

**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 20, 2021 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, Councilor Bill LeBeau, Councilor Robin Whatley (zoom), Councilor Jackie Baker, 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

Vice Mayor Joe Butner led the Pledge.

Mayor Jenkins took a Point of personal privilege to acknowledge the passing of Bill Jump. Council observed a moment of silence.

Mayor Jenkins asked if Council had any objections to Town Clerk Pemberton reading the agenda titles and descriptions until Council can approve updated policy Rules and Procedures. Council had no objections.

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 – January 6, 2020

b) Set Next Meeting, Date and Time:

1. Regular Meeting – Wednesday February 3, 2021 at 6:30 p.m.
2. Regular Meeting – Wednesday February 17, 2021 at 6:30 p.m.
3. Special Meeting- Executive Session-Tuesday January 26, 2021 at 4:30pm.

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

d) Approval to sign a Letter of Support for the Verde Valley Regional Economic Organization, supporting VVREO's Economic Development Administration Broadband Planning grant application. Staff Resource: Steve Ayers

e) Approval of Application for a Permit for Extension of Premises/Patio Permit on existing Liquor License #03133021, Alex Goetting-Verde Brewing, located at 724 N Industrial Drive Unit 7A, Camp Verde, Arizona 86322. Staff Resource Cindy Pemberton

Motion made by Councilor Baker to approve the consent agenda as presented with addition of the January 26th meeting. Second was made by Vice Mayor Butner.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 7-0.

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 comments from the public.

6. **Special Announcements and presentations**

- None

7. **Discussion, Consideration and Possible Approval of Expanded SGIA-C Grant Application with One-to-One Matching Funds Required.** Staff Resource: Kathy Hellman

Library Director Kathy Hellman stated that at the end of November the library received notification of award for the SGIA-C 2021 application to add ADA Door Openers to the restroom doors. With the award came an unexpected offer to fund the other projects they had described in the application under Needs Assessment. With \$54,000 from SGIA-C funds and the one-to-one match from Town funds, the \$108,000 would allow:

- purchase and install LED stack lighting, LED can lights in the 2nd floor adult stacks and fireside room and replace all can lights on 1st floor with LED inserts– \$40,000

- purchase and install window tinting on skylights and west-facing doors and windows- \$15,000
- purchase and install acoustic sound-absorbing panels - \$53,000

Director Hellman will have to submit the application by January 29, 2021.

Councilor LeBeau asked if the money would come out of CIP. Mr. Martin said yes, and from the Cares Act Fund.

Motion by Councilor LeBeau to approve the library's SGIA-C 2021 Application - Lighting and commit the necessary funds not to exceed \$54,000 to complete the projects. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 7-0.

8. **Discussion, Consideration and Possible Approval of Resolution 2021-1064, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT WITH THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA FROM ITS CLEAN DRINKING WATER REVOLVING FUND PROGRAM; DELEGATING THE DETERMINATION OF CERTAIN MATTERS RELATING THERETO TO THE MANAGER AND THE FINANCE DIRECTOR; PROVIDING FOR THE TRANSFER OF CERTAIN MONEYS AND MAKING CERTAIN COVENANTS AND AGREEMENTS WITH RESPECT THERETO; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY SUCH LOAN AGREEMENT AND THIS RESOLUTION AND DECLARING AN EMERGENCY.** Staff Resource Michael Showers and Russ Martin

Finance Director Mike Showers said the Town would be taking on a \$1.2M loan that is expected to be re-paid by property owners within an approved special district encompassing the area of the wastewater expansion. However, it is possible if the district cannot be created, that the Town would have to repay the loan. The Town should be prepared to pay all interest on the loan, estimated at \$29,300 over 3 years. Principle will wrap into a construction loan at maturity. Approval to pursue this loan was previously given during the October 7th, 2020 Council Meeting by resolution 2020-1055. Council must act on this Resolution with either a 6-1 or 7-0 vote to pursue the resolution in a 30-day period. This money comes from the General Fund. **Motion** by Councilor Baker to approve Move to approve Resolution 2021-1064, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT WITH THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA FROM ITS CLEAN DRINKING WATER

REVOLVING FUND PROGRAM; DELEGATING THE DETERMINATION OF CERTAIN MATTERS RELATING THERETO TO THE MANAGER AND THE FINANCE DIRECTOR; PROVIDING FOR THE TRANSFER OF CERTAIN MONEYS AND MAKING CERTAIN COVENANTS AND AGREEMENTS WITH RESPECT THERETO; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY SUCH LOAN AGREEMENT AND THIS RESOLUTION AND DECLARING AN EMERGENCY.

Second was made by Vice Mayor Butner.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 7-0.

9. Discussion, Consideration and Possible Approval of utilizing NACOG TIP funding in Fiscal Years 2025 and 2026 to construct the realignment of the Main Street and Montezuma Castle Highway intersection. Staff Resource: Ron Long

Public Works Director Ron Long stated the Main Street and Montezuma Castle Highway (MCH) Intersection that is currently built around the Circle K and Car Wash properties splits MCH into two "one way" lanes that intersect Main Street at two different locations. This current alignment is inefficient and confusing to drivers, especially visitors, who are not familiar with the layout. To improve this intersection the Town purchased the former Circle K property in 2018 for the purpose of realigning the intersection of Main Street and Montezuma Castle Highway into a signalized 2-way "T" intersection. The Town of Camp Verde is a member of Northern Arizona Council of Governments (NACOG) and receives federal transportation funding on a rotational schedule from the NACOG Transportation Investment Plan (TIP). The Town is scheduled to receive funding in the amount of \$369,222 in both 2025 and 2026 for a total of \$738,444. To start the federal funding process through NACOG the Town needs to select a project that the Town intends to utilize the funding to construct.

Mayor Jenkins asked what the total overall project cost for the project. Mr. Long said this will not cover everything, he estimates it will cost somewhere between 1.2-1.5 to build the intersection. He hopes it will be less but this is his estimate at this time. Mr. Martin gave the historical context. **Motion** by Councilor Baker to approve the utilization of the NACOG TIP funding in 2025 and 2026 for the construction of the Main Street and Montezuma Castle Highway intersection. Second was made by Councilor LeBeau.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Motion carried 7-0.

10. Discussion, Consideration and Possible Approval of a prevailing wage adjustment and one-time employee payment. Staff Resource: Russ Martin

Town Manager Russ Martin stated the wages for most of the staff have not gone up July of 2018. At that time, most staff received wage adjustments to reflect prevailing wages and merit. This proposal contains two parts, one is a prevailing wage adjustment of 2% and the second part is a one-time payment to reflect approximately \$1/hour for the hours worked already in FY 2020. The prevailing wage adjustment proposal would help continue to keep wages closer to prevailing wages, even assist with new hires/recruiting needs as well as account for what may have happened in July of 2020 had we been able to predict revenue better. All wage scales would be adjusted by this amount as well going forward with needed recruitments. The one-time payment proposal is a one-time payout and will not have a long-term change to wages like the proposed prevailing wage adjustment and generally reflects the hours worked by the employee this far this fiscal year. Mr. Martin reviewed the proposals. **Motion** by Councilor McPhail to direct staff to implement a 2% prevailing wage adjustment to all wages and the current wage scales starting February 7th and one-time wage payout equivalent to \$1/hour for approximate FY 2021 hours for employees at \$1250 for full-time and \$750 for part-time employees respectfully. **Second** was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Motion carried 7-0

11. 2020 Covid-19 Update – Staff Resource Russ Martin

Financial Update-Russ Martin

Doing well with revenues.

Operational Update- Town Manager Russ Martin

Events are still happening. Staff still following protocol. COVID numbers are plateauing.

The Spectrum in Cottonwood is scheduling vaccines for the public starting Monday. If you are interested in getting a vaccine, go to the Spectrum website to schedule your

appointment. Make sure you have your insurance card available to upload. Prescott Valley has more sites available if you are willing to travel. There is a link on the Town's website to the County's Website to search other options.

- 12. 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.

- 13. 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 Baker attended the Council Retreat.

Councilor McPhail attended the Yavapai Apache Nation Council Meeting, a Yavapai College Meeting, and the School Board Meeting.

Mayor Jenkins attended the Verde Valley Mayor and Managers meeting, a Board of Supervisors Meeting, the local MLK Walk and the PSPRS Meeting.

- 14. 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:

- Will be out of state starting tonight until Monday night.
- Council needs to pick up their confidential packet before the Tuesday night Meeting.
- He will be attending the Manager's Conference Wednesday-Friday next week.

- 15. Discussion and Consultation to consider and possibly Negotiate an offer for the five (5) acres of Town owned property along Cliffs Parkway, Parcel #404-28-439.** Staff Resource: Russ Martin and Realtor Bill Carter. The Council may, by majority vote, recess the Regular meeting, hold an executive session and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. §38-431.03 (A)(7).

Motion by Vice Mayor Butner to go into Executive Session covered under A.R.S. Section 38-431.03(a)7 to consider and possibly negotiate an offer for the five (5) acres of Town on property along Cliffs Parkway, Parcel #404-28-439. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Motion carried 7-0

Executive Session: 7:32pm
Resume Meeting: 8:06pm

16. Adjournment

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

Dee Jenkins
Mayor Dee Jenkins

Cindy Pemberton
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 January 20, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 8th day of February, 2021.

Cindy Pemberton
Cindy Pemberton, Town Clerk