

**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 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-Gave an overview on the processes of Community Development and shared recent accomplishments with Council and staff.

Community Development Director Mike Jenkins-Informed council that the town posted a job for an Assistant Planner/Administrative Assistant as the current personnel will be retiring at the end of this month. He also discussed with council and staff recent law changes to the ordinance and town codes.

Building Official Robert Foreman-Discussed the time limits it takes to complete building permits.

Councilor Baker-Questioned Mike about the permitting process and if it is truly one stop shopping process. Councilor Brad Gordon-asked for clarification on a submittal of building plans being considered as a public document. There was some further discussion from the Community Development Director Mike Jenkins, Building Official Robert Forman and Town Manager Russ Martin, whom responded that per clarification by the Town Attorney, a submittal is not public information, as it is not a final record because they could withdraw it or many other things could occur. However, once a permit has been issued, then it becomes public information thus allowing another party to view the application but cannot have copies. Furthermore for someone to make copies of floor plans they would need written permission before doing so.

Councilor Carol German-asked for clarification for the public from start to finish what does a complete submittal involve and what is specifically required?

Robert Foreman- Responded that when he receives a complete submittal it takes about 10 days. I Need owner information, location of property, parcel number, set of plans, well number, town water or septic system information, out buildings, if they will use contractors we need their information, ROC number and business account, a site plan showing where it is at. When they bring it in we take a deposit, zoning has to make sure everything is proper. Then it is sent to Yavapai Flood, Yavapai Environmental and Sanitary District. When we get the OK from everyone, I do a plan review. For Commercial, we have to send to all those plus go through Public Works, the Fire Department, and depending on the type of application, they may have to go through ADOT or other entities.

Town Manager Russ Martin-Addressed private and public access roads and the issues that occur because it can cause complications for the owner, Town and Fire/Medical entities. We need to set a standard for private roads that we can justify.

Mayor Charlie German-Talked about getting the information that is the missing link, which is information that comes from our realtors. We need some forum with realtors to accomplish that task.

Building Official Robert Foreman-said we can stop a lot of these issues if we get the word out for people come in and ask to look at a parcel prior to purchasing they can save a lot of time and money.
Fire Chief Terry Kellar-We are not a pre-planned town that was built ground up, with planned fire hydrants and sewer mains. We have to deal with it after the fact and that is not easy. From the fire side of things it's very frustrating grappling with all the various issues we have to overcome on an emergency call situation and not being able to get there because the road is blocked, muddy, etc.
Council and Staff further discussed ideas to better assist and educate citizens and public safety, and the possibility of future purchases of fire hydrants and how it could benefit many.
Fire Marshal Kristi Gagnon-talked 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 as they seek to fulfill the intent of the code, giving a few examples for clarification.

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 at the town is amazing, and there is no negative side to it. The staff is persistent, and they get the information as quickly as possible. She complimented the staff in saying she does not believe there is room for any improvement.

Tom Pitts-Talked about 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-Talked about grants currently being pursued by the town and believes the program could still be useful, and thinks we should continue.

Councilor Jackie Baker-Asked do they give a lot of assistance or if they just a search engine. Believed the program could be useful but needs to be utilized all the time to be financially beneficial.

Steve Ayers-Gave clarification of the process of what E-Civis provides, and how it helps sort through grants that users would not even qualify for upon further investigation.

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. He believes a grant committee would be beneficial.

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.

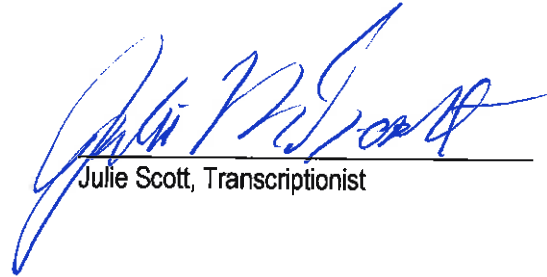
Town Manager Russ Martin-Did some research on what other places have done for a beautification project like this. The goal today is to find some parameters, find a formula on what level of program we want to establish, and then come back in a more formal manner to discuss further.

Bruce George-Handed out a sample recognition award. Council further discussed various ideas, and locations of the town entrances, possibly starting a committee, etc.

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 Regular Session of the Town Council of Camp Verde, Arizona, held on June 24, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 3 day of Sept, 2015.


Virginia Jones, Town Clerk