



*Support your local merchants*

**AGENDA  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, NOVEMBER 18, 2020 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/81779973607?pwd=OndhQ2tFOiswR0tPeHROQktDNnNMZz09>

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 Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, Robin Whatley; Vice Mayor Joe Butner; and Mayor Dee Jenkins.
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) Regular Session – November 4, 2020 Page 5
  - b) **Set Next Meeting, Date and Time:**
    - 1) Regular Meeting – Wednesday December 2, 2020 at 6:30 p.m.
    - 2) Regular Meeting – Wednesday December 16, 2020 at 6:30 p.m.
5. **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. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
6. **Special Announcements and Presentations**
  - Proclamation – Designating the Month of November 2020 as National Native American Heritage Month Page 13

7. **Possible Appointment of one (1) member to the Board of Adjustment for a term that expires January 2024** Staff Resource: Cindy Pemberton Page 15
8. **Possible Appointment of one (1) member to the Planning & Zoning Commission for a term that expires January 2024** Staff Resource: Cindy Pemberton Page 19
9. **Camp Verde Arena Association Update** Staff Resource: Russ Martin
10. **Discussion, Consideration and Possible Appointment of Council Members as Town Representatives and Alternates to various boards, committees and organizations.** Staff Resource Mayor Jenkins Page 25
11. **Discussion, Consideration and Possible Approval for the Finance Director to make the FY20 budget adjustments as attached on the Journal Entry Form labeled BAFY20-01.** Staff Resource: Mike Showers Page 27
12. **Discussion, Consideration and Possible Approval of providing general funding for an Arena Boundary and Screening Fence.** Staff Resource: Ron Long Page 29
13. **Discussion, Consideration and Possible Approval of a lease between the Town and MATFORCE for the use of the Town building at 600 S. 1st Street for the initial term of 5 years with an option for 5 more. The use of the building will be for office and community meetings.** Staff Resource: Russ Martin Page 35
14. **Discussion, Consideration and Possible Direction reestablishing a recycling program in cooperation with Sedona Recycles.** Staff Resource: Russ Martin Page 41
15. **Discussion, Consideration and Possible Direction to develop an ordinance(s) related to recreational marijuana. Directing staff to work with Planning Commission on zoning ordinance(s) or outright prohibition of recreational sales within the Town.** Staff Resource: Russ Martin Page 43
16. **Covid-19 Update.** Staff Resource Russ Martin
17. **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. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are

properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))

**18. Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

**19. Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

## **20. Adjournment**

*Note: Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:*

- (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));*
- (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));*
- (3) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));*
- (4) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. § 38-431.03(A)(4));*
- (5) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));*
- (6) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));*
- (7) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).*

*Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - 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. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. 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*

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 11-12-2020 at 1:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, NOVEMBER 4, 2020 at 6:30 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 Charles German called the meeting to order at 6:30 p.m.

**2. Roll Call**

Mayor Charles German, Vice Mayor Dee Jenkins, Councilor Bill LeBeau, Councilor Robin Whatley (zoom), Councilor Joe Butner, Councilor Jesse Murdock and Councilor Buck Buchanan are present.

**Also Present**

Town Manager Russ Martin, Deputy Town Clerk Virginia Jones, Town Clerk Cindy Pemberton and Rec Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Mayor Charles German led the Pledge.

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

**a) Approval of the Minutes:**

1. Regular Session – October 7, 2020

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

1. Regular Meeting – Wednesday November 18, 2020 at 6:30 p.m.
2. Regular Meeting – Wednesday December 2, 2020 at 6:30 p.m.

**c) Quarterly Reports for the Planning Commission and Board of Adjustments & Appeals for the period of July through September 2020.** Staff Resource: Melinda Lee

**Motion** made by Councilor LeBeau to approve the consent agenda. Second was made by Vice Mayor Jenkins. **Motion** carried 7-0 with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, Butner, LeBeau, and Buchanan approving.

5. **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. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))*

Camp Verde Arena Association Representatives Mary Phelps, Daria Weir and Stacy Barker presented a check of \$60,000 to the town. This money was borrowed to cover “up front” money to purchase bleachers. The Association was awarded a grant to pay the Town back.

6. **Special Announcements and presentations**

- **Honorable Judge Paul Schlegel will administer Oaths of Office to the newly Elected Officials, followed by the seating of the new Council Members. Staff Resource: Cindy Pemberton**

Judge Paul Schlegel administered the Oath of Office to:

- Dee Jenkins-Mayor
  - Jackie Baker-Council Member
  - Cris McPhail-Council Member
  - Jessie Murdock-Council Member
- **Recognition and presentation of appreciation to outgoing Mayor Charles German for his years of service to the town.**

Town Manager Russ Martin recognized outgoing Mayor Charles German for his years of service to the town.

- **Recognition and presentation of appreciation to Council Member Buck Buchanan for his years of service to the town.**

Town Manager Russ Martin recognized outgoing Council Member Buck Buchanan for his years of service to the town.

- **Presentation of certificate of appreciation to Cris McPhail for her service on the Planning and Zoning Commission**

Town Manager Russ Martin recognized Cris McPhail for her service on the Planning and Zoning Commission.

- **Presentation of certificate of appreciation to Jackie Baker for her service on the Planning and Zoning Commission**

Town Manager Russ Martin recognized Jackie Baker for her service on the Planning and Zoning Commission.

- **Traveling Vietnam Wall – Camp Verde. Presenters John Martinez and Guy Lamunyon to include Discussion, Consideration and request for sharing the cost of \$8,000.00 to bring the wall to Camp Verde.**

John Martinez and Guy Lamunyon spoke about the Welcome Home Vietnam Celebration that will be held at the Camp Verde State Park March 20-28, 2021. They recognized Vietnam Veterans who are present. They also reviewed the total cost to bring the traveling wall to Camp Verde and how much they still need to secure the dates.

Sheila from Fort Verde State Park explained representatives from the Town of Camp Verde have been working with Fort Verde in coordinating bringing the wall to Camp Verde. She expressed her gratitude for their service. She also presented Charles German with a picture collage and thanked him for his service and all that he has done for Fort Verde.

- **Proclamation – Designating November 1, 2020 as Extra Mile Day.**

Mayor Jenkins declared it so.

**7. Discussion, Consideration, and Possible Appointment of a Vice-Mayor for a two-year term.** Staff Resource: Cindy Pemberton

*Town Code-2016-Section 2-2-2 Vice Mayor* states that the Council shall select a Vice Mayor, after the official canvas is certified and approved following the date of the General Election the vice mayor shall serve for a two-year term at the pleasure of the Council. **Motion** made by Councilor Baker to nominated Councilor Joe Butner for the position of Vice Mayor. Second was made by Councilor LeBeau. Councilor McPhail would like to nominate Councilor Murdock. Councilor Murdock stated she would like to have a vice mayor without conflict within the community. Councilor Butner addressed Councilor Murdock's statement. In his years of service, he has always endeavored to do the right thing. He will continue to perform his duties, and is in support of the laws and the constitution of America. **Motion** passed 4-3 with Mayor Jenkins, Councilor Butner, Councilor LeBeau and Councilor Baker aye and Councilor McPhail, Councilor Murdock and Councilor Whatley nay.

**8. Possible Appointment of one (1) member to the Planning & Zoning Commission for a term that expires January 2023** Staff Resource: Cindy Pemberton

There has been a vacancy on the Planning & Zoning Commission since January with a term that would expire January 2023. The Town received one application from Andrew Faiella. Council can waive or alter the Town requirement that requires him to be a resident of Camp Verde for at least one year. Town Clerk Cindy Pemberton suggests Councilors speak to their constituents about considering to apply for commissions and boards as there are quite a few vacancies right now. Ms. Pemberton introduced Mr. Faiella. Mr. Faiella gave a brief history of his background. **Motion** made by Councilor McPhail to accept Andrew Faiella to the Planning and Zoning Commission for a term that will expire January 2023 and waive the 1yr residency requirement for this position only. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins,

Vice Mayor Butner, Councilors Whatley, Murdock, LeBeau, McPhail and Baker approving.

9. **Discussion, Consideration and Possible Approval of Ordinance 2020-A454 and Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona, for the extension and increase of approximately 95 acres, as described and shown on Exhibit A, into the corporate limits of the Town of Camp Verde, Yavapai County, State of Arizona, pursuant to the provisions of Title 9, Chapter 4, Article 7, Arizona Revised Statutes and Amendments thereto, as requested by the Town of Camp Verde. The annexation area begins approximately 2,100 feet north of State Route 260 and approximately 2,150 feet east of Champion Trail, continuing North and East of the eastern corporate limits of the Town of Camp Verde. It incorporates two town owned parcels designated for the existing Wastewater Treatment Plant Facility. Certain property is contiguous to the existing Town of Camp Verde limits of the Town of Camp Verde, as described, shall be annexed thereto.** Staff Resource: Melinda Lee

Community Development Director Melinda Lee gave a background on the agenda item. The existing Wastewater Treatment Plant, owned and operated by the Town of Camp Verde, utilizes four parcels. Two of these parcels are located within the incorporated Town Limits, two of them are not. The request is for the annexation of the two parcels outside of the Town Limits, 404-30-368 and 404-30-368B, into the corporate boundaries. Even though these two parcels are currently under the jurisdiction of Yavapai County, development projects have been handled by the Town Departments, by agreement. Bringing them into the corporate boundaries will provide consistent zoning district application and agency authority. Due to the extension of electric to the new rodeo arena on the property, APS became a personal property owner and subject to taxation. Therefore, they are the sole owner affected by this and have signed the petition. This request for annexation has been duly posted and advertised by staff. Staff is recommending this annexation be approved. **Motion** made by Vice Mayor Butner to approve Ordinance 2020-A454 and Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona, for the extension and increase of approximately 95 acres, as described and shown on Exhibit A, into the corporate limits of the Town of Camp Verde, Yavapai County, State of Arizona, pursuant to the provisions of Title 9, Chapter 4, Article 7, Arizona Revised Statutes and Amendments thereto, as requested by the Town of Camp Verde. The annexation area begins approximately 2,100 feet north of State Route 260 and approximately 2,150 feet east of Champion Trail, continuing North and East of the eastern corporate limits of the Town of Camp Verde. It incorporates two town owned parcels designated for the existing Wastewater Treatment Plant Facility. Certain property is contiguous to the existing Town of Camp Verde limits of the Town of Camp Verde, as described, shall be annexed thereto. Second was made by Councilor McPhail. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, LeBeau, McPhail and Baker approving.

10. **Public Hearing, Discussion, and Possible Recommendation to the Town Council for an application submitted by Town of Camp Verde Community Development for a Text Amendment for the following: Shipping Containers: Section 312.A, B, and**



**general citations; Signs: Section 404, Standards for Portable/Temporary Signs; of the Town of Camp Verde Planning & Zoning Ordinances and Subdivision Regulations.** Staff Resource: Melinda Lee

- **Staff Report**
- **Open Public Hearing**
- **Close Public Hearing**
- **Council Discussion**

**This item was pulled from the agenda prior to the meeting by Melinda Lee in Community Development.**

11. **Discussion, Consideration and Possible Approval of Job Order Contract # 20-142 Hollamon Sidewalk Project (CDBG 131-18) possibly awarding the Base Bid amount of \$211,637.73 and Alternate Amount of \$162,216.32 for a total of \$373,854.05 to McDonald Brothers, Inc including the consideration of additional capital improvement funding to the budgeted Community Development Block Grant (CDBG) funding to complete the project.** Staff Resource Ron Long

The Town was awarded \$330,143.00 from the Department of Housing. After Paying Engineering and Environmental Fee's, \$270,363.60 is the remaining budget (approximately 105K additional funding needed to complete both base and alternate). This federally funded project (CDBG funds) consists of the construction of new sidewalks along street frontages and new sidewalk ramps at intersections with construction in accordance with ADA requirements and Public Right of Way Access Guidelines (PROWAG). The base bid work is located within the right of way for Hollamon Street from Cliffs Parkway to 6th Street. An additional approximately \$125,000 from unallocated CIP Funds is requested to ensure the project gets fulling completed per original scope with some contingency available as necessary. There is also an alternate bid that could be added on. McDonald brother came in with the lowest bid. Public works would recommend adding on the alternate bid to get more sidewalks.

**Motion** made by Councilor McPhail to approve Job Order Contract # 20-142 Hollamon Sidewalk Project (CDBG 131-18) including the Base Bid amount of \$211,637.73 and Alternate Amount of \$162,216.32 for a total of \$373,854.05 to McDonald Brothers, Inc. by issuance of the Notice to Proceed per the existing JOC Contract #17-123 with an additional \$125,000 from the CIP fund to provide for limited contingency to complete the project. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, LeBeau, McPhail and Baker approving.

12. **Discussion, Consideration and Possible Approval of RESOLUTION 2020-1056. "A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, DESIGNATING THE COPPER CANYON FIRE AND MEDICAL DISTRICT AS THE FIRE SERVICE AGENCY FOR THE TOWN OF CAMP VERDE; DIRECTING THAT ANY ANNEXED PROPERTY OF THE TOWN OF CAMP VERDE ALSO BE INCLUDED WITHIN THE JURISDICTIONAL BOUNDARIES OF THE COPPER CANYON FIRE AND MEDICAL DISTRICT; AND DIRECTING THAT THE TOWN**

**MANAGER AND STAFF BE AUTHORIZED TO TAKE ALL ACTION NECESSARY TO IMPLEMENT THE SAME”** Staff Resource: Russ Martin

This is the final version of a resolution that simply designates the Copper Canyon Fire and Medical District as the Fire Service Agency per A.R.S. § 48-262(M) which permits the Town of Camp Verde (“Town”) to designate a service agency for purposes of providing emergency fire services within its jurisdictional boundaries. The Fire Chief Terry Keller is in attendance and available for questions. Councilor Murdock asked if there were any public comments following the open house held in August. Chief Keller said no. **Motion** made by Councilor Baker to approve Resolution 2020-1056, a resolution of the Mayor and Council of the Town Of Camp Verde, Arizona, designating the Copper Canyon Fire and Medical District as the fire service agency for the Town of Camp Verde; directing that any annexed property of the Town of Camp Verde also be included within the jurisdictional boundaries of the Copper Canyon Fire And Medical District; and directing that the town manager and staff be authorized to take all action necessary to implement the same. Second was made by Councilor Murdock. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, LeBeau, McPhail and Baker approving.

**12. 2020 Covid-19 Update – Staff Resource Russ Martin**

Financial Update-Russ

As reported to Mr. Martin from Financial Director Mike Showers, revenues are at a new record for revenues received; 400 over budgeted average.

Operational Update- Town Manager Russ Martin

- There has been a surge of new cases; Mr. Martin reviewed statistics and metrics. Plan to maintain the level of service and openness as what has been.

**13. 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. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))*

No public to speak.

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

Councilor McPhail attended the Economic Development for Elected Officials Meeting, NACOG Economic Recovery Summit Town Hall, HS presentation-CIVIC Class, AZ Town Hall, School Board Meetings, and Marshall's Committee Meeting.

Vice Mayor Butner- mentioned Prop 207, it looks like it will pass, he attended the Economic Development Zoom Meetings, and the VACTE Career and Technical Meeting. Councilor Whatley attended Friends of the Library Meeting.

Councilor Murdock expressed appreciation to the town for Fort Verde Days, and said a big thank you to everyone involved, especially Mike Marshall and Streets Department. She also participated in Main Street Trick or Treat.

Town Clerk Cindy Pemberton reminded everyone that at the November 18<sup>th</sup> Council Meeting, members will be able to select the meetings they would like to be liaisons for.

Mayor Jenkins attended the Permanent Base Adjustment Education for the Community Meeting, brought to the community by the Kiwanis and the School Board. Fort Verde Days Parade, Fort Verde Days and Rodeo; CVRAA presented the Town a buckle for their support. She attended a Memorial Service for a past council member. She attended a COVID update for Verde Valley leaders. She attended the Government Education Class for seniors, the MATFORCE luncheon, and the Main Street Trick or Treat; she appreciated Parks and Rec Department for keeping candy box full.

13. **Manager/Staff Report** *Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.*

Town Manager Russ Martin:

- Main Street Trick or Treat- proud of the staff with the organization of the event.
- Permanent Base Adjustment looks like it will pass and should be a positive opportunity for the town.
- Next Tuesday night Executive Session starting at 5:30pm.
- Town offices will be closed next Wednesday, November 11<sup>th</sup> to observe Veterans Day.
- There will not be a town holiday party; will try to arrange another way to celebrate.

14. **Adjournment**

Mayor Dee Jenkins adjourned the meeting at 8:06 p.m.

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Mayor Dee Jenkins

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Attest: Town Clerk Cindy Pemberton

**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 November 4,

2020. I further certify that the meeting was duly called and held, and that a quorum was present.

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

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

DRAFT



## PROCLAMATION

### DECLARING THE MONTH OF NOVEMBER 2020 AS NATIONAL NATIVE AMERICAN HERITAGE MONTH

*WHEREAS,* November is National Native American Heritage Month, which pays tribute to the rich history and culture of the Native American tribes

*WHEREAS,* In 1986, President Ronald Reagan issued a proclamation, at the request of the U.S. Congress, declaring the week of Nov. 23 through Nov. 30 as American Indian Heritage Week to recognize Native Americans as the first inhabitants, explorers and settlers of the lands that would become the United States.

*WHEREAS,* in 1990, as requested by the U.S. Congress, President George H.W. Bush issued a proclamation making November National American Indian Heritage Month to honor all the past, present and continuing contributions Native Americans have made to the country. In 2009, during President Barack H. Obama's first term in office, November became National Native American Heritage Month.

*WHEREAS,* Presidents Clinton, George W. Bush, Obama and Trump have issued annual proclamations to designate November as the month to recognize Native Americans.

*WHEREAS,* Congress chose the month of November to celebrate Native American culture because November concluded the traditional harvest season and was generally a time of thanksgiving and celebration for Native Americans.

***THEREFORE, BE IT RESOLVED*** that the Mayor and Common Council of the Town of Camp Verde do hereby proclaim the Month of November 2020 as National Native American Heritage Month.

Passed and approved by a majority vote of the Mayor and Common Council of the Town of Camp Verde at the Regular Session of November 18, 2020

\_\_\_\_\_  
Dee Jenkins, Mayor

\_\_\_\_\_ Date

Attest:

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

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Agenda Item 7



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: November 18, 2020

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

Requesting Department: Clerk’s Office

Staff Resource/Contact Person:

Agenda Title (be exact): Discussion, Consideration and Possible Appointment of one (1) member to the Board of Adjustment and Appeals, with a term that expires January 2024.

List Attached Documents: Letters of Interest from Buck Buchanan

Estimated Presentation Time: N/A

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

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

Fiscal Impact:  
 Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
 Comments:

Background Information: The Board of Adjustment and Appeals currently has one vacancy for a term that expires in January 2022. Buck Buchanan has presented a Letter of Interest for Council Consideration.

Recommended Action (Motion): Move to appoint xx to the Board of Adjustment and Appeals for a term that expires January 2024

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



# Camp Verde, Arizona

## LETTER OF INTEREST

Name: <u>BUCK BUCHANAN</u>		Date: <u>11-2-20</u>		
Home Address: <u>3470 S. HACIENDA LN. CAMP VERDE, AZ.</u>				
Mailing Address, if different:				
Email Address: <u>SALMONS PIKE 1933 @ GMAIL.COM</u>				
Home Telephone: <u>928-821-0834</u>		Work Telephone: <u>928 821-0834</u>		
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: <u>21 YRS</u>		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: <u>HOME INSPECTOR / BUILDER</u>				
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:				
<b>Board &amp; Commission preference (s):</b> Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:				
1. <u>BOARD OF ADJUSTMENT</u>		3.		
2.		4.		
<b>Education and Community Service</b>				
Schools Attended:		Degree:	Year:	
<u>SOUTHERN ILLI UNIV</u>				
<u>YAVAPAI COLLEGE</u>				
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:	
<u>SV/HOA</u>		<u>PRES-V. PRES</u>	<u>2001</u>	<u>PRESENT</u>
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>STUPIDITY (JOKE) LIKE SERVING CAMP VERDE</u>				
Have you ever been charged and convicted of a crime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
If yes please explain.				
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) <u>GOOD INFORMATION TO MAKE SOUND JUDGEMENTS</u>				
(b) <u>WELL RESEARCHED RECOMMENDATIONS</u>				
(c) <u>RESPECT</u>				



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

I HAVE SERVED ON ON REVALS OF TOWN  
GOV. OVER THE LAST 20 YEARS

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) 554-0021 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: \_\_\_\_\_



Date: 11-3-20

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





**Agenda Item Submission Form – Section I**

**Meeting Date:** November 18, 2020

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

**Requesting Department:** Clerk’s Office

**Staff Resource/Contact Person:**

**Agenda Title (be exact):** Discussion, Consideration and Possible Appointment of one (1) member to the Planning and Zoning Commission, with a term that expires January 2024.

**List Attached Documents:** Letters of Interest from Gregory Blue

**Estimated Presentation Time:** N/A

**Estimated Discussion Time:** 5 Minutes

**Reviews Completed by:**

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

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

**Background Information:** There has been a vacancy on the Planning & Zoning Commission since January with a term that would expire January 2023. This appointment would fill that vacancy. 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 for a term that expires January 2024

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



# Camp Verde, Arizona

## LETTER OF INTEREST

Name: <b>GREGORY BLUG</b>		Date: <b>11.9.2020</b>	
Home Address: <b>1717 S MURDOCK RD, CAMP VERDE AZ 86322</b>			
Mailing Address, if different:			
Email Address: <b>GREGORYBLUG@HOTMAIL.COM</b>			
Home Telephone:		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: <b>20 YEARS</b>		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: <b>GENERAL CONTRACTOR</b>			
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:			
<b>A PZ AND BOARD OF ADJUSTMENT + APPEALS (PRESENT) →</b>			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. <b>PLANNING + ZONING COMM.</b>	3.		
2.	4.		
<b>Education and Community Service</b>			
Schools Attended:		Degree:	Year:
<b>SANTA BARBARA HIGH SCHOOL</b>		<b>GENERAL</b>	<b>1969</b>
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:
<b>CITY OF COTTONWOOD</b>		<b>COUNCIL</b>	<b>1990 1997</b>
<b>" "</b>		<b>PZ COMMISSION</b>	<b>1988 1990 (3)</b>
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <b>EVERY RECOMMENDATION MADE SHOULD BE FOR THE BENEFIT OF THE FUTURE OF CAMP VERDE.</b>			
Have you ever been charged and convicted of a crime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes please explain.			
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) <b>PROVIDE CLEAR, CONCISE AND ACCURATE INFORMATION FOR THE COUNCIL'S DECISION.</b>			
(b) <b>IMPARTIAL AND FAIR REPRESENTATION OF PLANNING AND ZONING ORDINANCE.</b>			
(c) <b>A WORKING RELATIONSHIP W/ OTHER BOARDS, COMMITTEE MEMBERS, PROVIDING CLARITY OF PLANNING + ZONING ORDINANCE.</b>			

SEE ATTACHED →

③ ZORC - 2010

④ HOUSING COMMISSION - 2008

⑤ ADOT BYPASS COMMISSION - 2006

⑥ CITY OF COTTONWOOD DEVELOPMENT  
AND REVIEW - 1986 - 1989  
BOARD

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: FROM YEARS OF SERVICE ON A CITY COUNCIL, A VARIETY OF BOARDS, COMMISSIONS, AS WELL AS ACTUAL BUILDING AND DEVELOPMENT THROUGHOUT THE VERDE VALLEY. I AM AN EXPERIENCED STAKEHOLDER IN THE FUTURE AND QUALITY OF LIFE IN CAMP VERDE.

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) 554-0021 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:  Date: 11.9.2020

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



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Agenda Item 10



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: November 18, 2020

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

Requesting Department: Town Council

Staff Resource/Contact Person: Mayor Jenkins

Agenda Title (be exact): Discussion, Consideration and Possible Appointment of Council members as Town Representatives and alternates to various boards, committees and organizations.

List Attached Documents: Committee Assignment Sheet

Estimated Presentation Time: 15

Estimated Discussion Time: 10

Reviews Completed by:

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

Background Information:

Recommended Action (Motion):

Instructions to the Clerk:

**2018/2019 COUNCIL-COMMITTEE ASSIGNMENTS**

COUNCIL MEETING NOVEMBER 18, 2020

COMMITTEES	2018-2019	2020-2022	MEETING TIME	MEETING PLACE	CONTACT PERSON
COPPER CANYON FIRE & MEDICAL DISTRICT LIAISON	WHATLEY/GERMAN		3 <sup>RD</sup> THURSDAY AT 9:00 A.M.	Alternating between: 494 S Main/3240 E Beaver Creek Rd. <a href="https://cc-fma.org">https://cc-fma.org</a>	ROBYN COOK 567-9401 EXT 102
YAVAPAI COLLEGE GOVERNING BOARD	BUCHANAN		2 <sup>ND</sup> TUESDAY AT 1:00 P.M.	SEE ATTACHED	KAREN JONES-EXECUTIVE ASST 928-776-2307
LIAISON TO YAVAPAI-APACHE NATION	MAYOR GERMAN/LEBEAU		THURSDAY AT 9:00 A.M.	2400 W DATSI STREET	KARLA REIMER 567-1003 (Call Weekly to verify meeting)
INTERGOVERNMENTAL ASSOCIATIONS/MEETINGS	ALL COUNCIL	ALL COUNCIL		COMMUNITY ROTATION	
NACOG-REGIONAL COUNCIL	MAYOR GERMAN		QUARTERLY-4 <sup>TH</sup> THURSDAY (Feb, Apr, Jun, Aug, Oct) AT 10 AM-12 PM (EXEC 9-10)	HIGH COUNTRY CONFERENCE CENTER (HCCC) FLAGSTAFF OR AS DESIGNATED	928-774-1895
VVREO	TBD		FRIDAY. QUARTERLY AT 10:00 A.M.	YC BOARD ROOM -6 <sup>TH</sup> STREET-COTTONWOOD	634-8100
LEAGUE RESOLUTIONS COMMITTEE	MAYOR GERMAN	MAYOR JENKINS	ANNUALLY	LEAGUE OF CITIES AND TOWNS CONFERENCE	KEN STROBECK EXECUTIVE DIRECTOR
ARIZONA MUNICIPAL RISK RETENTION POOL (elected position only)	N/A ELECTED POSITION	N/A ELECTED POSITION	EVERY OTHER MONTH	PHOENIX	
VERDE VALLEY TRANSPORTATION ORG	RON LONG/BUCHANAN		EVERY OTHER MONTH	COTTONWOOD	
VERDE VALLEY TRANSIT COMMITTEE	BUCHANAN		MONTHLY		JASON KELLY
VV WATER USERS LIAISON	BUTNER		AS NEEDED	AS NEEDED	AS NEEDED
VERDE VALLEY HOMELESS COALITION (501C3)	LEBEAU		General meetings-4th Thursday of month 12-1. Board of Directors meets twice a month	Sycamore Rm - Spectrum Healthcare, 8 E Cottonwood, Cottonwood	Raena Avalon, Exec Dir., avalonrain@msn.com 928-202-1176
MENTAL HEALTH COALITION- VERDE VALLEY (added 09-23- 2015)	N/A		MONTHLY		
VERDE FRONT	MAYOR GERMAN		QUARTERLY	COTTONWOOD REC CENTER	Tahnee Robertson tahnee@swdresources.com Southwest Resources, Inc. 520-444-6105
VERDE VALLEY STEERING COMMITTEE OF MATFORCE	BUTNER/JENKINS		2ND WEDNESDAY OF EACH MONTH 12-1:30 PM	PUBLIC SAFETY BUILDING IN COTTONWOOD	MERILEE FOWLER mfowler@matforceaz.org
PUBLIC SAFETY PERSONNEL RETIREMENT BOARD CHAIRMAN	BYLAWS INDICATE THAT MAYOR OR CHIEF ELECTED OFFICIAL OR A DESIGNEE SHALL SERVE AS CHAIR. <b>MAYOR GERMAN</b>	BYLAWS INDICATE THAT MAYOR OR CHIEF ELECTED OFFICIAL OR A DESIGNEE SHALL SERVE AS CHAIR. <b>MAYOR JENKINS</b>	AS NEEDED	MARSHAL'S OFFICE TRAINING ROOM	MARY NEWTON
PHILLIP ENGLAND CENTER FOR THE PERFORMING ARTS FOUNDATION			1st WEDNESDAY OF EACH MONTH AT 4:30 PM	385 SOUTH MAIN STREET	KEN ZOLL
VERDE VALLEY LEADERS		MAYOR JENKINS	MONDAY AM - ZOOM		



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: November 18, 2020

Consent Agenda     Decision Agenda     Executive Session Requested

Presentation Only     Action/Presentation     Special Session

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Possible approval for the Finance Director to make the FY20 budget adjustments as attached on the Journal Entry Form labeled BAFY20-01.

List Attached Documents: 1) Journal Entry Form BAFY20-01

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 5 mins

**Reviews and comments Completed by:**

Town Manager: \_\_\_\_\_     Department Head: \_\_\_\_\_

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

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

Finance Department:

Fiscal Impact:

Budget Code: \_\_\_\_\_ See Attached    Amount Remaining: \_\_\_\_\_ N/A

Comments: The attached adjustments are all to operating transfer accounts and will not affect any expense accounts. Of the 4 groups of adjustments, two are simply allowing the Finance Director to move Federal Grants monies from the Federal Grants Fund to the fund where those monies were expensed; the Parks Fund and the General Fund. A third group is for reimbursing the parks fund for the Toy building which was purchased by the Parks Fund in FY19 but utilized at the Streets Yard (HURF Fund) in FY20. The fourth group of adjustments is for a shortfall in budgeted transfers for HURF related debt through FY20.

**Background Information:**

Recommended Action (Motion): Authorize the Finance Director to make the FY20 budget adjustments as attached on the Journal Entry Form labeled BAFY20-01.

Instructions to the Clerk: None





Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: November 18, 2020

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation       Special Session

Requesting Department: Public Works

Staff Resource/Contact Person: Ron Long, P.E.

Agenda Title (be exact): Discussion and Consideration and Possible Approval of providing general funding for an Arena Boundary and Screening Fence.

List Attached Documents:

- 1. Map
- 2. Specifications
- 3. Engineer's Estimate

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time: 10 Minutes

Reviews Completed by:

X Department Head:                       Town Attorney Comments: N/A

Finance Review: Budgeted   X Unbudgeted    N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: TBD

Amount Remaining:

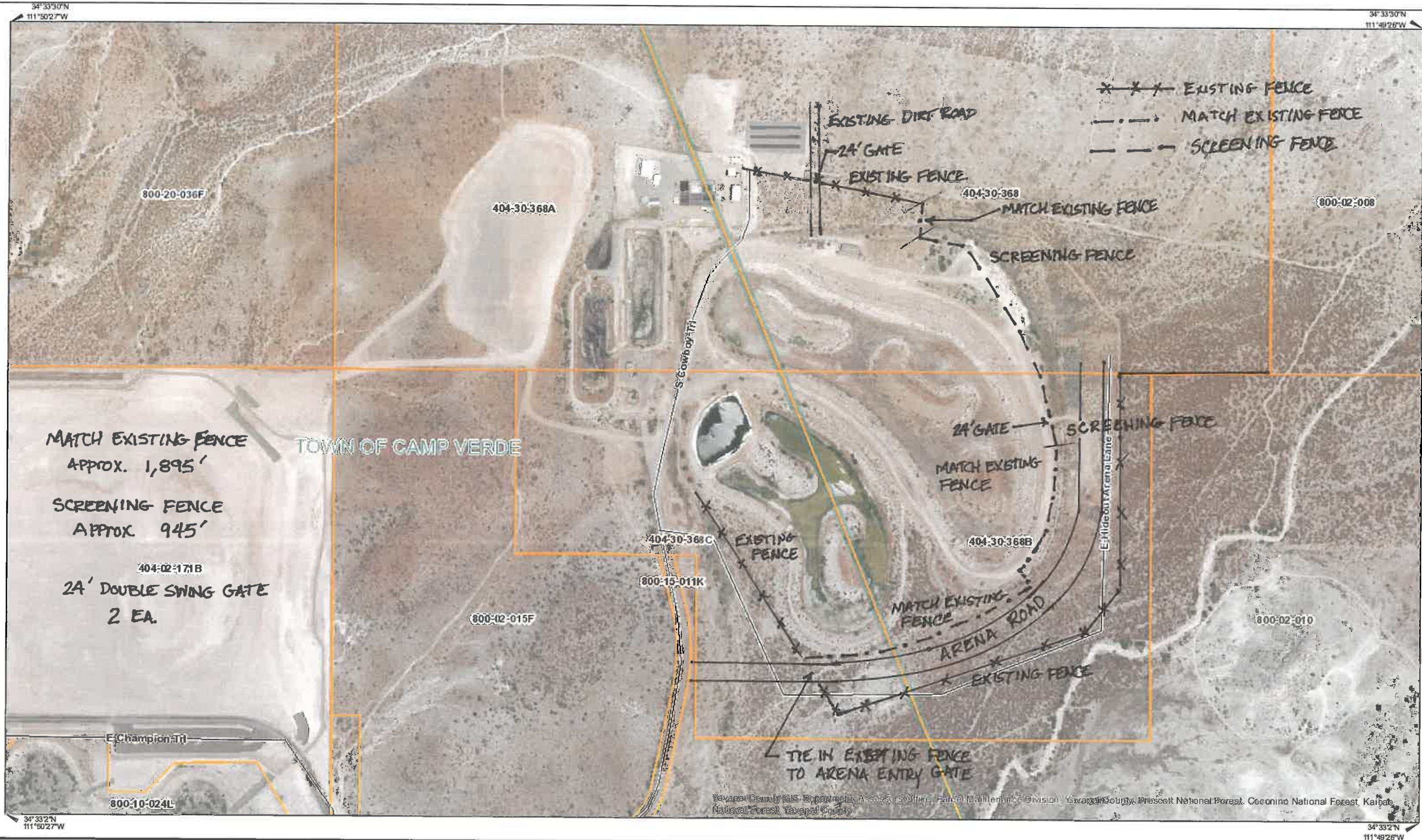
Background Information: As part of the Arena development, it was agreed upon that the CVAA would replace the fence that was removed during construction of the Arena. There is currently no fencing between the Waste Water Treatment Plant (WWTP) and the Arena. In order to secure the WWTP from trespassing and to screen the materials stored at the WWTP from the Rodeo Grounds a Boundary and Screening Fence should be installed as part of the Arena development. The Engineer's Estimate to install approximately 1,895 Linear Feet (LF) of Boundary Fence and 945 LF of Screening

Fence is \$44,870. Staff is currently soliciting bids from Fencing Contractors to be awarded at the next Regular Council Meeting. Based on the current market condition bids could be lower or higher than the Engineer's Estimate.

***Recommended Action (Motion):*** Approve the utilization of approximately \$45,000 of General Funds to construct a 6-foot high Boundary Fence and a 6-foot high Screening Fence between the Arena and the WWTP.

***Instructions to the Clerk:*** None





MATCH EXISTING FENCE  
APPROX. 1,895'

SCREENING FENCE  
APPROX. 945'

404-02-171B  
24' DOUBLE SWING GATE  
2 EA.

TOWN OF CAMP VERDE

\*-\*-\* EXISTING FENCE  
 -.-.- MATCH EXISTING FENCE  
 --- SCREENING FENCE

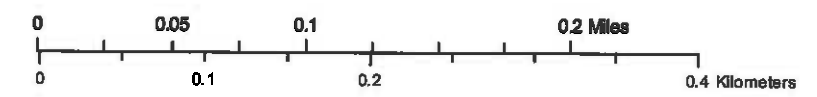
TIE IN EXISTING FENCE  
TO ARENA ENTRY GATE

Yavapai County GIS Department, Assessor's Office, Parcel Mail Terminal Division, Yavapai County, Prescott National Forest, Coconino National Forest, Kaibab National Forest, Yavapai County



**Disclaimer:**  
Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.  
Council Regular Session

November 18, 2020



31 of 43 1:4,600

Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.

Map Created 11/5/2020



# TOWN OF CAMP VERDE

**Public Works Department**  
395 S Main Street Camp Verde, AZ 86322  
Office (928) 554-0820 Fax (928) 567-1540  
[www.campverde.az.gov](http://www.campverde.az.gov)



**To:** Contractors  
**From:** Ron Long, Public Works Director  
**Date:** November 05, 2020  
**Re:** Fence Specifications

---

## **Match Existing Fence (Approx. 1,895 LF)**

6-foot high fence; with a 4-foot high 2" X 3" rectangular grid wire mesh, with 3-strands of barbwire on top, with T-posts at 10 foot spacing, and with strain posts at the ends, angle points, and at max 350-foot spacing.

## **Screening Fence (Approx. 945 LF)**

6-foot high chain link fence; with 9-gauge wire mesh Chain Link, with pre-woven privacy slats (Privacy Link brand or equal), with 2-3/8" Dia. Glav. Posts with 8' spacing and 2-1/2' D X 10" Dia. Concrete Post Bases.



## Engineer's Estimate

### Arena Boundary and Screening Fence

Date: November 09, 2020

Item #	Description	Units	Qty	Unit Cost	Sub Total
1	6-Foot Boundary Fence	LF	1,895	\$8.00	\$15,160.00
2	6-Foot Screening Fence	LF	945	\$28.00	\$26,460.00
3	Chain Link Gate; Double Swing, 24-Foot Wide	EA	1	\$1,500.00	\$1,500.00
4	Chain Link Gate; Double Swing, 24-Foot Wide, with Pre-woven Privacy Slats.	EA	1	\$1,750.00	\$1,750.00
				<b>TOTAL</b>	<b>\$44,870.00</b>

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**Agenda Item Submission Form – Section I**

**Meeting Date:** November 18<sup>th</sup>, 2020

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

**Requesting Department:** Administration

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

**Agenda Title (be exact):** Discussion, consideration and possible approval of a lease between the Town and MATFORCE for the use of the Town building at 600 S. 1st Street for the initial term of 5 years with an option for 5 more. The use of the building will be for office and community meetings.

**List Attached Documents:**

- 1. Proposed Lease Agreement

**Estimated Presentation Time:** 10 mins

**Estimated Discussion Time:** 10 mins

**Reviews and Comments Completed by:**

Town Manager: Russ Martin       Department Head: \_\_\_\_\_

**Town Attorney Comments:** Reviewed corrected and approved to form

Risk Management: N/A

**Finance Department:** No budget has been set aside for any costs associated with this building any maintenance required would have to come from existing maintenance budget.

**Background Information:**

MATFORCE has agreed to address the largest capital item (heating and cooling unit) to get the building occupied. The lease allows for community meeting usage and is for a term of 5 years with the possibility for 5 more with the clear 6 month notice in case the use of the building/property changes in that time frame.

We can lease to MATFORCE a Town asset as long as the return in value is approximate to the value of the leased premise. MATFORCE and its coalition are nearly invaluable to our community and schools on substance abuse issues.

**Recommended Action (Motion):** Move to approve the lease agreement between the Town of Camp Verde and MATFORCE for an initial term of 5 years.

**Agreement for  
Municipal Lease  
Between  
The Town of Camp Verde  
and MATFORCE**

This Agreement for Contracted Services and Municipal Lease (“**Agreement**” or “**Lease**”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between MATFORCE a non-profit corporation, hereinafter referred to as “**Tenant**” or “**MATFORCE**” interchangeably and the Town of Camp Verde, a municipal corporation, hereinafter referred to as “**Town**”.

**RECITALS**

**WHEREAS**, pursuant to A.R.S,§ 9-500.11, the Town desires to enter into a lease of the Town’s building at 600 S. Main Street, Camp Verde, Arizona, hereinafter as depicted on Exhibit A referred to as “**Premises**”; and

**WHEREAS**, the Town receives a significant benefit from proximity to our law enforcement presence next door and access to the resources of MATFORCE and its coalition of other agencies and volunteers for the purpose of addressing substance abuse issues within our community; and

**WHEREAS**, the Town desires to maintain a strong position against substance abuse by our children and adults alike; and

**WHEREAS**, the MATFORCE is qualified and has the experience, organization and connections to provide assistance to the Town and its residents and school to address substance abuse issues in our community; and

**WHEREAS**, the Town and MATFORCE both have the desire and the commitment to address and reduce substance abuse in all our communities through use of the Premises.

*NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS SET FORTH BELOW*

**AGREEMENT**

**Term:** The term of this Agreement shall be from December 1, 2020 through November 30, 2025 with the option for a five-year extension upon the mutual agreement of the Town and MATFORCE.

1. **Site:** The Town hereby leases to MATFORCE the facility located at 600 S. 1<sup>st</sup> Street, Camp Verde, Arizona for the term of the Agreement for \$1.00 per year.
2. **Funding and Development:** MATFORCE agrees to occupy and manage use of the Premises. Subject to Section 8 of the Lease provisions below, the Town agrees to maintain the improvements located on the Premises (the “**Building**”) after the necessary

improvements for occupancy are installed by and at the cost of MATFORCE, up to and including replacing the heating and cooling unit.

3. **Public Use:** The Town and MATFORCE agree to allow for community groups to utilize appropriate general use spaces within the Building for occasional use and meetings pursuant to scheduling plan agreed upon by the parties.
4. **Early Termination:** If in the event the Town proceeds on any plans which may affect the ability to utilize the Building, the Town may terminate the Lease upon six (6) months written notice to the address below.
5. **Lease:** The Town will provide use of the Building to MATFORCE subject to the terms and conditions of the Lease as set forth in this Agreement.
16. **Choice of Law:** This Agreement is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona including, without limitation, the provisions of A.R.S. § 38-511.

### Lease

LANDLORD: Town of Camp Verde, an Arizona municipal corporation, 473 South Main Street, Ste. 102, Camp Verde, AZ 86322

TENANT: MATFORCE, 8056 E. Valley Road, Suite B, Prescott Valley, AZ 86314

WHEREAS, the Landlord and Tenant agree that the use of the Premises will benefit the Town of Camp Verde and its residents through direct and local connection with MATFORCE staff and resources to reduce substance abuse in the Town and the surrounding areas; and

WHEREAS, the Town has provided the Building located at 600 S. Main Street for use by MATFORCE for their mission within our community(ies)

WHEREAS, the parties wish to memorialize their understanding regarding the lease of the Premises to be used as an office and community meeting location, as defined in the Agreement above; and

*NOW, THEREFORE IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS OF THE PARTIES, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE PARTIES AGREE AS SET FORTH BELOW*

### Terms & Conditions of Lease

1. **Property and Use:** Landlord shall lease to Tenant the Premises located at 600 S. Main for office and community meeting space.
2. **Term:** The term of the Lease shall be for the period December 1, 2020 to November 30, 2025. The Lease may be extended by both parties, under the same terms and conditions, for an additional 5 year period at the expiration of the initial term of the Lease.

3. **Improvements:** The Tenant shall install a heating and cooling unit prior to occupancy after which the Tenant shall not make any modifications or improvements to the Premises without the prior authorization of the Town Manager. Any office equipment, supplies, or other fixtures brought to the Properties by Tenant, shall remain the property of the Tenant.
4. **Rent:** Payment of rent during the term of the Lease shall be the nominal sum of \$1.00 *per year*, acknowledging that the occupancy and use of the Premises for office and meeting space to conduct MATFORCE activities, trainings and similar activities will be a benefit of the citizens of the Town and the surrounding communities. That benefit consists of local and regular access by the Marshal's Office and local schools for resources to reduce substance abuse including programs that reduce recidivism. Additionally use of meeting spaces remain open to public use through prior request to MATFORCE for scheduling.
5. **Utilities:** Costs of the utilities to the Premises such as electrical service and any separate heating/cooling costs, where they may be prorated, shall be the responsibility of the Tenant.
6. **Public Use:** The Tenant shall hold the use of the Premise but should allow for occasional use by community groups that may want access for such use to meet pursuant to a scheduling plan agreed to by the parties.
7. **Sublease:** Tenant shall not sublease any portion of the Premises without the written consent of the Landlord.
8. **Maintenance:** Tenant shall be responsible for the general maintenance of the Premises in their condition at the time of initial occupancy, *provided that* Landlord shall be responsible for maintaining the heating/cooling and other larger maintenance requirements of the Building.
9. **Signs:** Tenant shall not install any exterior signage on the Premises without the prior written approval of the Landlord.
10. **Remodeling:** The Landlord reserves the right to effect changes in the Building structure, parking, and access consistent with the surrounding parking areas that indicates the primary uses of the Building.
11. **Insurance:** Tenant agrees to procure and maintain, at its sole expense, a policy of General Liability insurance with a limit of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate against claims for bodily injury, death and property damage that names the Landlord and its officials, officers, employees and agents as an Additional Insured in connection with the Building as provided herein; the Tenant shall keep said policy in force for the duration of this Lease, and for any extension thereof. The Tenant shall provide the Landlord with the Certificate of Insurance (COI) evidencing such insurance coverage. This aforementioned COI and the fully executed Agreement must be returned simultaneously to the Landlord. Only upon the Landlord's receipt of both the aforementioned documents, will the Agreement and Lease become effective,

12. **Dispute Resolution:** If a dispute between the parties arises as to the terms and obligations under this Lease, then the Landlord and the Tenant shall attempt in good faith to resolve said dispute.
13. **Early Termination:** If the Landlord proceeds with any plans which may affect the Premises, the Landlord may terminate this Lease upon six (6) months written notice to the Tenant.
14. **Choice of Law:** This Lease is entered into in the State of Arizona and shall be construed and interpreted under the laws of the State of Arizona. The Agreement and Lease are subject to termination pursuant to A.R.S. § 38-511.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement and Lease to be executed by their duly authorized officials on \_\_\_\_\_.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dee Jenkins, Mayor

\_\_\_\_\_  
William Sims, Town Attorney

ATTEST:

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

\_\_\_\_\_  
Date

**APPROVAL AND EXECUTION BY TENANT**

PASSED AND APPROVED BY MATFORCE ON THE \_\_\_\_ day of \_\_\_\_\_.

MATFORCE

By: \_\_\_\_\_

\_\_\_\_\_(title)





**Agenda Item Submission Form – Section I**

**Meeting Date:** November 18<sup>th</sup>, 2020

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

**Requesting Department:** Administration

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

**Agenda Title (be exact):** Discussion, consideration and possible direction reestablishing a recycling program in cooperation with Sedona Recycles

**List Attached Documents:**

1. Background information from Sedona Recycles

**Estimated Presentation Time:** 10 mins

**Estimated Discussion Time:** 15 mins

**Reviews and Comments Completed by:**

Town Manager: Russ Martin       Department Head: \_\_\_\_\_

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department: Not currently budgeted, all potential expenses would require a budget amendment.

**Background Information:**

Staff was approached to consider new alternatives in providing some limited level of recycling program. Staff has met with Jill McCutcheon of Sedona Recycles to consider a limited option. They can provide the capital equipment, essentially the bins/trailers necessary to do cardboard and glass. The Town would be required to haul to the Sedona Recycles site in West Sedona and pay fees as outlined (\$25/Cardboard, \$50/Glass) per load.

It is estimated that would be approximately 1 or 2 loads per week depending on the demand and would require approximately 3 hours round-trip as use of our equipment/gas/driver each trip at approximately \$100 per load cost plus equipment. (This cost could be limited further with potential community volunteers who could do the haul/driving portion of this for us regularly.)

Driver (\$30/Hour or \$90/load)  
Gas (\$15/load)

Based on prior usage it is estimated to cost approximately \$300/week in fees and \$200-\$300 in staff/gas and equipment usage. Starting as early as December 1<sup>st</sup> this would cost, real non-budgeted cost of about \$10000 and about \$9000 in use of budgeted staff time/gas/equipment through the rest of the fiscal year.

***Recommended Action (Motion):*** Direct staff to formalize agreement with Sedona Recycles and prepare budget amendment for formal consideration at December meeting.



**Agenda Item Submission Form – Section I**

**Meeting Date:** November 18<sup>th</sup>, 2020

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

**Requesting Department:** Administration

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

**Agenda Title (be exact):** Discussion, consideration and possible direction to develop an ordinance(s) related to recreational marijuana. Directing staff to work with Planning Commission on zoning ordinance(s) or outright prohibition of recreational sales within the Town.

**List Attached Documents:**

**Estimated Presentation Time:** 10 mins

**Estimated Discussion Time:** 15 mins

**Reviews and Comments Completed by:**

Town Manager: Russ Martin       Department Head: \_\_\_\_\_

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department: N/A

**Background Information:**

Proposition 207 has passed and will soon be the law in Arizona allowing for the private use of recreational marijuana. Along with many restrictions built into the proposition is the allowance for local government to prohibit the sale of recreational marijuana within Town boundaries. Staff is requesting direction on whether to prepare an ordinance for prohibition or direct the Planning Commission to work through zoning issues related to possible retail sales.

**Recommended Action (Motion):**

- 1) Direct staff to prepare an ordinance for prohibition within the Town limits; or
- 2) Direct the Planning Commission to prepare ordinance recommendations regarding zoning