

**(Corrected) 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 fully completed per original scope with some contingency available as necessary. There is also an alternate bid that could be added on. McDonalds 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 was 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; \$400,000.00 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; CVAA presented the Town a buckle for the Towns 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.

  
\_\_\_\_\_  
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 23<sup>rd</sup> day of November, 2020.

Cindy Pemberton

Cindy Pemberton, Town Clerk