

**MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JULY 14, 2021 at 4:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83999879749?pwd=czlzVWMwREw3TGIZdmdDWTNEOExadz09>

One Tap Mobile: 1-669-900-9128 or 1-253-215-8782

Meeting ID: 839 9987 9749

Passcode: 971563

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 4 pm.
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** Councilor Billy LeBeau led the pledge.
4. **Update, Review and Discussion on Capital Improvement Plan and projects and the potential use of funding regarding the American Rescue Plan Act as well as possible direction to bring back projects for formal approval at a future Town Council meeting.**

Town Manager Russ Martin discussed that Council would be discussing direction on the NACOG money that is going to be available to Camp Verde and the Wastewater Division direction for use of funding. There is no pressure during the work session to make a definitive decision. The purpose of the work session is to inform council on the items they may be seeing in the future and determine if there are items that have a clear priority. Some projects may need additional time to prioritize. The purpose is not to overwhelm Council with an abundance of projects, but Council members should point out if there are items that are of importance to the community that are not listed. Additionally, there are potential funding opportunities at federal or local levels where if some money were to be spent on design it would provide leverage for funding. Those projects would also be closer to completion. Mr. Martin noted to Council that during the Council Budget sessions the capital improvement plan was not reviewed and also not all potential projects are being presented at this time. Town Staff and Departments are currently working on a project list for items that are easily rescue funded.

An example of an easily funded project item is the automatic doors for the library. That project would be roughly \$8k and would provide the community with a no touch entrance that would qualify for a COVID related improvement. Another example is the community gym which is designated as an emergency location and was used to administer COVID Shots. Generators and the cost of the required generator rentals should qualify for the rescue funding.

There is 3.8 million in funding. The rescue funding can be used on water, wastewater, and broadband with no question. It may also be utilized for economic development and business assistance, but these categories are less defined. A good conversation to have with the rescue money is the potential project of a Visitor Center at the intersection as people come into town. Rental assistance is another option. The federal treasury may come back and audit expenses to confirm that they qualified for funding. During the next few months the national league of cities will get a lot more answers to questions. Streets are clearly not a possibility at this point. There is 1.8 and change in the bank account and those funds are under no obligation to report expenditures.

The Town has effectively 3 years to spend the rescue funding, by 2024. A contract must be in place by 2024 and the funds must be spent by 2026, or they must be sent back. The Town needs to find ways to spend the funding in a way it was intended by the plan. The funding is not enough to complete the wastewater projects. Also, there may be other projects that would take priority. This is the beginning of the conversation about how to utilize the funding.

Mayor Jenkins remarked that the CARES act and CIP money are already well defined. Mayor Jenkins questioned how much time Council should be spending on project plans for rescue funding until the direction is clear on how the funds can be spent.

Town Manager Martin pointed out that Council should revisit CARES Act projects which could be potentially reallocated and funded by the rescue plan. Mr. Martin also is having the Wastewater Division go through the critical projects that the Town would normally need to spend general funds or wastewater funding on. Council is giving ideas in this session that can be brought back at a later date in order to get formal approval. The Town can get started on some safe, clearly fundable, small projects with the rescue money.

Mayor Jenkins mentioned that engineering was important for funding sources that require the designs to be complete in order to be available to the Town.

Councilor Baker mentioned that in lieu of what the Town might get and the volume, she would like to know from each Department which three things absolutely need to be done in the next fiscal year.

Manager Martin explained that those items would be phase two. For phase one the plan is to focus on projects which could easily be completed using rescue funding.

Council should consider if the Town should be starting on some of these projects. Another area of focus is the Town's ability for staff to manage the projects. The first step is to update which projects to complete and which ones can't get accomplished. The next step would be to sort which ones qualify for funding. The Town should be strategic and sift through quickly otherwise Council could still be discussing the same projects in February.

Councilor McPhail wanted to know if the funds could be used to hire a construction manager to get more done on the projects.

Manager Martin agreed that management of the projects is a real issue. Project management and the priority of design are both issues. The federal government might come out with an infrastructure bill. It might be require the Town to demonstrate the funds are utilized correctly. Whether the Town has allocated funding or it wants to prepare there is a need to have someone who can package up the projects. If the Town commits to a project manager it will be in a better position. Having the design ready to go would be invaluable and needs to be part of the conversation.

Councilor McPhail mentioned that an engineer could do even more for all of the Town's projects.

Manager Martin gave an example of the solar project where a contractor was engaged to manage the project. The cost of doing so was 15% up front, but the project is now done and working on the Town's behalf. The cost was worth the expense in Mr. Martin's opinion. Mr. Martin stated that the Town is still going to need engineers to do design outside of Town staff. The Town doesn't have enough staff to do the operations and the projects right now. Mr. Martin stated that he doesn't believe that the rescue time would pay for the position and the town would need to pay for it.

Mr. Martin requested that wastewater division present the priorities they had been working on, specifically those they felt that Council should have some level of understating of. There are several projects and it is important for Council to have the opportunity to ask questions and get clarifications on the projects. Council was also provided a packet with several additional items to take home and review.

Councilor McPhail stated that the item most interest to her is getting people on the system for the lift station.

Troy Odell, Deputy Public Works Director and Chet Teague, Wastewater Division Manager presented Council with a list of potential wastewater projects for rescue funding. The list was not in order of priority, with the exception of the first two line items.

The first item, Dickison Circle Erosion Repair, was the number one high priority. Part of the sewer main north of I 17 has come very close to being wiped out by storm water. The storm water diversion put in by ADOT was improperly installed. Instead

of building another siphon they deferred it and built the culvert too low and not large enough. This diversion meant that storm water used to overwhelm Highway 260. Instead of improving the diversion to correct this ADOT extended the culvert and made worse. Storm water now blows out the bank and crosses the sewer line south of Dickson Circle. The encasement must be redone. There's a lot of infiltration and separation on the line. This project would also include repair to the section of the sewer line that was displaced by the storm flow. A cement and gabion encasing will be installed to prevent future problems in the location. The project would be diverting the drainage not in the way ADOT should have, but in the way that it can be corrected at this point. The project estimate is \$175,000 for the erosion and sewer main repair and that portion could be completed in the next nine months. This portion is in the design list for Rick Engineering, but no work has commenced at this point. Additionally, the diversion would cost approximately \$90k.

Councilor Baker pointed out that a lot of the issue was created by ADOT and they should be involved in the solution.

Mr. Odell stated that the Town has met with ADOT several times. They do not have the funding to fix and he believes that 11 million was given back as resolution. The situation is pressing as the original 40-50 feet wide gap is now 80-90 feet last time it was inspected.

The second priority is the Main Street replacement and storm sewer installation. The Main Street Line is antiquated asbestos-concrete pipe. This pipe erodes very quickly. When it weakens it cracks and creates a whole sectional failure. That means exfiltration and infiltration of ground water and sewage would occur at the failure. There are approximately 3000 linear feet with multiple sag points, broken tap connections, pulled apart joints, and in line cracks. Wastewater Division is preparing a video for council so that they can visualize the severity of the problem. This repair will have to be done. The current pipe lifespan is approximately 38 years and it is time to replace it. The project needs to be designed and the rough estimate is \$3 million.

Mayor Jenkins wanted to know if the project could be done in phases or would need to be completed all at once.

Mr. Odell stated that the project could be looked at as phases.

Mr. Teague pointed out that the businesses will be affected as Main Street needs to be torn up for the repairs to be completed.

Mr. Odell also mentioned that when the work was completed they would need to do an entire road section from curb to curb, because having a patch along Main Street would not make sense. If the Town is going to tear up the street then the storm water issue should be looked at in tandem with this project. The line would run the storm water past Top Shelf across Main Street. That is probably where the project would end. The asbestos concrete pipe needs to be taken care of. If the Town does look

at phasing this project then how it would be sectioned out would need to be considered.

Mayor Jenkins mentioned that disruption to business needs to be considered while planning the project.

Mr. Odell and Mr. Teague presented items four to eight from there list, but the items were in no particular order and aren't necessarily the most pressing. Council was provided a list and details for nineteen items. Not all items could be discussed because of the time constraints, so Council was directed to review the items provided.

Councilor LeBeau pointed out that item eight may be a priority because the corroded pipe may result in sewage leaking into the river.

Mr. Odell agreed that if the line burst this item could become priority number one. He stated that the Town needs to take care of the force main.

Councilor Baker pointed out that any breakage is serious. Ms. Baker also remarked on the development behind the hospital that is hooking up to the antiquated system that could fail.

Mr. Teague stated that the hookup is at the newest part of the system, but it does eventually go to the old systems.

Mr. Odell pointed out that the list presented to Council combined two lists. The list of items the department had for CIP begins at item sixteen.

Councilor Whatley commented that the High School item was very important.

Mr. Odell mentioned that items 16 and 17 go together. These are number one on CIP because people have paid several years with no service.

Manager Martin directed Council to move to the memo email provided by Ron Long, Public Works Director. The memo gives more of a general sense of where an argument can be made to utilize rescue funding. Some projects are easier to identify than others. Mr. Martin's intent is not to go through every item, but to identify a few to bring back quickly and make a decision on.

For example, the Court Security Foyer has already been funded through CARES. That money could potentially be transitioned to the rescue funding and free up CARES act money. It is a risk, but an upfront risk. It is not outside of funding. It is a reasonably recoverable expense if there is an issue. We will bring a package back to Council along with other projects that you've heard. If there are additional items they can be discussed after this initial meeting.

Councilor LeBeau wanted to know if Mr. Martin could give Council the language to

the rescue plan. That way Council could read it and make an interpretation as to what the language refers to.

Manager Martin stated this could be provided and the section that we believe ties the project in could also be called out. Mr. Martin stated that this could be done for each item possibly for the Aug 4th meeting.

Mr. Martin mentioned that the rental generator that was approximately 2k and the cost of the new generator would be coming back to Council in a package. In addition, there are plans to bring back the automated entry door and potential improvements to the shelter.

Mr. Martin moved on to discussing the potential for broadband at the sports complex and the other City parks. This could provide a robust public WiFi opportunity. This project would require a large scope. Mr. Martin is requesting for some direction from Council to proceed with scoping for a future conversation.

Mayor Jenkins mentioned that if the rescue funding was not an option that there may be funding from the infrastructure bill.

Manager Martin pointed out that if the scope is ready the Town may be able to apply for state funding instead of using town funds.

Mr. Martin moved on to discuss the wayfinding signage project on 260. The project is more the initial estimated costs because of the costs of materials. The signage would direct people into Town in order to get to businesses in the community as a collective. The project is already approved by ADOT. The Town would need to get it scoped and a contractor to get it going. We associated 20k initially. Now the Town is probably looking at five times that. Out of the originally allocated 20k there is 8k left after the design.

In the Council packet there is a breakdown of how the CARES act money has been allocated. The sheets go back to March. Some of the items have been done.

Mayor Jenkins wanted to know if Council will we get an updated sheet before the next meeting.

Financial Director Mike Showers said potentially, but at this point the only thing I know of at this point was the sewer cost.

Manager Martin also wanted to point out that the upgraded technology system for Council chambers to be able to meet virtually could be shifted. Mr. Martin pointed out that Council has been provided with several lists and Council has some time to review the information. Expectations are high and opportunity is there for additional funding.

Mr. Martin mentioned that streets had not been discussed. If funding came through

the street project, which is a managed project, the Town doesn't have the staff and the fully designed projects are not available. There are two things Mr. Martin would like to hear from Council. The first is whether staff should be putting together a staff related position to have the staff to do the projects. The second thing is whether staff should be working towards designs. If so, which projects would council want engineering designs started on, for significant projects with costs over one million. Mr. Martin would like to know which is the most important to come back to council with design planning.

Mayor Jenkins mentioned that adding head count is always stressful because it is a fixed cost. However, there is a lot of money being left at the door. Mayor Jenkins mentioned that she gets calls from county and has had conversations with senators where money is available, but the Town can't obtain the funding because we aren't ready. There is an opportunity to get major projects done due to the funding, but it can't be obtained.

Councilor Whatley mentioned that she has seen plans for the intersection and wanted to know if that was ready.

Mr. Martin stated that the project is as close as any to ready and not as expensive as other items on the list.

Mayor Jenkins stated that she understood we weren't ready to accept the money from County

Mr. Long stated that the Town doesn't have biddable plans at this point. The Town has concept drawings. If the Town utilizes NACOG there is approximately 700k of funding coming in 2024. The Town pledged that. If the Town found the funding sooner, then plans could be ready in three or four months. The plans do not include the intersection at this point, but are 80% complete. The cost would be approximately 20k-25k to finish it up.

Councilor Baker wanted to know if projects have to be fully planned and shovel ready to apply for the infrastructure bill.

Mr. Martin stated that the Town applies to different sources of funding based on the requirements of the funding. The Town needs the potential to leverage some of the other funding sources.

Councilor McPhail mentioned that something for Council to consider are providing sidewalks on Verde Lakes to the Dollar General.

Mr. Martin commented that the item could be part of the scope of the design on the drainage project.

Mr. Martin stated that his goal is to hit the larger projects and then Council will have the opportunity to walk through and prioritize. Council will also be provided with a

level of design for staffing and how it would be.

Mayor Jenkins mentioned she had spoken with Town Clerk Cindy Pemberton about getting together a list of grants, or potential grants that need to be managed. There are significant dollars in grants sitting on the table every day.

Mr. Martin said It is imperative to look into the projects and ask the teams about them to fully understand what is required. Council will be provided with links. The document of the act is a FAQ design and you Council can look through the sections and see if they apply.

Councilor Baker pointed out that the infrastructure bill is going to cover roads and bridges which Council knows need to be taken care of.

Mayor Jenkins asked that Mr. Martin provide a quick summary of the numbers.

Mr. Martin stated the Town has almost 3.8 over two years for federal rescue, and one million general funds tied to reserve expenditures.

Mr. Martin pointed out that the formalization of the plans has to be done by a finance officer. The logistics require a fairly broad set of teams. That is why some of the staffing levels are a critical item so that the Town is collectively able to do this in the future without a claw back. Steve has been successful in these grants because we are performing. The Town needs a better system going forward.

Mayor Jenkins wanted Mr. Martin to go over Council homework and expectation

Mr. Martin said the items included reading everything and identify any projects that may be not in there that should be considered right away. Mr. Martin will get council information about what the plan can pay for. He will also provide reference points for discussion and grants.

Mayor Jenkins remarked that if the Town does everything it is over 10 million worth of projects.

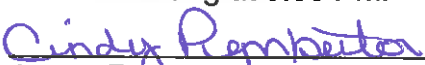
Councilor Whatley said the Town may need someone to write all the grants. She believed that someone was in that role and there isn't someone doing that now.

Mr. Martin pointed said the Town had grants that couldn't be performed and executed. If the Town can identify some of the projects there are people in the system that can help us put it together. Local First, for example, is an organization providing that service.

5. **Adjournment** Mayor Dee Jenkins adjourned the meeting at 5:33 PM.



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 Work Session of the Town Council of Camp Verde, Arizona, held on July 14, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5th day of August, 2021.

Cindy Pemberton
Cindy Pemberton, Town Clerk