_\_\_\_  
William Sims



## *A Proclamation Commemorating School Choice Week in the Town of Camp Verde*

**WHEREAS**, all children in the Town of Camp Verde should have access to the highest-quality education possible; and,

**WHEREAS**, Camp Verde recognizes the important role that an effective education plays in preparing all students in Camp Verde to be successful adults; and,

**WHEREAS**, quality education is critically important to the economic vitality of Camp Verde; and,

**WHEREAS**, Camp Verde is home to a multitude of excellent education options from which parents can choose for their children; and,

**WHEREAS**, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

**WHEREAS**, our area has many high-quality teaching professionals who are committed to educating our children; and,

**WHEREAS**, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

**NOW, THEREFORE**, The Mayor and Common Council of the Town of Camp Verde, do hereby proclaim January 26-February 1, 2020 as **SCHOOL CHOICE WEEK** in the Town of Camp Verde, and call this observance to the attention of all of our citizens. Proclaimed this 8<sup>th</sup> day of January 2020.

\_\_\_\_\_  
Charles C. German, Mayor

\_\_\_\_\_  
Date

ATTEST:

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

\_\_\_\_\_  
Date



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**Agenda Item Submission Form – Section I**

**Meeting Date:** January 8, 2019

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

**Requesting Department:** Marshal's Office

**Staff Resource/Contact Person:** Russ Martin/Corey Rowley

**Agenda Title (be exact):** Possible approval of Ordinance 2020-A451, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Article 6-1 Animal Control and Licensing, Section 6-1-12 Penalty.

**List Attached Documents:** Ordinance 2020-A451

**Estimated Presentation Time:** 10 Minutes

**Estimated Discussion Time:** 10 Minutes

**Reviews and comments Completed by:**

Town Manager: \_\_\_\_\_  Department Head: Corey Rowley

Town Attorney Comments: \_\_\_\_\_

Risk Management: \_\_\_\_\_

**Finance Department**  
**Fiscal Impact:** \_\_\_\_\_  
**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**Background Information:**

The Marshal's Office is seeking to revise Town Code 6-1-12, Sections E.2 and E.3 change the number of days licensed dogs are held prior to being placed for adoption from seven to five, and the number of days unlicensed dogs are held prior to being placed for adoption from five to three.

This change is requested in order to be consistent with the holding times of the surrounding cities in the Verde Valley for stray dogs. At present, Camp Verde is the only community to hold dogs for the longer number of days. By changing, this would be a savings to the Marshal's Office in financial costs associated with feeding and housing dogs the extra days and a savings in manpower hours of our Animal Control Officer (ACO) and the animal shelter Volunteers that currently feed, walk, and care for the dogs while they are in our shelter.

The Marshal's Office is in the process of negotiating a new contract with the Verde Valley Humane Society (VVHS), since our contract has expired. The VVHS has requested we change our Town Code to be consistent with the other communities for holding stray dogs to make it easier for them to process the dogs we send them and get the dogs available for adoption sooner in order to save them money relating to food and care of the animals while they are in their care. This will allow the VVHS to move animals out of their shelter quicker as well and into new homes and families for the best care of the animals.

This change would not have a negative impact on the citizens of Camp Verde since our ACO unit will make notification to the owner of a known dog owner or license holder immediately after a stray dog is picked up, which is in accordance to Town Code. Our ACO has a chip reading device and scans all dogs without collars as soon as they are picked up in order to rapidly notify any owner of a lost dog. A photo is posted on our Facebook page along with the location the dog was found as another means of notification of a found dog, which has worked well in reuniting dogs with their owners. Dogs without collars or chips are also posted on our Facebook page in the hopes of being recognized and returned. This change will not negatively impact dog responsible owners that do accidentally loose a dog by it getting loose, since a reasonable dog owner would not normally wait three days before realizing their dog is gone and begin looking for it.

***Recommended Action (Motion):***

Move to approve the revision of Town Code 6-1-12, sections E.2 and E.3 to change the number of days licensed dogs are held prior to being placed for adoption from seven to five, and the number of days unlicensed dogs are held prior to being placed for adoption from five to three.

***Instructions to the Clerk:***



## ORDINANCE 2020-A451

### AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AMENDING TOWN CODE ARTICLE 6-1 ANIMAL CONTROL AND LICENSING, SECTION 6-1-12 PENALTY

NOW THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the Town of Camp Verde as follows:

Article 6-1 Section 6-1-12 Penalty of the Town Code is amended to read:

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## ARTICLE 6-1 (2014-A397)

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### ANIMAL CONTROL AND LICENSING

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#### SECTION 6-1-12 PENALTY (2006-A332) (2008-A356)

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- A. Any person who violates or fails to comply with any provision of this Article shall be guilty of a petty offense on the first offense, and of a Class 2 misdemeanor on the second offense and a Class 1 misdemeanor on any subsequent offense, whether or not the subsequent offense involves the same animal, punishable as may be established by law.
- B. The court may order any person who violates this article to pay all expenses related to the impounding of the animal, including shelter, food, handling, transport, and veterinarian care.
- C. The court may also order any person who violates this article to pay restitution to any victim or victims whose person or property or animal was injured or killed or damaged.
- D. The court may also order any person who violates this article to pay all related court fees or cost or penalties.
- E. Camp Verde Animal Control Officer or other designated Town enforcement agent(s) may, in addition to the procedures prescribed in this section, impound or cause to be impounded any dog, livestock, or poultry running at large contrary to the provisions of this Article.
  - 1. Upon the impounding of any animal, the owner, if known, shall be immediately notified in person, by telephone, or by mail, and may reclaim such animal upon payment of all costs and charges incurred in picking up, impounding, and maintaining the animal.
  - 2. Any licensed dog unclaimed within ~~seven~~ **FIVE (5)** days of its impoundment may be placed for adoption or humanely destroyed within the discretion of Camp Verde Animal Control.
  - 3. Any unlicensed dog unclaimed within ~~five~~ **THREE (3)** days may be placed for adoption or humanely destroyed within the discretion of Camp Verde Animal Control.

4. Any livestock requiring impoundment will be turned over to the Arizona Department of Agriculture, Livestock Division.

PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 8<sup>th</sup> day of January 2020 to be effective when publication and posting pursuant to ARS 9-812 is completed.

\_\_\_\_\_  
Charles German, Mayor

Approved as to form: \_\_\_\_\_  
Town Attorney

Attest:

\_\_\_\_\_  
Town Clerk



**Agenda Item Submission Form – Section I**

**Meeting Date: January 8, 2020**

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

**Requesting Department:** Clerk’s Office

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

**Agenda Title (be exact):** Discussion, consideration and possible appointment of one (1) member to the Planning & Zoning Commission for terms that will expire January 2023.

**List Attached Documents:** Letters of Interest from Bruce George

**Estimated Presentation Time:** N/A

**Estimated Discussion Time:** 5 Minutes

**Reviews Completed by:**

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

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** Town Code, Section 4-1 states: Prior to the expiration of terms for board and commission members, the Town Clerk shall call for letters of interest from the general public. Such letters shall be filed with the Town Clerk in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate resolution or ordinance that created the board or commission. The Council may establish any other requirements at the time such appointments are sought for the purpose of aiding the Council in completing the selection process. Any member of a board or commission appointed by the Council shall reside within the corporate limits of the Town. However, Council may waive the residency requirement with good cause, except for appointments to the Planning and Zoning Commission, Board of Appeals and Board of Adjustments.

Terms of Members. (2000-A164) (2003-A260)

All members are appointed to boards and commissions to three (3) year terms that begin on January 1 of the year such appointment is made. Members may be re-appointed to additional terms. Such terms are to be staggered so that the terms of no more than three members shall expire in any given year.

Staff has advertised the positions since November 29, 2019 on the Town web site and the Town Hall bulletin board.

**Recommended Action (Motion):** Move to appoint (insert the names you would like appointed) to the Planning & Zoning Commission

**Instructions to the Clerk:** N/A – Oath of Office if necessary.

# Camp Verde, Arizona

Name: Bruce M George		Date:		
Home Address: 706 S Sgt Woodall Dr				
Mailing Address, if different:				
Email Address: bgeorge15@q.com				
Home Telephone: 928 567-9251		Work Telephone:		
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Length of residency in the Town of Camp Verde: 20 years		Do you operate a business in Camp Verde? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name and address of business (if applicable):				
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Presently retired previously Communications Tech with AT&T				
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list names of board/commission and dates served: Board of Adjustments and Appeals @ present and Planning and Zoning Commission @ present				
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:				
1. Planning and Zoning		3.		
2. Board of Adjustments and Appeals		4.		
<b>Education and Community Service</b>				
Schools Attended:		Degree:	Year:	
Kingman High School		graduated	1961	
Rogers University		AA	1994	
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:	
Old Guys of Camp Verde		worker	2013	still doing it
AARP Taxaide Local Coordinator		Local Coordinator	2004	still at it
Please state why you would like to be appointed to a Town Board, Commission, or Committee: I have previous experience and believe my views are helpful to resolving issues				
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?				
(a) To ask pertinent questions about the issues so council will have a better understanding when it comes to <b>THEM</b>				
(b) To represent the residents and understand their views in relation to how the General Plan is to be admini: <b>ADMINISTERED</b>				
(c) To be prepared and knowledgeable about the agenda item which may involve visiting the property in que <b>QUESTION</b>				

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I have served on the Parks and Rec Commission before it was disbanded and then served on Council and even became Vice Mayor. At present i am on the Planning and Zoning Commission and so throughout this time I have become knowledge about issues that may come up and know how to help resolve them to everybodys satisfaction

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: *Bruce M. Hoyle* Date: 12-13-19

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	



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