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**AGENDA  
TOWN OF CAMP VERDE  
SPECIAL SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
TUESDAY, APRIL 20, 2021 at 5:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/87529111697?pwd=cWdidEdYOUNPTFJIRTNkWFhVVkNNZz09>

**One Tap Mobile: 1-346-248-7799 or 1-669-900-9128**

**Meeting ID: 875 2911 1697**

**Passcode: 535905**

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) Special Session – March 24, 2021 Page 5
  - b) **Set Next Meeting, Date and Time:**
    - 1) Regular Session – Wednesday, May 5, 2021 at 6:30 p.m.
    - 2) Work Session – Friday, May 7, 2021 at 8:30 a.m.
    - 3) Regular Session – Wednesday May 19, 2021 at 6:30 p.m.
  - c) **Possible Approval for the Finance Director to make the FY21 budget adjustments as attached on the Budget Change/Re-Appropriation Form Dated 4/7/2021.** Page 13
  - d) **Possible Approval for the Finance Director to make the FY21 budget adjustments to wages as listed on the attached Budget Adjustments Form labeled BAFY21-04.** Page 25

## 5. Special Announcements and Presentations

- **Proclamation Declaring April as Fair Housing Month.** Page 29
- **Proclamation Declaring May 2 - May 8, 2021 the 52<sup>nd</sup> Annual Professional Municipal Clerks Week.** Page 31
- **Proclamation Declaring Saturday April 24, 2021 as Camp Verde's Arbor/Earth Day Celebration.** Page 33
- **Presentation of the Verde Grown Initiative by the Economic Development Department and Local First Arizona.** Staff Resource: Steve Ayers Page 35 **This item has been pulled from the agenda and will be heard on May 5, 2021.**

## 6. Discussion and Consideration and Possible Adoption of Town Manager's Annual Goals.

Staff Resource: Russ Martin Page 47

## 7. Covid-19 Update.

Staff Resource: Russ Martin

## 8. Legislative Update.

Staff Resource: Russ Martin

## 9. 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))

## 10. Council Information 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.

## 11. 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.

**12. Discussion and Consultation for legal advice regarding the Yavapai Apache Water Settlement.** Staff Resource: Russ Martin. The Council may, by majority vote, recess the special 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)(2); (A)(3); (A)(4); (A)(5); (A)(6); and (A)(7).

**13. Adjournment**

*Note: Upon a public majority vote of a quorum of the Town 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 attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body 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 town 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 town 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)).*

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 Bhasas on 04-15-2021 at 2:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

*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.*

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***DRAFT MINUTES***  
**TOWN OF CAMP VERDE**  
**SPECIAL SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, MARCH 24, 2021 at 5:30 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 5:30 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 and Councilor Cris McPhail are present.

**Also Present**

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

**3. Pledge of Allegiance**

Councilor Baker led the Pledge.

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. Special Session – February 24, 2021
2. Regular Session – March 3, 2021

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

1. Regular Session – Wednesday, April 7, 2021 at 6:30 p.m.
2. Budget Work Session – Tuesday, April 13, 2021 at 5:30 p.m.
3. Budget Work Session – Wednesday, April 14, 2021 at 5:30 p.m.
4. Regular Meeting – Wednesday, April 21, 2021 at 6:30pm.

**c) Possible Approval of eight (8) Special Event Fair/Festival Liquor License applications for the 2021 Spring Heritage Pecan and Wine Festival to be held on April 17<sup>th</sup> and 18<sup>th</sup>, 2021. Applicants Include:**

- Alcantara LLC
- Burning Tree Cellars
- Carlson Creek Vineyard LLC
- Clear Creek Vineyard and Winery, LLC
- Heart Wood Cellars LLC
- Page Springs Vineyards & Cellars
- Salt Mine Wine LLC
- Southwest Wine Center

**d) Possible Approval of Special Event Liquor License application for Debbie Louise Moore-American Legion Post 93 for a fundraiser to be held on April 3, 2021 at 286 S. Third Street in Camp Verde, AZ.**

**e) Possible Approval of Special Event Liquor License application for Tyler Rezzonico-Verde Valley Rangers Posse for the Pecan & Wine Festival to be held on April 17, 2021 and April 18, 2021.**

**f) Possible approval of Special Event Liquor License application for Mary Phelps-Camp Verde Arena Association for an event to be held on June 25<sup>th</sup> and June 26<sup>th</sup>, 2021 at 1495 E Hideout arena Way in Camp Verde, AZ.**

**g) FY22 Budget Calendar Adjustment**

**Motion** made by Councilor Baker to approve the consent agenda as presented. Second was made by Councilor McPhail.

**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))*

Town Marshal Corey Rowley publically thanked his officers for the work they do. He gave an overview of some of the stops that officers encountered throughout the week. He fully supports his officers in the MOU they created.

**6. Special Announcements and presentations**

• **Proclamation Declaring Tuesday April 6, 2021 as National Service Recognition Day**

Mayor Jenkins read the proclamation and declared it so. She also thanked the volunteers for their time.

**7. Discussion, Consideration and Possible Approval of ADOPTION OF RESOLUTION 2021-1066. A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, RELATING TO ADOPTING “PUBLIC SAFETY EMPLOYEE-EMPLOYER RELATIONS; MEET AND CONFER” SUPERCEDING RESOLUTION 2008-741.** Staff Resource: Deputy Oscar Berrelez and Deputy Jeff Bowers.

AZ Cops President Deputy Jeff Bowers and Vice President Deputy Oscar Berrelez gave an overview of the MOU. The original Meet and Confer Resolution 2008-741 has not been reviewed and/or updated since February 2008. Employees of the Camp Verde Marshal's Officer are in the process of re-establishing a recognized AZCOPS Union according statue. A revised copy of the MOU was provided to Council Members prior to the meeting.

**Motion** by Councilor McPhail to approve Resolution 2021-1066 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to adopting, Public Safety Employee-Employer Relations; “Meet and Confer”. To supersede Resolution # 2008-741. 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 the purchase of a K-9 Patrol vehicle for the Marshal's Office.** Staff Resource Marshal Corey Rowley.

Marshal Corey Rowley explained the Marshal's Office is requesting \$92,317.45 to purchase a used 2020 Chevy Silverado 2500 diesel pickup truck to use for a K-9 Patrol Unit. They are transitioning their K9 vehicles to diesel due to the amount of idle time,

vehicle maintenance and to double the life their K9 fleet. They will be adding another K9 to the department in a few months and will use the non-diesel for the new K9. The equipment needed for a K9 vehicle is almost double the cost of a standard patrol vehicle. This used vehicle has low mileage. Enterprise had been holding the vehicle for the Marshall's Office.

Councilor Baker asked if expenditures were a problem. Town Manager Russ Martin explained the Enterprise expense for this year's budget that is negligible and within budget. It will not change our budget this year but will have to budget for the impact next year.

**Motion** by Councilor McPhail to grant the Marshal's Office to purchase a new K-9 patrol unit to replace the current patrol unit. 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.

9. **Discussion, Consideration and Possible Approval of an equipment lease agreement to allow for the Camp Verde Arena Association (CVAA) to utilize surplus equipment to maintain the Equestrian Center leased by, and is available for use by the general public per current lease agreement.** Staff Resource: Ron Long and Russ Martin

Town Manager Russ Martin went over a couple of errors in the agreement. (see agreement). He explained this is a lease for equipment deemed surplus. This would allow us to keep equipment that we may need for emergencies or projects into the future but would benefit the public. They are responsible to maintain a public benefit for public use of the arena.

Mayor Jenkins didn't see the equipment list attached. She also asked how Council would be notified as the list changes. What is the process? Mr. Martin stated the list will be held in the Clerk's Office and as it changes.

Councilor Murdock asked if staff notifies the council of changes and who says ok to items being placed on the list. Mr. Martins stated there is an Asset Transfer Form.

Councilor Murdock asked if the town can request the use of the arena to provide a free public event. Mr. Martin stated yes it is still the town's arena.

Town Clerk Cindy Pemberton stated the effect date needs to reflect the appropriate day the motion was made.

Marshal Rowley went over the surplus program and how it works.

Councilor Whatley would like to see the list. She also stated that on page 94, where it describes the equipment being available in an emergency. She asked if the town really needed to notify CVAA to use our own equipment. She has a problem with the town asking permission to use our own equipment. Mr. Martin stated the town would decide what an emergency is. We are going to look for surplus equipment to put on a list. He gave some examples of what could end up on the list. Items won't make the list until everyone deems it.

Councilor Whatley would like to add to the "Emergency" part of 2 and 3; Using the Town's equipment, "*As it deems necessary*"

**Motion** by Councilor Baker to approve the Equipment Lease Agreement with the Camp Verde Arena Association with the noted changes and corrections stated. Vice Mayor Jenkins would like the changes stated in the motion. Vice Mayor Butner Listed the changes: change the title of the lease agreement to reflect that it is with the Camp Verde Arena Association, the date would be March 24, 2021, in the 2<sup>nd</sup> "Where As" fill in the name of the Camp Verde Arena Association, "Insurance" Section 5, museum and jail to be stricken and put in "equipment as provided" in its place, in Items 2 & 3, "as the Town deems necessary" in both. 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.

10. **Discussion, Consideration and Possible Approval of a Memorandum of Understanding (MOU) between the Town of Camp Verde and The Nature Conservancy (TNC) for the purpose of collaboratively implementing projects to promote water security for the Town and increase base flows in the Verde River for the initial term of three (3) years.** Staff Resource: Ron Long and Russ Martin

Town Manager Russ Martin stated the Town and TNC have worked together for many years to the goal of a sustainable river and water for our needs in the Town. Examples include work along the river for potential storm water recharge projects and most recently at the Town Sports Complex on potential opportunities for reuse/recharge. This MOU would formalize our relationship and allow for direct opportunities for funding into the future as well as cooperative projects and continued technical assistance. The attorney has reviewed this agreement.

**Motion** by Councilor Baker to approve the Memorandum of Understanding and authorize the Mayor's signature thereon. Second was made by Councilor McPhail.

**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** passes 7-0.

11. **Discussion, Consideration and Possible Approval of a grant agreement with The Nature Conservancy for \$50,000 to go towards the reuse water line servicing the Camp Verde Sports Complex.**

Town Manager Russ Martin explained that the Town has worked to get the final reuse line in and TNC has some remaining funding that is time sensitive for this type of work like the MOU in the previous agenda speaks to. The line is ready to be put in and the financing will come from money left from the original scope and borrowing. The Town would NOT use any of the \$2.5 million that was borrowed to match the \$2.5 million federal grant for the park.

Councilor McPhail would like to add the word "negligent" to page 109, under Liability and Insurance, Hold Harmless.

Mr. Martin stated if the Nature Conservancy is ok with it. Kim Schonek from the Nature Conservancy stated she cannot approve the changes but record the changes and she will take it to the attorney tomorrow.

Town Clerk Cindy Pemberton would like clarification and to state the changes in the motion.

**Motion** by Councilor McPhail to approve the grant agreement with The Nature conservancy for \$50,000 to be used for the reuse water line at the Camp Verde Sports Complex with the one change on the last page, starting with "*..Performance of this grant to be spent on by any "negligent" act or omission*". 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.

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. **Adjournment**

Mayor Dee Jenkins adjourned the meeting at 6:45 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 Special Session of the Town Council of Camp Verde, Arizona, held on March 24, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

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Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: April 21, 2021

- 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 FY21 budget adjustments as attached on the Budget Change/Re-Appropriation Form dated 4/7/21.

List Attached Documents: 1) Budget Change/Re-Appropriation Form, 2) Copies of past Council meetings

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 5 mins

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_  Department Head: \_\_\_\_\_
- Town Attorney Comments:   N/A   \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department:
  - Fiscal Impact: \_\_\_\_\_
  - Budget Code:   See Attached   Amount Remaining:   N/A

Comments: The attached adjustments are for items approved to be funded with the AzCares Act money. However, as these specific expenses change transfers across funds and expenses in changed funds they are presented here specifically to follow procedure for moving funds across funds.

**Background Information:**

Recommended Action (Motion): Authorize the Finance Director to make the FY21 budget adjustments as attached on the Budget Change/Re-Appropriation Form dated 4/7/21.

Instructions to the Clerk: None

# Town of Camp Verde

## Budget Change/Re-Appropriation Form

Date: 4/7/2021

Council Agenda Date: <sup>21</sup>4/7/2021

Department Making Request: Finance

Department Head Approval: 

### Account Transferred FROM

Fund	Department	Account Number	Account Name	Amount
	<b>Meals on Wheels Van</b>			
3	Non Dept	03-000-20-800000	Equipment	12,500.00
8	Non Dept	08-000-49-550300	Op Trans Out	12,500.00
3	Non Dept	03-000-49-500800	Op Trans In	12,500.00
	<b>CDBG Excess</b>			
3	Non Dept	03-000-20-800000	Equipment	125,000.00
8	Non Dept	08-000-49-550300	Op Trans Out	125,000.00
3	Non Dept	03-000-49-500800	Op Trans In	125,000.00
	<b>PPE Program</b>			
3	Non Dept	03-000-20-800000	Equipment	5,000.00
8	Non Dept	08-000-49-550300	Op Trans Out	5,000.00
3	Non Dept	03-000-49-500800	Op Trans In	5,000.00
	<b>Sewer Line to Arena</b>			
3	Non Dept	03-000-20-800000	Equipment	37,000.00
8	Non Dept	08-000-49-550300	Op Trans Out	37,000.00
3	Non Dept	03-000-49-500800	Op Trans In	37,000.00
	<b>Library Grant Match</b>			
3	Non Dept	03-000-20-800000	Equipment	54,000.00

### Account Transferred TO

Fund	Department	Account Number	Account Name	Amount
1	Non-Dept	01-999-20-793000	Comm Outreach	12,500.00
8	Non-Dept	08-000-49-550100	Op Trans Out	12,500.00
1	Non-Dept	01-000-49-500800	Op Trans In	12,500.00
9	Streets	09-480-20-804000	Infrastructure	125,000.00
8	Non Dept	08-000-49-550900	Op Trans Out	125,000.00
9	Streets	09-480-49-500800	Op Trans In	125,000.00
19	EconDev	19-177-20-751200	PPE Equipment	5,000.00
8	Non Dept	08-000-49-551900	Op Trans Out	5,000.00
19	EconDev	19-177-49-500800	Op Trans In	5,000.00
31	WW	31-490-20-804000	Infrastructure	37,000.00
8	Non Dept	08-000-49-553100	Op Trans Out	37,000.00
31	WW	31-490-49-500800	Op Trans In	37,000.00
8	Library	08-701-20-811211	Build Improv's	54,000.00

Finance Director Approval: 

Date: 3/24/2021

Comments: Above adjustments have already been approved by Council but the detail of the transfers and actual expense accounts was not specified originally. This details which accounts are changing across funds.

9/2/20

successful and innovative public libraries in the nation, to Arizona. The opportunity was too good to pass up. She decided to coordinate the timing of Jamie's visit with Sedona Public Library. The State Library agreed to increase our grant from \$4,000 to \$10,000. Normally Jamie meets with the Library Board when he embarks on Community Analysis/Strategic Planning projects. In lieu of a library board, Camp Verde Community Library answers to Town Council and our Town Manager, making it most expedient to bring Jamie to talk to you at a regular Council meeting tonight. Ms. Hellman turned the floor over to Mr. LaRue.

Mr. LaRue explained the steps it would take to create a strategic plan and then who would be on the brainstorm committee. Mr. LaRue gave some ideas on what other communities have been talking about.

Mayor German stated this is a great idea. He directed Councilors to give names of people they would recommend to sit on the committee to Kathy Hellman.

**7. Discussion, Consideration and Possible Approval of the use of the CARES Act monies received in the amount of 1,284,000. The request includes capital improvement projects as well as possible designation for reserve and/or other items within the approved final Town Budget. Staff Resource Russ Martin**

Town Manager Russ Martin stated Congress passed the CARES ACT near the beginning of the Covid-19 pandemic that allowed for local governments to receive monies to shore up local governments to ensure government services, specifically Public Safety were not compromised by losses in revenue. This gave our community the ability to continue to serve through the early stages of this pandemic. At this point it appears the Town has fared well enough to consider using this funding to continue progress locally to maintain/repair some of our infrastructure and facilities for the future that was put off in this years' budget because of revenue concerns. This work also will allow us to prepare for what could be an economic downturn and a reduction or leveling off of revenues from the state and locally. Staff hopes to address the use of the funds. Included in the packet is the final version of what Council had worked through in the winter/spring for priorities in 2020 and with added projects that are timely or limit future costs and from a staff prospective need consideration as well. Staff is hoping to hold about one-third to one-half for reserve to maintain a cushion for possible prolonged revenue lag, reduction statewide or changes locally in revenues. Mr. Martin reminded Council they are not required to make a decision tonight.

Vice Mayor Jenkins would like the roundabouts be cleaned up. She suggested putting some of the money towards local businesses relief. Mr. Martin is hesitant about setting aside money to use for relief funds because of the difficulty of developing a plan and the cost it would take to have an attorney look it over. Vice Mayor Jenkins thinks there may be another way to support local businesses without giving them money.

Councilor LeBeau agreed on cleaning up the roundabouts and suggests giving money to Meals on Wheels for their van.

Mr. Martin reviewed some of the projects Council had put on a list from an earlier meeting. He also mentioned that PSPRS is underfunded. Council could put money into this.

Councilor Butner asked questions about PSPRS. He suggested not messing with this at this time until we get on an even footing which could be early next year.

*Councilor LeBeau left 7:28pm & returned at 7:31pm*

Councilors discussed the list and considered what we should do with the money.

### **Public Comments:**

**Steven Goetting** suggests 3 areas that could use money now. 1) Create a grant program for small business owners to cover the costs of PPE items, 2) incorporate a broad base marketing program to draw people to Camp Verde, and 3) Give money to Meals on Wheels/Bread of Life to help our seniors through the fall.

**Eiaine Brønner** with the Meals on Wheels Program is happy for attention on their needs. She is hoping for matching funds because there is a time limit on their grant. This program is life saving and necessary.

After more discussion Vice Mayor Jenkins suggested that in order to compile a list, Council should review staff's priorities. Mr. Martin reviewed staff's priorities:

- Spillman Server,
- Council Chambers
- Road Repairs; Specifically, Montezuma C. Hwy Mill/Repave
- Meals on Wheels
- Finnie Flat signal upgrade

**Motion** made by Councilor Butner to add the following project line budgets:

- Meals On Wheels: \$12,500 grant match, *GF*
- Spillman Server: \$35,000, *CIP*
- Man-lift Street tree trimming: \$31,000, *CIP*
- Finnie Flat Cliffs Parkway Intersection Signal Upgrade: \$50,000, *CIP*
- Upgrade of Wilshire and Industrial Drive Roundabouts: \$34,000, *CIP*
- A Grant Program for Local Businesses Relief Fund: grants between \$200-\$500 line item for a total of \$5,000 for PPE, *F19*
- Arena: \$100,000. *CIP*

Second was made by Vice Mayor Jenkins. Councilors discussed which projects should and should not be included in the motion. Ms. Pemberton stated there was motion on the floor needs to be voted on. Mayor German asked Mr. Martin to clarify money that was designated for the arena. Mr. Martin stated this is a budget amendment, it had already been discussed previously, this cleans it up in a formal way. Council would still have to do it later if not now. **Motion** passed 6-1 with Mayor German, Vice Mayor Jenkins, Councilors Murdock, Butner, LeBeau, and Buchanan aye and Councilor Whatley, nay.

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**



**(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.

**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 26<sup>th</sup> 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. \$108,000 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 **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



**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.**

12. **Discussion, Consideration and Possible Approval of the ~~unallocated line remaining balance.~~ <sup>part of the</sup> Capital Improvement Plan unallocated line remaining balance. The request includes capital improvement projects as well as possible designation for reserve and/or other items within the approved final Town Budget. Staff Resource: Russ Martin**

Town Manager Russ Martin reviewed where Council is on the list of projects. The Town is in a position to complete some of these projects. Mr. Martin reviewed the budget process. He would like direction as to what projects Council would like to complete, and still leave a fund balance. The amount of funding that is available is \$700,000. Mr. Martin would prefer to keep half of that in reserves if at all possible as security. Mr. Martin reviewed the projects listed in the packet. Council should consider the projects that could be completed by June 30<sup>th</sup>.

Council Members were given an opportunity to say which projects they would like to see completed.

**Motion** by Vice Mayor Joe Butner to approve the use of part of the Capital Improvement Plan unallocated line remaining balances and include these Capital Improvement Projects as designated as follows:

- \$40,000 Court Security Check Point with the matching funds from the Court of \$60,000 <sup>CIP</sup>
  - \$60,000 Pool Filter and Heater <sup>CIP</sup>
  - \$14,100 Sidewalk Repairs <sup>CIP</sup>
  - \$43,000 Gazebo Repair <sup>CIP</sup>
  - \$25,500 Council Chambers Audio Video System Improvements <sup>CIP</sup>
  - \$110,000 Montezuma Cliff Castle Hwy Repairs and Repaving <sup>CIP</sup>
  - \$43,000 CVAA Restrooms <sup>CIP</sup>
  - \$13,500 CVAA Safety and Security Lighting Improvements <sup>CIP</sup>
  - \$37,000 CVAA Sewer Connection <sup>WW</sup>
  - \$14,035 Digital Finger Print Processing System <sup>CIP</sup>
- 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.**

13. **2020 Covid-19 Update – Staff Resource Russ Martin**

Financial Update-Russ Martin

Revenues are looking good. Local Sales Tax and State Sales Tax are over budget.

**MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, FEBRUARY 17, 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 (arrived at 6:34pm) and Councilor Cris McPhail are present.

**Also Present**

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

**3. Pledge of Allegiance**

Councilor McPhail led the Pledge.

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 – February 3, 2021
2. Executive Session – February 3, 2021 (recorded and on file)

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

1. Work Session – Friday, February 19, 2021 at 9:00 a.m.
2. Special Session – Wednesday, February 24, 2021 at 5:30 p.m.
3. Regular Meeting – Wednesday March 3, 2021 at 6:30 p.m.
4. Regular Meeting – Wednesday March 10, 2021 at 5:30pm.

**Motion** made by Councilor Baker to approve the consent agenda as presented.  
Second was made by Councilor McPhail.

**Roll Call Vote:**

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Agenda Item 4.d



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: April 21, 2021

- 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 FY21 budget adjustments to wages as listed on the attached Budget Adjustments Form labeled BAFY21-04.

List Attached Documents: 1) Budget Adjustments Form BAFY21-04, 2) Copies from 1/10/21 Council meeting

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_  Department Head: \_\_\_\_\_
- Town Attorney Comments:   N/A   \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department:  
     Fiscal Impact:  
     Budget Code:   See Attached   Amount Remaining:   N/A

Comments: The attached adjustments would move the originally budgeted \$200,000 in HR wages, which was to be held until Council approval later in the year, to the departments, by percentage, that were impacted by the Council approved wage increases decided on at the January 10<sup>th</sup>, 2021 council meeting. This adjustment is only to wages to keep the entry simple. However, the \$200,000 includes all related ERE for the increases as well.

**Background Information:**

Recommended Action (Motion): Authorize the Finance Director to make the FY21 budget adjustments to wages as listed on the attached Budget Adjustments Form labeled BAFY21-04.

Instructions to the Clerk: None

Date: June 30, 2021

Account Number	Description	Increase (+)	Decrease (-)
	<b>Budget Adjustments</b>		
01-140-20-600000	Wages - HR		\$ 200,000.00
01-110-20-600000	Wages - Manager	\$ 5,245.00	
01-120-20-600000	Wages - Clerk	\$ 5,401.00	
01-130-20-600000	Wages - Finance	\$ 6,615.00	
01-140-20-600000	Wages - HR	\$ 2,973.00	
01-160-20-600000	Wages - Risk	\$ 3,060.00	
01-170-20-600000	Wages - EconDev	\$ 5,905.00	
01-300-20-600000	Wages - Court	\$ 11,435.00	
01-400-20-600000	Wages - Eng	\$ 3,102.00	
01-410-20-600000	Wages - Storm	\$ 2,625.00	
01-420-20-600000	Wages - Maint	\$ 15,992.00	
01-500-20-600000	Wages - ComDev	\$ 3,663.00	
01-510-20-600000	Wages - Build	\$ 7,137.00	
01-520-20-600000	Wages - P&Z	\$ 772.00	
01-540-20-600000	Wages - Code	\$ 1,837.00	
01-600-20-600000	Wages - CVMO	\$ 74,373.00	
01-610-20-600000	Wages - AnCont	\$ 1,564.00	
01-700-20-600000	Wages - Library	\$ 14,405.00	
01-800-20-600000	Wages - P&R	\$ 2,475.00	
01-820-20-600000	Wages - Pool	\$ 1,096.00	
01-830-20-600000	Wages - Prog	\$ 3,486.00	
20-480-20-600000	Wages - HURF	\$ 9,355.00	
31-490-20-600000	Wages - WW	\$ 17,484.00	
	* - Allocation of the extra \$200K of budgeted wages		
	to the appropriate depts based on previous budget		
	totals per Council decision on Jan10th, 2021.		
Journal Entry Totals		\$ 200,000.00	\$ 200,000.00

Journal Entry #: BAFY21-04

Approved By/Date: \_\_\_\_\_

Packet #: GLPKT -  
Council Special Session

Entered By/Date: \_\_\_\_\_

**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.**



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



# Town of Camp Verde Camp Verde, Arizona

## PROCLAMATION

Declaring April as:

# Fair Housing Month

**Whereas,** the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and

**Whereas,** the 1986 and 1988 federal *Fair Housing Acts* declare that it is a national policy to ensure equal opportunities in housing; and

**Whereas,** April has traditionally been designated as *Fair Housing Month* in the United States,

**NOW THEREFORE,** the Mayor and Common Council of the Town of Camp Verde, Camp Verde, Arizona, do hereby Proclaim April as:

# Fair Housing Month

In the Town of Camp Verde, and do hereby urge all residents of this community to comply with, and show their support for the letter and spirit of the *Fair Housing Acts*.

Issued this 20<sup>th</sup> day of April 2021.

---

Dee Jenkins, Mayor

ATTEST:

---

Cindy Pemberton , Town Clerk

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*Town of Camp Verde  
Proclamation  
Municipal Clerks Week  
May 2 - 8, 2021*

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants; and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk;*

*Now, Therefore, The Mayor and Council of the Town of Camp Verde, recognize the week of May 2- 8, 2021, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the Town of Camp Verde, Arizona, this 20th day of April 2021.*

---

*Dee Jenkins, Mayor*

*ATTEST:*

---

*Cindy Pemberton, Town Clerk*

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**Town of Camp Verde  
Proclamation**

**Declaring Saturday, April 24, 2021  
as Camp Verde's Arbor/Earth Day Celebration 2021**

*WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and*

*WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees; and*

*WHEREAS, Arbor Day is now observed at various times of the year throughout the nation and the world; and*

*WHEREAS, trees can reduce the erosion of our precious topsoil due to wind and water, cut heating and cooling costs, moderate temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and*

*WHEREAS, trees are a renewable resource that increase property values, enhance economic vitality, and create more livable communities; and*

*WHEREAS, trees, where properly planted, are a source of joy and community pride.*

*NOW, THEREFORE, The Mayor and Common Council of the Town of Camp Verde urge all citizens to care for our urban forest, to support our town's ongoing commitment to improving and managing our tree resources, and commits to planting one celebratory tree to commemorate the concurrent celebration of Arbor Day and Earth Day with Yavapai-Apache Nation. The Camp Verde Town Council hereby proclaims April 24, 2021 as Camp Verde's Arbor/Earth Day Celebration with the Yavapai-Apache Nation.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the Town of Camp Verde, Arizona, this 20<sup>th</sup> day of April 2021.*

---

*Dee Jenkins, Mayor*

*ATTEST:*

---

*Cindy Pemberton, Town Clerk*

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**Agenda Report Form – Section I**

Meeting Date: April 20, 2021

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

Requesting Department: Economic Development

Staff Resource/Contact Person: Steve Ayers/Jessica Bryson

Agenda Title (be exact): Presentation of the Verde Grown Initiative by the Economic Development Department and Local First Arizona

List Attached Documents: Presentation PowerPoint Slides

Estimated Presentation Time: 10 mins

Estimated Discussion Time: 10 mins

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_
- Department Head: Steve Ayers
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department  
Fiscal Impact:  
Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Background Information:**

*Verde Grown is an initiative spearheaded by the Town of Camp Verde Economic Development, aimed at increasing capacity for local agricultural producers through an effective branding and marketing campaign. To accomplish this feat, the Town of Camp Verde obtained a \$35,000 USDA Rural Business Development Grant and contracted with Local First Arizona to facilitate the program buildout and develop the branding/marketing campaign. A group of local producers has been convened to form a Steering Committee, and their input was solicited to build out a successful campaign that really speaks to the heart of Verde Valley agriculture.*

*Verde Grown intends to support various types of producers; from the local farm stands to farmers market participants, and local beef producers to local honey and goat soap producers. It is intended to help increase exposure for producers, facilitate opportunities for partnership, and provide educational opportunities (e.g., best practices in regard to water use, farming tips and tricks) for those involved. The branding/marketing piece of the program is aimed at creating a resilient food system, promoting increased access to healthy local food, and promoting and healthy agritourism environment. The brand will be made available to all participating producers so they can place it on their products, co-brand with the local farmers markets, and signal to the community that they are part of this important coalition.*

*Recommended Action (Motion): N/A*

*Instructions to the Clerk: N/A*





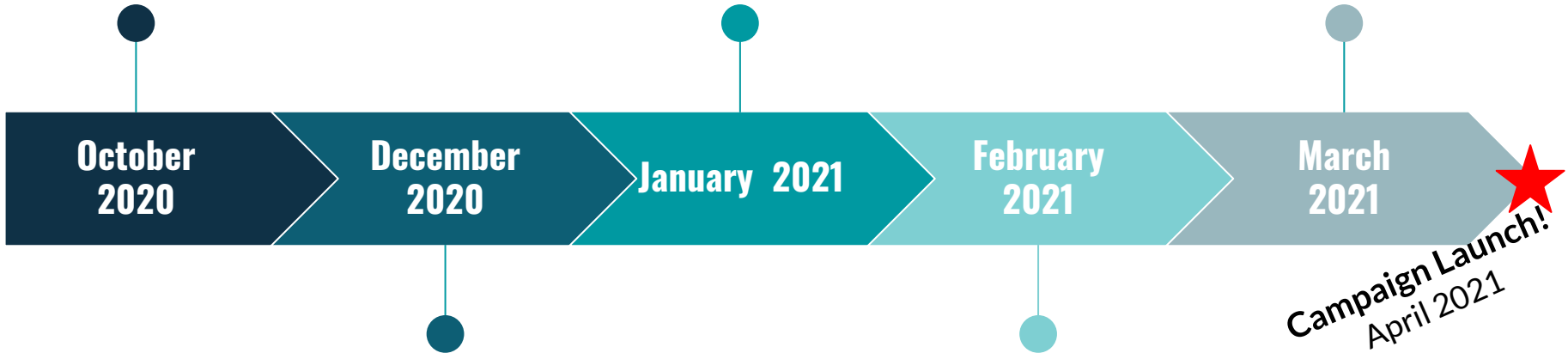
# Introducing Verde Grown

Verde Grown Regional Marketing Initiative • 2021

Steering Committee  
Kick-off Meeting

Survey to Vote on Name,  
Logo, and Tagline

Logo and Toolkit  
Completed



First Round  
Concept Review

Branding Toolkit  
Meeting

---

# Benefits to Producers

## To Producers

- Increased exposure
- Opportunities for partnership
- Access to educational events

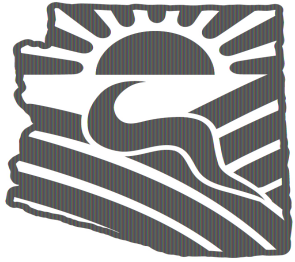
## To Community

- Increased tourism/agritourism
- Business attraction
- Food system resilience
- Increased access to healthy foods

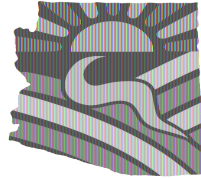
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# Brand Characteristics

- Stewardship of the Verde River
- Culture and heritage
- Hard-working agricultural community
- Ecological integrity
- Rich, fertile valley
- Simple lifestyles
- Connected to their historical roots
- Water-wise growing practices

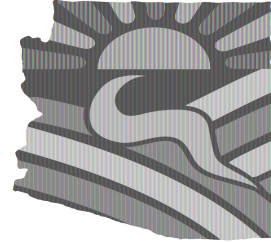


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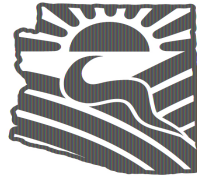
Proudly Grown in the Verde



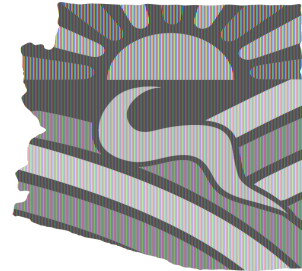
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# How **Community Leaders** Can Support Verde Grown

- Use the directory at: [goodfoodfinder.com/verdevalley](https://goodfoodfinder.com/verdevalley)
- Local Proclamation for Eat Local Day/Week/Month
- Add to City website and/or email signature
- Share in community bulletins or newsletters
- Distribute promotional items at city events
- Connect to tourism initiatives

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# How **Food Producers/Makers** Can Utilize Verde Grown

- Apply to become a Verde Grown Vendor at:  
**[goodfoodfinder.com/join-verde-grown](https://goodfoodfinder.com/join-verde-grown)**
- Promote on social media pages and website
- Add logo to banners for Farmers Market
- Print stickers to add to food packaging
- Refer other food producers to Verde Grown



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# How the **Community** Can Support Verde Grown

- Use the directory at: [goodfoodfinder.com/verdevalley](https://goodfoodfinder.com/verdevalley)
- Look for Verde Grown Vendors at the Farmers Market
- Purchase and serve Verde Grown food products
- Follow, share, or create your own Verde Grown social media posts: [@goodfoodaz](https://twitter.com/goodfoodaz), [@localfirstaz](https://twitter.com/localfirstaz)

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# Thank You

Samantha Zah  
[Samantha@localfirstaz.com](mailto:Samantha@localfirstaz.com)  
602.956.0909 \*4

Agenda item 6



Town of Camp Verde

Meeting Date: April 20, 2021

- 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 and consideration and adoption of Town Manager's Annual Goals.

List Attached Documents:

Draft Goal Memo

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head: Russ Martin (comments included in report)  
 Town Attorney Comments: N/A  
 Finance Department N/A

**Background Information:** Removed several items that were part of the job and some that were imminent, also tried to consolidate some of the projects to a list for tracking purposes with monthly updates. Please feel free to be more specific as necessary. Here is the relevant section of the review for reference:

**Projects:**

- Completion of The Sports Complex (Phase 1B) and opening for play
- Highway 260 Wastewater Extension
- Equestrian Center Sewer Hookup
- Realignment of Montezuma Highway and Main Street Intersection
- Pursue Partnership W/Verde Lakes Park
- Acquisition of Camp Verde Water Company
- Broadband Availability
- Signage Improvements
- Improvements to Town of Camp Verde Entry Locations

- Improve and Modernize Computerized Town Services
- Council Chambers Upgrade

**Operations:**

- Update Risk Management Job Description
- Improve Direct Communication W/Council
- Provide Written Feedback Via Performance Reviews For Employees Town Manager Supervises
- Complete Salary Survey and Prepare Salary Adjustment Proposal To Council
- Improve and Modernize Computerized Town Services
- Restructure IT
- Focus on Managerial Duties, Delegate/Assign Other Duties To Appropriate Department
- Identify and Present To Council Staffing Needs/Requirements
- Upgrade of HR Policy Manual and Council Rules, Policies and Procedures Document

*Recommended Action (Motion): Approve the following:*

*Move to approve the Town Manager's Annual Goals.*

*Instructions to the Clerk:* None at this time.

# Memo

To: Mayor and Council  
From: Russ Martin, Town Manager  
Date: April 21, 2021  
Re: Manager's Goals

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The following are to be the goals for the Town Manager in the next year:

- *Make the following progress on the following projects:*
  - *Completion of The Sports Complex (Phase 1B) and opening for play*
  - *Equestrian Center Sewer/Restrooms Hookup*
  - *Council Chambers Upgrade*
  - *Formalize Partnership W/Verde Lakes Park*
- *Complete engineering and prepare for potential improvement district on Highway 260 Wastewater Extension.*
- *Develop plans and projects that will increase Broadband Availability throughout Town.*
- *Complete Signage Improvements Highway 260 wayfinding, entry locations and begin downtown business signage program.*
- *Improve and Modernize Computerized Town Services while restructuring IT.*
- *Identify, Prepare and Present to Council Staffing Needs both short and long-term as well as space needs for both.*
- *Upgrade of HR Policy Manual and Council Rules, Policies and Procedures documents.*