

**MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, DECEMBER 2, 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 Dee Jenkins called the meeting to order at 6:30 p.m.

**2. Roll Call**

Mayor Dee Jenkins, Vice Mayor Joe Butner (zoom), Councilor Bill LeBeau (zoom), Councilor Robin Whatley (zoom), Councilor Jackie Baker (zoom), Councilor Jesse Murdock (zoom) and Councilor Cris McPhail (zoom) are present.

**Also Present**

Town Manager Russ Martin, Town Clerk Cindy Pemberton and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Mayor Dee Jenkins 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. Special Session – November 10, 2020
2. Executive Session – November 10, 2020
3. Regular Session – November 18, 2020
4. Special Session – November 23, 2020

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

1. Regular Meeting – Wednesday December 16, 2020 at 6:30 p.m.
2. Regular Meeting – Wednesday January 6, 2021 at 6:30 p.m.

**c) Discussion, consideration, and possible award of the Arena and Waste Water Treatment Plant Boundary and Screening Fence Improvement (project #20-143) to the low bidder Yavapai Fence Inc. for the amount of \$31,466.00. Staff Resource: Ron Long**

Town Clerk Cindy Pemberton would like to remove the minutes listed as 4. A.1. Special Session, November 10, 2020 due to the amount of errors listed. **Motion** made by Councilor LeBeau to approve the consent agenda with corrections as noted by the Clerk. Second was made by Councilor McPhail. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail 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))**

No public to speak.

6. **Special Announcements and presentations**

- **Presentation of Law Enforcement Service Award. There will be 4 nominees who will receive nomination plaques and one winner who will receive an additional plaque. The nominees are Detective Dustin Richardson, Dispatcher Alexis Capp, Evidence Custodian Debbie Hughes, and Deputy Jeff Bowers. There will be a short speech by a Kiwanis Representation for each award. Law Enforcement Service Award. Staff Resource: Corey Rowley**

Town Clerk Cindy Pemberton suggested pulling this item due to the deputies not being able to be at the meeting in person. This item could be placed on a future agenda. Mayor Jenkins pulled the item until to be revisited at a later date when meetings could resume, in-person.

7. **Discussion, Consideration and Possible Approval of a request from the Camp Verde Arena Association (CVAA) for up to \$130,000 for sewer development, bathrooms and concession building. Staff Resource: Russ Martin**

Town Manager Russ Martin stated any costs would come out of the Unallocated Fund.

Bob Wier updated Council on the events that have been held thus far and reviewed the upcoming events. He expressed the need for the connection of a sewer line for restrooms & cleanouts for RV's and a building for concessions.

Councilor Baker asked if the Rodeo Association would be a sewer customer if the sewer line was installed or if the Town would own it. Mr. Martin stated the Association would be a customer and pay a bill. This is for the upfront cost of putting in the sewer line.

Councilor McPhail would like to consider waiting on this item until Council can work together to become more of a team.

**Motion** made by Councilor McPhail to table this item. Second was made by Councilor Whatley. **Motion** failed 2-5. Councilor Whatley and Councilor McPhail aye. Mayor Jenkins, Vice Mayor Butner, Councilors Murdock, Baker, and LeBeau nay.

Vice Mayor Butner stated since some Capital Improvement funds are available and the sewer hookup is required in the terms of the lease, we should at least complete the sewer hook ups. Then consider the other items later.

**Motion** by Vice Mayor Butner of appropriation of \$52,800 for sewer hookup and bathrooms at the rodeo arena at this time. Second was made by Councilor McPhail. **Motion** passes 6-1. Mayor Jenkins, Vice Mayor Butner, Councilors Murdock, Baker, McPhail and LeBeau aye. Councilor Whatley nay.

8. **Discussion, Consideration and Possible Approval of State Grants-in-Aid Construction, SGIA-C Grant Application.** Staff Resource: Kathy Hellman

Kathy Hellman reviewed the need to get operators in place. Stanley Door Systems has given a quote for each floor. The grant application is pending but needs to have a 50/50 match from the Town.

Vice Mayor Butner stated the agenda item makes no mention of matching funds for the grant and asked if it was appropriately agenized. Mr. Martin stated the application is what Council needs to approve and it is part of the requirement of the application. Next time it will be agenize better.

**Motion** made by Vice Mayor Butner to approve the State Grants in Aide-Construction SGIA-C grant application up to the amount of \$5,000 in matching funds for the library. Second was made by Councilor LeBeau. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving.

9. **Discussion, Consideration and Possible Approval of the 2020 Urban Upland Trail Plan** Staff Resource: Steve Ayers

Economic Development Director Steve Ayers explained the General Plan called for the Open Space Plan- Trail Plan, so they put together the Urban Upland Trail Plan. He explained it is a living document and reviewed past planning efforts.

Vice Mayor Butner asked if any trails hook up to the General Crook Trail. Mr. Ayers stated not at this time.

**Motion** made by Councilor Baker to approve the 2020 Urban Upland Trail Plan as presented. Second was made by Councilor McPhail. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

10. **Discussion, consideration and possible Approval of Resolution 2020-1058, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the application for the Arizona State Parks and Trails Off-Highway vehicle/recreation Trail Program Grant.** Staff Resource: Steve

Ayers

Economic Development Director Steve Ayers and Jessica Bryson reviewed the trail application. For clarification they only need four days from the Streets Department time to help with the project.

**Motion** made by Councilor Baker to approve Resolution 2020-1058, authorizing the submission of a grant application under the Arizona State Parks and Trails Off-Highway Vehicle/Recreation Trail Programs to provide funding for the development of Grief Hill Trailhead; and authorize in-kind commitments as specified in the grant. Second was made by Councilor LeBeau. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

11. **Discussion, consideration and possible Approval of Resolution 2020-1059, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona adopting the application for the Arizona State Parks and Trails off-Highway vehicle/recreation Trail Program safety and Environmental Education Grant.** Staff Resource: Steve Ayers

Economic Development Director Steve Ayers and Jessica Bryson reviewed the trail application. This is to produce a Trail Guides.

**Motion** made by Vice Mayor Butner to approve Resolution 2020-1059, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the application for the Arizona State Parks and Trails Off-Highway Vehicle/Recreation Trail Programs Safety and Environmental Education Grant. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

12. **Discussion, Consideration, and Possible Approval of and Inter-Governmental Agreement (IGA) with the Yavapai County Flood Control District to provide \$205,000 in funding for selected stormwater related projects. Also allowing Finance Director to move \$205,000.00 from the Unanticipated Grants Revenue and Expenses line items to the Yavapai County Flood Control Revenue and Expenses line items.** Staff Resource: Ron Long

Public Works Director Ron Long reviewed the IGA. Councilor Murdock asked if the money doesn't come through from the County, will the Town not go through with the project. Mr. Martin confirmed this is correct. They will verify before moving forward.

**Motion** made by Vice Mayor Butner for the approval of an Inter-Governmental Agreement (IGA) with the Yavapai County Flood Control District to provide \$205,000 in funding for selected stormwater related projects. Also allowing Finance Director to move \$205,000.00 from the Unanticipated Grants Revenue and Expenses line items to the Yavapai County Flood Control Revenue and Expenses line items. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

13. **Discussion, consideration and possible approval of Ordinance 2020-A457, of the Mayor and Common Council of the Town of Camp Verde, Yavapai County,**

**Arizona, for a Zoning Map change, reverting from C2 (Commercial: General Sales & Services) back to R1I (Residential: Single Family Limited), as requested by the Town of Camp Verde Community Development. The property includes Lots 1 through 12 in White Hawk at Camp Verde, located at the end of Homestead Parkway, east of State Route 260, on Parcel Nos. 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona, and providing that this ordinance shall be effective thirty (30) days after its passage and approval according to law. Staff Resource: Melinda Lee**

Community Development Director Melinda Lee reviewed the changes and gave a brief break down of the history.

Vice Mayor Butner asked about the application being submitted by the Town. Ms. Lee explained that Bobby Webb completed application and prepared documentation for this request. The Town of Camp Verde is the applicant and the property owner is Simonton Ranch. As the property owner they have to give permission

Vice Mayor Butner is concerned because there is no signature from Mr. Simonton on the agreement revision. Ms. Lee stated the original application to change from a from C2 to C3 is the same application that had never been finalized. Everything still applies. The attorney recommended to move forward with original application. The application does not have correct information, it should not be referred to as M1. Should be C2 to R1L. Mr. Simonton agreed to it by a signed waiver with the application number listed. Agreed to change the zoning on the property.

**Motion** made by Councilor Baker to approve Ordinance 2020-A457, an Ordinance of the Mayor and Common Council of The Town of Camp Verde, Yavapai County, Arizona, for a zoning map change, reverting from C2 (Commercial: General Sales & Services) back to R1L (Residential: Single Family Limited), as requested by the Town of Camp Verde Community Development. The property includes lots 1 through 12 in White Hawk at Camp Verde, located at the end of Homestead Parkway, east of State Route 260, on Parcel Nos. 403-23-107 through 403-23-118, in Camp Verde, Yavapai County, Arizona, and providing that this ordinance shall be effective thirty (30) days after its passage and approval according to law. Second was made by Councilor Whatley. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

- 14. Discussion, consideration and possible approval of Ordinance 2020-A458, of the Mayor and common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Zoning 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**

Community Development Director Melinda Lee reviewed the modifications.

**Motion** made by Councilor LeBeau to approve Ordinance 2020-A458, of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Zoning 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. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

15. **Discussion, consideration and possible approval of Resolution 2020-1060, of the Mayor and common Council of the Town of Camp Verde, Yavapai County, Arizona on multiple street name ratifications, as described in exhibits A through C; and providing that this resolution shall be effective 30 days after its passage, or upon appropriate street name sign changes or installations. Staff Resource: Melinda Lee**

Community Development Director Melinda Lee said these names need to be ratified.

Councilor Baker asked if these names taken from list that was created and approved previously. Ms. Lee stated yes these names were taken from the approved list.

**Motion** made by Councilor Baker to approve Resolution 2020-1060, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona on multiple street name ratifications, as described in Exhibits A through C; and providing that this resolution shall be effective 30 days after its passage, or upon appropriate street name sign changes or installations as appropriate. Second was made by Councilor Whatley. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

16. **Discussion, Consideration and Possible Approval of Power DMS software for use in multiple departments allowing for better document management requiring a budget adjustment of \$5300 in IT in the first year and \$10,000 in subsequent budget years. Staff Resource: Brandy Cabrera and Stephen Butler**

Human Resource Director Brandy Cabrera talked about Power DMS software. Lieutenant Butler spoke of the software as it is has been used in the Marshal's office.

**Motion** made by Councilor Baker to approve budget adjustment to purchase Power DMS Software Program. Councilors had additional discussion and wanted clarification of the motion. Councilor Baker withdrew the motion. Councilor's discussed how many years to designate funds for. Ms. Pemberton stated the agenda needed to state a 3<sup>rd</sup> year allotment, therefore cannot specifically state the allotment for the third year. Councilor's discussed the appropriate language for the motion.

**Motion** made by Councilor Baker to approve the budget adjustment to purchase the Power DMS Software for use in multiple departments allowing for better document management requiring a budget adjustment of \$5,300 in IT in the first year and \$10,000 in subsequent budget years. Second was made by Vice Mayor Butner. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

17. **Discussion and Possible Direction to the Town Manager on the future of Risk Management including possible approval of changes to job descriptions for Risk Manager and HR Specialist and possible addition of a job description and wage**

**scale for a Risk Compliance Specialist. Staff Resource Brandy Cabrera and Corey Rowley**

Human Resource Director Brandy Cabrera reviewed some of the changes. Marshal Rowley reviewed how the Risk Manager had impacted the Marshal's Office and a Risk Manager is very much needed.

Councilor's discussed this position, who this person's supervisor should be, is the position really needed or modify this job description. It is suggested using the Insurance Pool help in some areas.

Mayor Jenkins suggested postponing hiring any new positions until it is budget time.

Councilor Murdock stated the need to discuss this a little more. This needs a lot more detail. She doesn't want to have to outsource to the Insurance Pool fulltime. A work session may be needed.

**Motion** made by Vice Mayor Butner to set this matter for a work session and table item number 17 on the agenda in terms of direction to the Town Manager on the future of risk Management. Second was made by Councilor Baker. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

**18. Discussion, Consideration and Possible Authorization of the Mayor's signature onto on a joint MOU for opioid abuse settlement called "ONE ARIZONA OPIOID SETTLEMENT MEMORANDUM OF UNDERSTANDING" Staff Resource: Russ Martin**

Mr. Martin reviewed the MOU. Councilor Baker asked Marshal Rowley to review the effect opioids has had on the Town of Camp Verde.

**Motion** made by Councilor Baker to authorize the Mayor's signature onto the "ONE ARIZONA OPIOID SETTLEMENT MEMORANDUM OF UNDERSTANDING". Second was made by Councilor LeBeau. **Motion** carried 7-0 with Mayor Jenkins, Vice Mayor Butner, Councilors Whatley, Murdock, Baker, LeBeau, and McPhail approving

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

Financial Update-Mike Showers

Finances are coming in well, another good month. October is the best month ever.

Operational Update- Town Manager Russ Martin

Positivity rate is through the roof. Important to close loop hole to keep people safe. Doors are closed but answering them. Masks are required. Using zoom for meetings.

Governor's Office activities that include 50 or more people, restrict that. Post notices. Will meet with arena association regarding events.

**20. 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.

21. **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 Whatley attend Coper Canyon Special Zoom Meeting to discuss creating a Resolution in support of the Verde Connect Project. Councilor Baker and Councilor McPhail attended the League of Cities and Towns training for Elected Officials. Mayor Jenkins tunes into the Monday Verde Valley Leaders Meeting to get an update on COVID.

22. **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:

- If you need something as please don't hesitate to contact him.
- The Council room is available.

23. **Adjournment**

Mayor Dee Jenkins adjourned the meeting at 9:11 p.m.



Mayor Dee Jenkins



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 December 2, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 21st day of December, 2020.



*Cindy Pemberton*

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Cindy Pemberton, Town Clerk