

**AGENDA  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, AUGUST 18, 2021 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/85018787458?pwd=bFQzeGtjN2dMVVNURU2VQdU5lQUhtZz09>

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

**Meeting ID: 850 1878 7458**

**Passcode: 965959**

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) Regular Session – August 4, 2021 Page 5
    - 2) Executive Session – August 4, 2021 (Recorded and on File)
  - b) **Set Next Meeting, Date and Time:**
    - 1) Regular Session – Wednesday, September 1, 2021 at 6:30 p.m. CANCELLED
    - 2) Regular Session – Wednesday, September 15, 2021 at 6:30 p.m.
    - 3) Regular Session – Wednesday, October 6, 2021 at 6:30 p.m.
  - c) **Approval of Special Event Liquor License Application for Shannalee Marie Fowler -Verde Valley Raceway for event to be held at Wingfield Plaza Parking Lot located at 564 S Main Street, Camp Verde. AZ on 10-08-2021 and 10-09-2021.** Staff Resource: Cindy Pemberton Page 15
  - d) **Approval of Job Order Contract # 21-146 Montezuma Castle Highway Pavement Restoration under the JOC Construction Services Agreement # 17-123, dated January 17, 2018, awarding in the amount of \$76,074.90 and allowing for extra work as necessary, not to exceed approved project amount of \$110,000.00 to Asphalt Paving and Supply, Inc.** Staff Resource Ron Long and Dorie Blair Page 23

- e) **Approve the use of Gila Communications to complete the radio tower upgrades for an amount not to exceed \$110,000.** Resource: Corey Rowley Page 29
- f) **Approval to allocate Capital Improvement Funding for numerous projects funded through American Rescue Plan Act (ARPA) funding.** Staff Resource Russ Martin Page 35
- g) **Approval of the purchase of COMSTATE software for an amount not to exceed \$40,000.** Page 39

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))

6. **Special Announcements and Presentations**

- **Recognition and Oath of Office of Deputy Josh Collins and Deputy Jeff Bowers who were promoted to Sergeant with the Camp Verde Marshal's Office – Corey Rowley**

7. **Discussion, Consideration and Possible Approval for an addition of a new position of Capital Improvement Plan (CIP) Project Manager to the Town's Job Descriptions and Salary Plan.** Staff Resource: Russ Martin Page 43

8. **Discussion, Consideration, and Possible Action by the Mayor and Common Council of Camp Verde to express either their denial or approval for Staff to proceed with the processing of requests for Annexation into the Town of Camp Verde's Corporate Limits, for Parcel Numbers 403-24-002E, 403-24-002K, 403-24-002H, 403-24-002Q, 403-24-002S, 403-24-002U, 403-24-002W, and 403-24-002X.** Staff Resource: Melinda Lee Page 49

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 Informational 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. 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 Bashas on 08-12-2021 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.*

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S. MAIN STREET, SUITE 106**  
**WEDNESDAY, AUGUST 4, 2021 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/81074113576?pwd=MWY1WEJuTnpjM1d0Q3ovdzFRT2JmZz09>

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

**Meeting ID: 810 7411 3576**

**Passcode: 176126**

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video conferencing.

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, Robin Whatley (absent), Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance** Councilor Billy LeBeau led the pledge. Mayor Dee Jenkins took a point of personal privilege to send a message of condolences to the family of Faith Moore. Mayor Jenkins would like to recognize PDMO and all the efforts of the Marshal's Office to help find the young lady and support the rescue efforts.
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) Work Session – July 14, 2021
    - 2) Special Session – July 21, 2021
    - 3) Regular Session – July 21, 2021
  - b) **Set Next Meeting, Date and Time:**
    - 1) Regular Session – Wednesday August 18, 2021 at 6:30 p.m.
    - 2) Regular Session – Wednesday September 1, 2021 (Cancelled)
    - 3) Regular Session – Wednesday September 15, 2021 at 6:30 p.m.

Mayor Dee Jenkins asked about the correction to the next meeting. Town Clerk Cindy Pemberton stated there is a work session Wednesday, August 11<sup>th</sup>, at 5:30 PM and a special session on Wednesday, August 11<sup>th</sup>, at 5 pm that will be an executive session.

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

**Roll Call Vote:**

Councilor Baker: aye  
Councilor LeBeau: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Vice Mayor Butner: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

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))

Elaine Bremner wished to speak regarding funds allocated to the Verde Valley Senior Center. Town Manager Russ Martin requested that Ms. Bremner present during item eight on the agenda.

6. **Special Announcements and Presentations**

- **Equine Emergency Evacuation – Carol Fontana**

Carol Fontana, the chairman and evacuation leader, and John Hughes, cofounder, presented for EEE (Equine Emergency Evacuation). The organization wants to ensure the best possible outcome for large animals affected by a disaster. EEE services all large animals with the exception of cattle during disasters. Disasters also include technical rescue for down animals that may be stuck by a river or other obstruction. EEE is currently the only technical rescue group in the county for large animals. YCSO (Yavapai County Sheriff's Office) currently works closely with them and they are interested in expanded their presence in Camp Verde. John Hughes presented the organizations principles. The organization minimizes liability and has liability insurance. Above all safety is paramount in everything they do. EEE has simplified their organization by staffing virtually. There is over 7k animals, with an estimation of 2k in Camp Verde. The organization has heard that there is actually much more than that estimate. In Camp Verde there are ten people who have signed up to be evacuators. Carol Fontana stated that the organization started in 2019 and quickly realized that they needed to survey the animals to know what the scope of rescue may be. EEE presented survey maps to Council. The first map demonstrated the fire risks and where the animals live. The map included historical fires and estimated 14% has burned in the last nineteen years. The map also identifies staging areas. There are currently 27 staging areas

established in the county. The next map presented demonstrated flood risk. There are seven staging areas which are also shelters in the Verde Valley area.

In February EEE did a short YouTube to show how to download USGS gauges to go on the phone to determine flood risk evacuation timeline. The organization is working on teams here and doing a technical rescue course in September. They also do owner awareness programs so that people can be as prepared as possible. They have had success with the awareness programs in the past, allowing the animals to be rescued by owner awareness. They have response individuals who alert them if they see smoke or other potential disasters.

John Hughes discussed the operational organization chart. It detailed the organization flow chart from the IC Liaison to the Comms, Evac, Staging management teams. Staging areas are administered and staging areas are an advantage. Hamm radio operators track every vehicle electronically. They are checked in via cell or Hamm. Verde Valley amateur radio and Yavapai radio clubs work with the organization. Carol Fontana discussed the horse management of the process. They prepare the area, assign stalls, and document the arrival and departure of animals. There are several rig escorts as well.

Contact information for the organization was presented to Council: Hotline 833-922-9333 Website: [www.eeeyc.org](http://www.eeeyc.org) email: [info@eeeyc.org](mailto:info@eeeyc.org). Facebook: Equine Emergency Evacuation of Yavapai County. There is a volunteer portal that contains forms, logs, questionnaires, and SoPs they are downloadable. Password: HorseSafety101

EEE would like to coordinate with dispatch of 911 to send assistance. This will not require a monetary commitment, but will require a commitment of training and time from the Town.

Mayor Dee Jenkins thanked them for the information and presentation.

**7. Discussion, Consideration, and Possible Direction to the Manager to prepare and submit the 2021 Election Ballot for two (2) members from candidates around the state to serve on the Board of Trustees for the Arizona Municipal Risk Retention Pool. Staff Resource: Russ Martin**

Town Manager Russ Martin needed direction from Council of which two out of the five candidates, Council would like to serve on the Board of Trustees for the Arizona Municipal Risk Retention Pool. Town Manager Russ Martin recommended Ruben Nunez, Town of Marana Chief of Police, and David Trimble, Town of Fountain Hills Deputy Town Manager.

Council members were in support of his recommendation. Town Manager Russ Martin is taking the recommendation as general consent.

**8. Discussion, Consideration and Possible Approval for funding from the**

**Community Support budget line for Meals on Wheels and Yavapai Family Advocacy Center.** Staff Resource: Russ Martin

Town Manager Russ Martin requested Council to consider the timeframe of the requested funding and recommended that the Town not spend all of the allocated funding available in the first couple of months. Town Manager Russ Martin recommended that Council approve 20k for the Verde Valley Senior Center Meals on Wheels program and an additional 4k for the Family Advocacy Center request.

Councilor LeBeau mentioned he believed there is not any better placement of the funds than the Verde Valley Senior Center Meals on Wheels program and the Family Advocacy Center. He would be in favor of funding the whole year.

Vice Mayor Butner agreed with Councilor LeBeau, but he has been informed the service the town has received hasn't been as good because the Family Advocacy Center is located in Prescott Valley. Because of the location, Camp Verde hasn't received the same amount of focus. Vice Mayor Butner felt it was a good idea to be supportive, but would also like to request better service to this side of the valley. Vice Mayor Butner inquired if there was a representative present from the Advocacy Center.

Town Clerk Pemberton stated the YFAC organization is working with Marshal Corey Rowley. The Advocacy Center has asked Marshal Rowley to answer any questions that may come up in lieu of the representative who could not attend.

Vice Mayor Butner suggested that Council give them 4k now and request to see steps toward improved service for potential future funding. He also stated that the Senior Center has been doing work in Camp Verde for many years, but he doesn't want to expend all of the available funding of 40k. There could be additional funding requests by other worthy organizations. If not then additional funding for the requesting organizations can be approved at a later date.

Councilor Baker asked Marshal Rowley as a representative of the Advocacy Center if he knew why Camp Verde was not receiving the same level of service as other communities.

Marshal Rowley remarked there are no representatives for the Advocacy Center who are currently living in Camp Verde and are assigned here. That is changing in the next few weeks. They are very interested in putting in a Center over here. Originally the Advocacy Center asked for 10k. Marshal Rowley believes that it is fair to give the 4k and see what can be done to improve service. They do want to have more of a presence in Town. Camp Verde currently does utilize their service by going to Prescott. The department does use other resources as well and often utilizes resources in Flagstaff because of the hospital services available.

Elaine Bremner spoke for the Verde Valley Senior Center Meals on Wheels program. Ms. Bremner would like to debate Vice Mayor Butner opinion on waiting to designate funding because she believes the money should not be sitting around



unused when people could use it. Ms. Bremner stated that she doesn't want to have to make a decision of who can be fed because of limited funding for the Meals on Wheels program. The cost of meals has experience an increase of over \$3 per meal. Gasoline costs have also risen and increased the cost of delivering the meals. Ms. Bremner doesn't feel that treading water by making the same funding contribution annually is the way to keep things moving forward. Ms. Bremner requested that Camp Verde step up to continue the program so seniors do not need to be turned away. Recipients of the meals are expected to contribute if they can, but currently many can't. The contributions have decreased by half. Three years ago contributions from clients were \$9500, this year it was \$4730. The decrease is not their clients don't want to, it's because they can't. Elaine invited Council to come out on a round and deliver meals, so they can get a feel for the plight of the individuals that the organization serves. She wanted to ensure that Council understood that the program costs are increasing.

Councilor Baker wanted to know if NACOG has increased the amount of funding they are providing.

Ms. Bremner stated that she can't answer at this time because they are still working on the budget. Ms. Bremner could speak to her budget from NACOG right now. The funding for the year is \$142,300 which equates to a contribution of \$2.45 per meal for everyone they serve. Last year Camp Verde contributed \$15k which equates to \$1.22 per meal. The client contribution effort was 0.39 per meal. That adds up to \$4.06 and the cost is \$9.23 per meal. The organization has to come up with the additional \$5.17 per meal. Currently hands are tied for fundraising due to COVID which has restricted their ability to hold any kind of big events.

Councilor Baker is it still the case Yavapai County isn't contributing.

Ms. Bremner confirmed that they don't have County funding. Ms. Bremner expressed frustrations with community support. In the city of Cottonwood the work senior doesn't appear anywhere in the community plan and there are 0 contributions for seniors. Ms. Bremner felt that seniors are often at the bottom of the pile to receive funding.

Councilor Baker recommended 20k now and the rest available at a specific time in budget year.

Mayor Jenkins would agree with Town Manager Russ Martin recommendation and leave the door open for future funding.

Mr. Martin pointed out that 20k was an increase to the contribution for last year. Further into the year there will be a better understanding of the budget for the organization and additional funding could be assessed.

**Motion** by Councilor McPhail to approve 20k in funding for Meals on Wheels Verde Valley Senior Center and 4k in funding for Yavapai Family Advocacy Center. Second by Councilor Murdock.

**Roll Call Vote:**

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Councilor Murdock: aye

Vice Mayor Butner: aye

Mayor Jenkins: aye

**Motion** carried 6-0.

**9. Discussion, Consideration and Possible Approval to allocate Capital Improvement Funding for numerous projects funded through American Rescue Plan Act (ARPA) funding.** Staff Resource: Russ Martin

Town Manager Russ Martin remarked that he wanted Council to feel confident in their decisions and nothing is needed from Council tonight on the project list. The Town has 2 to 3 years to work through the approximately four million in funding. Most of the projects presented tonight are under buildings that require improvements and are smaller numbers in cost. Sewer is absolutely eligible for funding under the ARPA. The first report from the Town is due in October and annually after that. The Town won't know if anything is challenged for possibly over a year. In a few weeks, when Council Members attend the league of cities, there will be an opportunity to discuss with others community leaders how they are utilizing funding. Troy Odell and Chet Teague are present to answer any sewer project questions. Ron Long is also available to answer questions on some of the additional projects. The goal is to see projects done in a timeframe of 6 weeks to 6 months. It has been requested that staff only submit projects with that timeframe. The projects which are being discussed are only those that meet the eligibility requirement of rescue money funding.

Mayor Dee Jenkins asked what we know about the infrastructure bill and if some of those funds can be used to take care of some of the projects.

Mr. Martin stated there isn't an update yet. They may do a simple and direct method of funding like the rescue plan. The other way they could go is to allocate through the state or NACOG. In that case there would be a process of acquiring and proving eligibility for funding. The bill does look much broader and wouldn't be as tied to the sewer and water. It will help with the roads. Roads are not eligible for rescue funding.

Councilor McPhail wanted to confirm her understanding that the list presented to Council are projects with the potential to get going in the next 6 weeks to 6 months. Councilor McPhail wanted to know from Marshal Rowley if they are still two defibrillators short of having one in every unit.

Marshall Rowley stated that they currently have donors for that and will let council know if additional assistance is needed.

Councilor Murdock would like to leave the list in the hands of the experts that sit in the room. She expressed appreciation for their expertise, contributions and feels comfortable with the list presented in regards to the requirements and recommendations.

Mayor Jenkins felt very comfortable with the list presented and the understanding of the requirements as well. Mayor Jenkins mentioned the projects have been discussed for some time. Some are old and some new. Many of the projects are a necessity.

Councilor Baker would like to get the projects completed while the funding is available. There are several sewer things that the town is behind in upgrading and repairs.

**Motion** made by Councilor McPhail to recommend to staff to move forward as soon as they can on the list presented with Councils full support. Councilor Baker seconded motion.

Mayor Dee Jenkins asked for any further discussion.

Vice Mayor Joe Butner recommended a caveat added that any items over 50k should be brought back to council.

Councilor Jesse Murdock mentioned that the 50k requirement is already in policies and procedures.

Town Clerk Cindy Pemberton pointed out that at this time there is a motion on the table that has been seconded. The motion must be voted on. If the motion doesn't pass then a new motion can be made, but the motion requires a vote.

Mayor Dee Jenkins called for the vote.

**Roll Call Vote:**

Councilor Baker: aye

Councilor McPhail: aye

Councilor LeBeau: aye

Councilor Murdock: aye

Vice Mayor Butner: nay

Mayor Jenkins: aye

**Motion** carried 5-1.

Vice Mayor Butner mentioned he wanted more specific language in the motion.

- 10. 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,

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Town Clerk Pemberton no cards from public.

- 11. Council Informational 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.

Councilor McPhail continues to attend the Yavapai Apache Nation Tribal council meetings, attended the Verde Valley Regional Transportation Planning Meeting, and attended a meet and great with the Sustainability Alliance.

Vice Mayor Butner heard on the radio that the County is shutting their offices down effective tomorrow due to increase in the Delta variant of the COVID virus. Vice Mayor Butner is concerned with how Camp Verde will deal with the new information. MATFORCE going to get going for meeting in person again, but maybe not now due to the COVID concerns.

Mayor Jenkins attended the Verde Valley Mayor managers biweekly meeting and a zoom meeting on broadband prior to that. Mayor Jenkins would like to remind council that there are a couple of businesses that would like attendance for a ribbon company, Verde Ranch Storage August 9<sup>th</sup>, 4 pm and Verde Ranch Estates September 25<sup>th</sup>, at 10:30 AM. Verde Ranch Estates would like any or all Council members to attend the grand opening.

- 12. 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 read an email that was sent to all employees with recommendations and precautions to be taken by Town staff for the Delta COVID concerns and reminding everyone that vaccinations are not a 100% guarantee. He expressed the importance for everyone to do all they can to protect themselves and others. Currently the Town has asked staff to heighten their alert to try and

stay in full service. State NAH (Northern Arizona Healthcare) information will be posted online. There is no formal direction from any Verde Valley communities at this time. The County is instilling county wide discussion.

Town Clerk Pemberton mentioned there is also a staff report from Marshal Rowley for this session.

Marshal Rowley wanted to present Council with information on the search from last week for Faith Moore. Camp Verde played a major role. There is a great relationship with Cottonwood and County Search and Rescue. Because of the DERMO (Defense Reutilization and Marketing Office) program that Camp Verde sources equipment from they were able to provide necessary equipment to help with the rescue efforts. Camp Verde was able to provide two track hoes and a bulldozer. They didn't have resources available and Cottonwood came over to see how Camp Verde obtained the equipment. They are working on doing co-training together. There are four operators that were not familiar with the equipment that will be put through training. Cottonwood is going to do the same.

The office is also working with Elaine to get approved VIPs the next couple weeks for helping with the Meals on Wheels program.

Councilor Murdock asked if they will be working towards an IGA or MOU for sharing borrowed equipment with the other communities.

Marshal Rowley stated that this is also in the works. SWAT team had no idea they could get equipment and the Public Works Director was in awe of the correlation of town resources.

- 13. Update, Discussion and Consultation with the Town Attorney for legal advice and review of negotiations to purchase the Camp Verde Water System:** 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); (A)(7).

**Motion** to go into an executive session was made by Councilor McPhail. Second by Vice Mayor Joe Butner.

**Role Call Vote:**

Councilor Jackie Baker: aye  
Councilor Billy LeBeau: aye  
Councilor Cris McPhail: aye  
Councilor Jesse Murdock: aye  
Vice Mayor Joe Butner: aye  
Mayor Dee Jenkins: aye

**Motion** carried 6-0.

Mayor Dee Jenkins called executive session at 7:39 p.m.  
Mayor Jenkins reconvened to Regular Session at 8:14 p.m.

**14. Adjournment** Mayor Dee Jenkins adjourned the meeting at 8:14 p.m.

\_\_\_\_\_  
Mayor Dee Jenkins

\_\_\_\_\_  
Attest: Town Clerk Cindy Pemberton

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on August 4, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

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

DRAFT



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: 08-15-2021

Consent Agenda     Decision Agenda     Executive Session Requested

Presentation Only     Action/Presentation

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title: Possible approval of Special Event Liquor License Application for Shannalee Marie Fowler - Verde Valley Raceway for event to be held at Wingfield Plaza Parking Lot located at 564 S Main Street, Camp Verde. AZ on 10-08-2021 and 10-09-2021. [Staff Resource: Cindy Pemberton]

List Attached Documents: – Special Event Liquor Applications

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

Department Head: Cindy Pemberton     Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A    Amount Remaining: \_\_\_\_\_

Comments:

Background Information: Application was received on August 4, 2021 for event being held at the 564 S Main Street-Wingfield Plaza Parking Lot. All fees have been paid. Community Development and CVMO approved and the extension of the parking lot was approved by the owner.

Recommended Action (Motion): Recommend Approval of Special Event Liquor License application for Shannalee Marie Fowler -Verde Valley Raceway for event to be held at Wingfield Plaza Parking Lot located at 564 S Main Street, Camp Verde. AZ on 10-08-2021 and 10-09-2021.

Instructions to the Clerk: Section II not required. Process applications.



Arizona Department of Liquor Licenses and Control  
 800 W Washington 5th Floor  
 Phoenix, AZ 85007-2934  
 www.azliquor.gov  
 (602) 542-5141

FOR DLIC USE ONLY

Received Date:
Job #:
CSR:
License #:

**APPLICATION FOR SPECIAL EVENT LICENSE**  
 Fees: \$25.00 per day for 1-10 days (consecutive) *Cash Checks or Money Orders Only*  
 A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

**IMPORTANT INFORMATION:** This document must be fully completed or it will be returned.  
 The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event.

**SECTION 1** Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Fowler, Shannalee Marie [Redacted]

2. Applicant's mailing address: [Redacted] Camp Verde, AZ 86322

3. Applicant's home/cell phone: (623) [Redacted] Applicant's business phone: (928) 567-8722

4. Applicant's email address: [Redacted]

**SECTION 2** Name of Organization, Candidate or Political Party/Gov.: Verde Valley Raceway

**SECTION 3** Non-Profit/IRS Tax Exempt Number: 86-1892516

**SECTION 4** Event Location: Wingfield Plaza Parking Lot

Event Address: 564 S. Main Street, Camp Verde, AZ 86322

**SECTION 5** Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.  
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

**PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY**

	Date	Day of Week	Event Start Time AM/PM	Event End Time AM/PM	Numbers of Attendees (Each Day)
DAY 1:	<u>10/08/2021</u>	<u>Friday</u>	<u>8pm</u>	<u>1am</u>	<u>500</u>
DAY 2:	<u>10/09/2021</u>	<u>Saturday</u>	<u>8pm</u>	<u>1am</u>	<u>500</u>
DAY 3:	_____	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____	_____



**SECTION 6** What type of security and control measures will you take to prevent violations of liquor laws at this event?  
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

Number of Police 6 Number of Security Personnel  Fencing  Barriers

Explanation: Low Places is having an outside dance. We will have 6 security personnel walking property.  
Sales will be located in a designated area in the parking lot with gate security to control in and out of alcohol. Signs will be posted  
that no outside alcohol will be allowed in the facility at the front gate, or in the main building.  
that no outside alcohol will be allowed in the facility at the front gate, or in the main building.

**SECTION 7** Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No  
(If yes, Local Governing Body Signature not required)

Name of Business License Number Phone (Include Area Code)

**SECTION 8** How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

*(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)*

**SECTION 9** What is the purpose of this event?

On-site consumption  Off-site (auction/wine/distilled spirits pull)  Both

**SECTION 10**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No (If yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? 3  
(The number cannot exceed 10 days per year.)

3. Is the Organization using the services of a Licensed Contractor?  
 Yes  No If yes, please provide the following: Name of Licensed Contractor: \_\_\_\_\_

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?  
 Yes  No If yes, please provide the following: Name of Licensee Shannalee Fowler License #: 012130012270

5. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Low Place's Bar & Grill, LLC Percentage: 75%

Address 1825 S. Quarterhorse Lane, Camp Verde, AZ 86322

Name Verde Valley Raceway Percentage: 25%

Address 2320 Verde West Drive, Camp Verde, AZ 86322

Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

**Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.**

**NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.**

**SECTION 11** License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.

# ATTACH DIAGRAM

If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

## Attestation for Special Events Licenses Executive Order ("E.O.") 2020-59 Further Mitigation Requirement for Events

On December 2, 2020 Governor Ducey issued E.O. 2020-59, Further Mitigation Requirement for Events. Pursuant to E.O. 2020-59, beginning on December 3rd, an applicant for a series 15, Special Event License or series 16, Festival/Fair License are required to submit an attestation acknowledging that public health requirements issued by ADHS will be followed by attendees and enforced by event organizers prior to receiving the license.

I hereby attest, by submitting this form, that as the applicant listed below I acknowledge that I understand that as a condition of the series 15, Special Event License or series 16, Festival/Fair License issued to me by the DLLC, I shall ensure compliance with the applicable requirements issued by ADHS and any other requirements or guidelines incorporated therein related to mitigating the transmission of COVID-19 during my event, including that as the event organizer I will implement and enforce the following:

At all times:

- Require the use of masks at all times by event organizers, staff and attendees except while actively eating or drinking.
- Promote healthy hygiene practices.
- Ensure cleaning and disinfection practices and ventilation.
- Ensure adequate supplies of hand sanitizer and cleaning supplies.
- Monitor all persons in the business premises for sickness.
- Ensure physical distancing by spacing chairs and tables at least 6 feet apart.
- Limit the congregation of groups during the event.
- Eliminate instances where attendees serve their own food.

By submitting this attestation, the applicant is agreeing to meet the applicable guidance in the ADHS Requirements for the business located at [www.azhealth.gov/businesscovid19](http://www.azhealth.gov/businesscovid19), as may be updated or modified from time-to-time.

Notwithstanding the submission of this attestation, if DLLC becomes aware of actions taken by the applicant that may take jeopardize the health, safety, and welfare of the public or that the representations in this attestation are false, DLLC additional action as necessary to protect the health, safety and welfare of the public.

To review up-to-date information regarding ADHS' emergency response to COVID-19 and information for businesses, please visit [www.azhealth.gov/businesscovid19](http://www.azhealth.gov/businesscovid19).

I, (Print Full Name) Shannalee Fowler hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: 

**LOCAL GOVERNING BOARD**

Date Received: 8-4-2021

I, \_\_\_\_\_ recommend  APPROVAL  DISAPPROVAL  
 (Government Official) (Title)

On behalf of \_\_\_\_\_  
 (City, Town, County) Signature Date Phone

**DLLC USE ONLY**

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.

hex

Band & Equipment Parking

■ = 3'

→ N

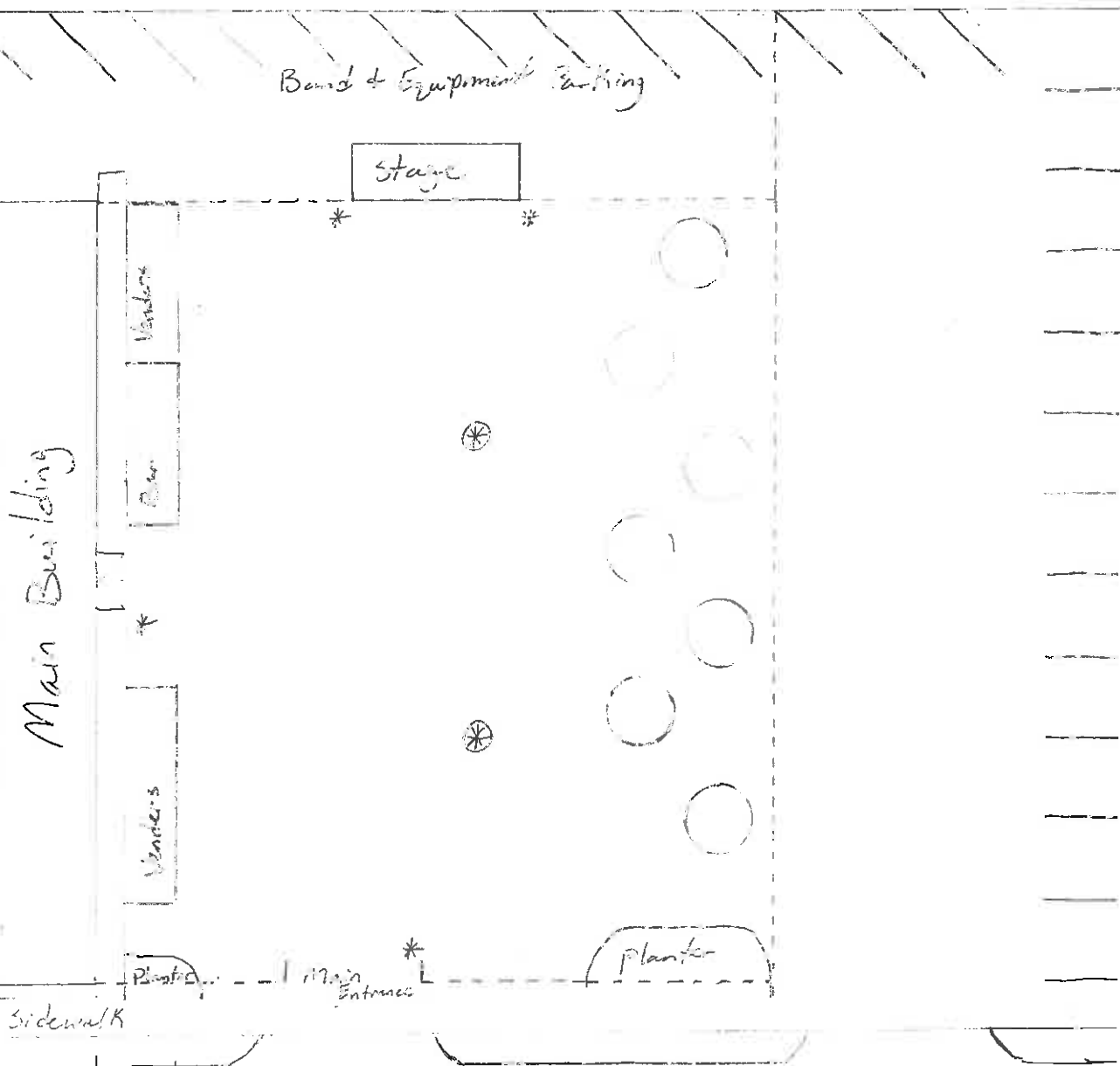
--- Baricade

\* Stationary Security

⊗ Moving Security

□ space for Bar or Alcohol Rep.

○ Tables & Chairs



Parking Lot of 564 S. Main St. Camp Verde 42 86322

hey

Band + Equipment Parking

■ = 3'

↑ N →

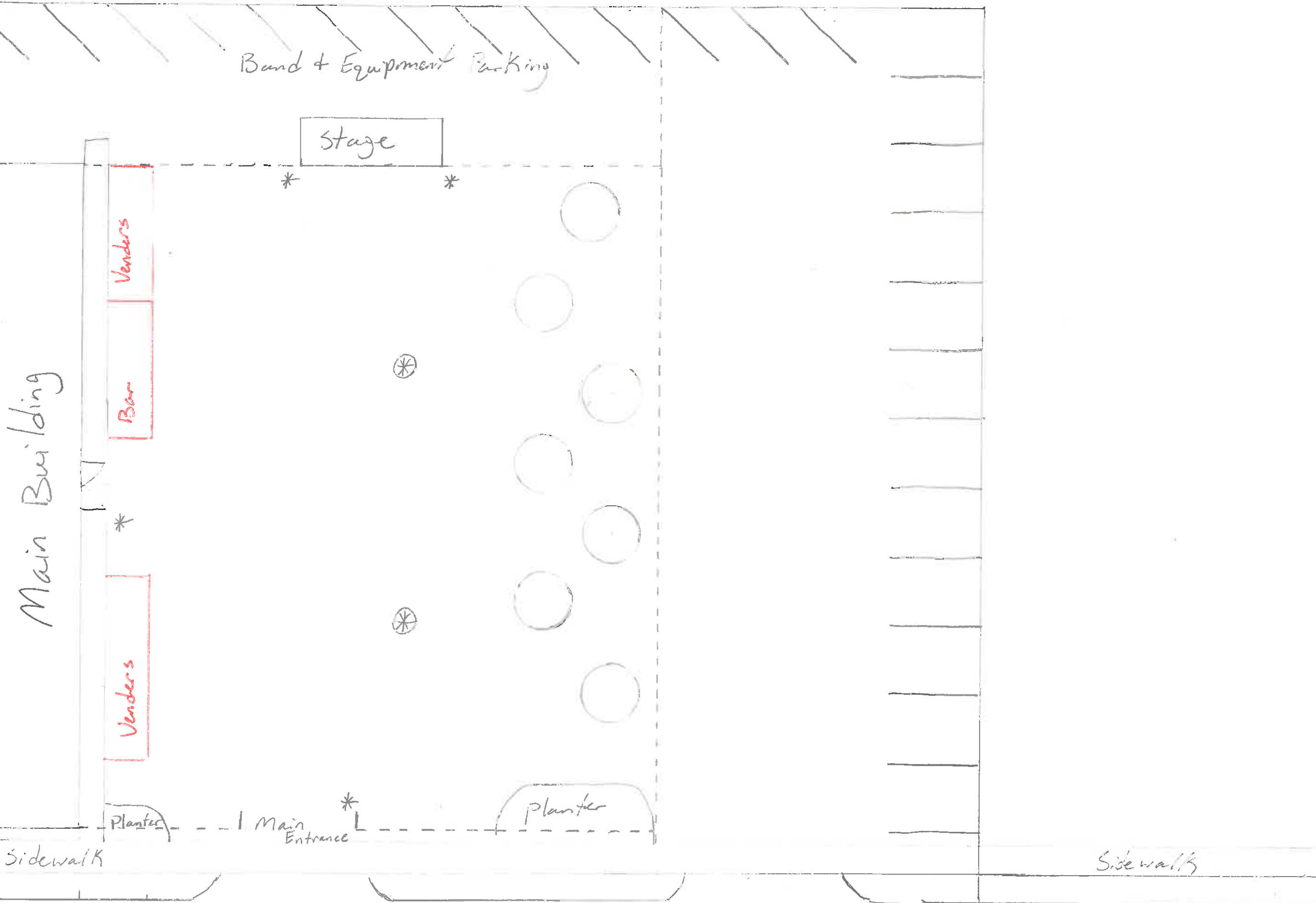
--- Baricade

\* Stationary Security

⊗ Moving Security

┌─┐ space for Bar or Alcohol Reps.

○ - Tables & chairs



Parking Lot of  
564 S. Main St.  
Camp Verde  
42 86322

Sidewalk

Main Entrance

planter

Sidewalk

Main St. Camp Verde

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*down and replaced. Council previously approved said project, and authorized award amount on February 17, 2021.*

***Recommended Action (Motion):*** Approval of Job Order Contract # 21-146 Montezuma Castle Highway Pavement Restoration under the JOC Construction Services Agreement # 17-123, dated January 17, 2018, awarding in the amount of \$76,074.90 and allowing for extra work as necessary, not to exceed approved project amount of \$110,000.00 to Asphalt Paving and Supply, Inc.

***Instructions to the Clerk: n/a***



**1. Addendum**

Bid Schedule Attached.

By: dorieblair

Aug 2, 2021 11:42:28 AM MST

 [Track Changes]

## Bid RFQ #21-146 - Montezuma Castle Highway Pavement Restoration JOC # 21-146

[\[Switch to Vendor View\]](#)
Bid Type **RFQ**Bid Number **21-146**

Title **Montezuma Castle Highway  
Pavement Restoration JOC #  
21-146**

**Restricted Access Bid**Start Date **Jul 19, 2021 12:09:15 PM MST**End Date **Aug 5, 2021 3:00:00 PM MST**Agency **Town of Camp Verde**

Bid Contact **Ron Long**  
(928) 554-0820  
ron.long@campverde.az.gov  
395 S. Main Street  
Camp Verde, AZ 86322

**Access Reports**

View reports on who has been notified of the bid or accessed it.  
[Notification report]  
[Access report]

**Questions**

1 Question  
0 Unanswered  
1 New Question, and  
1 New Answer  
[\[View Questions\]](#)

**Description**

The Town of Camp Verde is requesting JOC quotes for the Montezuma Castle Highway **Pavement Restoration (Milled, Repaved and Striping)** Project # 21-146 under Construction Services Agreement # 17-123, dated January 17, 2018.

Location: **Area 1;** Northbound Travel Lane only on Montezuma Castle Highway at School Complex in Camp Verde, Arizona, 86322. Mill 4" Asphalt Concrete (AC) & Repave 1,534 Square Yards (SY) **Area 2;** Northbound Travel Lane only at Black Bridge, Camp Verde, AZ. Mill 2" Asphalt Concrete (AC) & Repave 1,334 Square Yards (SY) **Striping; Area's 1 & 2,** 4" White Edge Line and 2-4" Yellow Center Line. (2,150 Feet). **Striping; Around School Complex** on Apache Trail, Garner Lane, and Camp Lincoln Road 2-4" White Edge Lines, 2-4" Yellow Center Line. (6,000 Feet).

Any and all questions regarding this quote request shall be submitted via the Public Purchase Web Site (publicpurchase.com) for the Project prior to Tuesday, August 3, 2021 at 3:00 PM. Note; any questions asked after this time and date specified will not be answered

**Delivery Information**

The sealed quote shall be delivered to the Town of Camp Verde Public Works Office located at 395 S. Main Street, Camp Verde, Arizona not later than; Thursday, August 5, 2021 at 3:00 PM local Arizona time. Note; any quotes submitted after the time and date specified will not be accepted.

**Pre-Bid Conference**Date **Jul 27, 2021 8:00:00 AM MST**Location **Lacy Lane and Montezuma Castle Highway**

Notes **A mandatory pre-quote meeting will be held on Tuesday, July 27, 2021 at 8:00 AM at the corner of Lacey Ln and Montezuma Castle Highway, Camp Verde, AZ 86322. This will be a mandatory pre-quote meeting and all those intending to quote the work are required to attend**

**Items Details**

Code	Item	Qty	Unit	Brand
001	Bid Schedule	1	EA	
To Be provided on or before Pre Bid Meeting				

**Documents**

Name	Acceptance Required	
 MCH Pavement Restoration; Bid Schedule	Yes	[Download]

Customer Support: [agency-support@publicpurchase.com](mailto:agency-support@publicpurchase.com) | Copyright 1999-2021 © | The Public Group, LLC. All rights reserved.

**Bid Schedule**  
**Montezuma Castle Highway Pavement Restoration**  
**Town of Camp Verde Public Works Department**

Base Bid				
No.	Description	Unit	Qty	Cost
1	MCH Northbound Travel Lane at Black Bridge; mill 2-inches of existing asphalt & repave 2-inches of asphalt per MAG specifications from Black Bridge north for approximately 1,000-feet. Hual millings to the Town's Street Yard at 1498 W. Peterson Road.	SY	1,335	31,959.90
2	MCH Northbound Travel Lane at School; mill 2-inches of existing asphalt & repave 2-inches of asphalt per MAG specifications from marked point north for approximately 1,150-feet. Hual millings to the Town's Street Yard at 1498 W. Peterson Road.	SY	1,535	26,862.50
3	MCH All Lanes; restripe pavement to match existing striping per MAG specifications from the north end of Black Bridge to the intersection with Apache Trail.	LS	1	5,325.00
<b>Total Cost Base Bid*</b>				64,147.40

Alternate 1 Bid Items				
No.	Description	Unit	Qty	Cost
1	MCH Northbound Travel Lane at School; mill full depth of existing asphalt (approximately 4-inches) & repave to match depth of existing asphalt per MAG specifications from marked point north for approximately 275-feet. Hual millings to the Town's Street Yard at 1498 W. Peterson Road.	SY	367	11,927.50
<b>Total Cost Alternate 1*</b>				11,927.50

\* All costs for Base and Alternate 1 Bid Items to include Traffic control, Overhead, Profit, & Taxes

**Note; Contractor to salvage & haul millings to the Town of Camp Verde Street Yard located at 1498 W. Peterson Road in Camp Verde**

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**Agenda Item Submission Form – Section I**

Meeting Date: August 18, 2021

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

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Rowley

Agenda Title (be exact): Approve the use of Gila Communications to complete the radio tower upgrades for an amount not to exceed \$110,000.

List Attached Documents: Gila Communication quote #2046

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_  Department Head: Corey Rowley (included herein)
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department  
Fiscal Impact:  
Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Background Information:**

1. This critical project was approved by the council within the RESCUE funding. Due to outdated equipment security issues including lack of coverage area and no back up if squaw peak site goes down, we are in desperate need to improve this facility. Gila Electronics is the sole installer licensed to do work for Motorola. All equipment is state pricing. The result of the project will be much needed security of the radio facility, back up radio site on Mingus for power failure, digital capability to increase radio coverage.

Recommended Action (Motion): Move to approve the use of Gila Communications to complete the radio tower upgrades for an amount not to exceed \$110,000.

**Instructions to the Clerk:**

# Town of Camp Verde Capital Improvement Plan Project Request

**Project Title: CRITICAL RADIO TOWER REPAIRS/SECURITY/IMPROVEMENTS**

**Date:** 07/22/2021

**Dept:** Marshal's Office

**Contact:** Rowley

**Req'd by:** Rowley

**Prepared by:** Rowley

**Project Summary:**

Police radio tower on Squaw peak building needs to be secured with fencing, new door, cameras, upgrade in wiring and transmission, replace faulty generator, install warning system for equipment failure, install secondary repeater on Mingus for critical back up and extended area coverage.

**Location:**

Squaw Peak/Mingus Mountain

**Need / Justification:**

Our radio communication facility frequently experiences failure and are in desperate need of upgrades. We lose all radio communication with officers during storms. Our area coverage is not sufficient for officer safety, we need to install equipment on Mingus in order to increase coverage and officer safety. This rescue fund is exactly made for these types of public safety issues.

**Full-Cost:**

\$109,522.07

**Segmented Timeline:**

Activity / Segment	Timeline	Cost
Squaw peak repairs/security/upgrade	October-December	\$80,000.00
Mingus install	October-December	\$29,522.07
By doing these projects at the same time it saves on labor and travel/equipment shipping/Joint venture on tower usage on Mingus DISCOUNT \$ 43,000.00		

**Operational Impact:**

Increased public safety/Back up source for failure/much needed repairs

**Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):**

Rescue funds



[Gila Electronics](#)

**Camp Verde Marshall's Office**

646 S. Frist St.

Camp Verde AZ 86322  
USA

Currency: \$

Description	Quantity	UoM	Price	Tax %	Total
<b>Temperature Monitor</b> Item Code: RA3E-ES0-BAS	<b>1</b>		<b>295.00</b>	<b>8.412</b>	<b>295.00</b>
<b>Mini UPS and Power Sensor</b> Item Code: RMA-MUPS-SEN	<b>1</b>		<b>255.00</b>	<b>8.412</b>	<b>255.00</b>
<b>4 camera and recorder Outdoor IP power over POE 4K Cameras</b> Item Code: RLK8-410B4	<b>1</b>		<b>549.99</b>	<b>8.412</b>	<b>549.99</b>
<b>Labor</b> Item Code: L04	<b>128</b>		<b>125.00</b>	<b>0.000</b>	<b>16,000.00</b>
<b>Travel</b> Item Code: Travel Hours	<b>6</b>		<b>100.00</b>	<b>0.000</b>	<b>600.00</b>
<b>600 feet chain link Fence</b> Item Code: Chaqin Link Fencing	<b>1</b>		<b>9,992.00</b>	<b>8.412</b>	<b>9,992.00</b>
<b>Mag Lock Door Security Lock</b> Item Code: CC-3800-MUEM	<b>1</b>		<b>1,469.99</b>	<b>8.412</b>	<b>1,469.99</b>

**Carry Over: 29,161.98**

CEO: Harold Henrick

Shareholder:

Tax Official:

Headquarters:

Website: [gilaelectronics.com](http://gilaelectronics.com)

Council Regular Session

Phone: (928) 726-0896

Fax: (928) 726-8238

E-Mail: [Solutions@gilaelectronics.com](mailto:Solutions@gilaelectronics.com)

Tax No.:

Tax ID No.:

Bank Name: 1st Bank Yuma

Bank Account: xxxxxx4682

Bank Code: 1ST

Swift/BIC:

IBAN:

2481 E Palo Verde St,

Yuma AZ 85365  
USA



Original

Document Number

2046

**SALES QUOTATION**

Document Date

07/21/21

Page

2/3

Currency: \$

Carry Over: **29,161.98**

Description	Quantity	UoM	Price	Tax %	Total
<b>Simulcast option GTR8000</b> Item Code: CA01508	2		1,100.00	8.412	2,200.00
<b>GTR8000 Preselector</b> Item Code: X265	2		425.00	8.412	850.00
<b>Comparator Digital</b> Item Code: T8341A	1		5,500.00	8.412	5,500.00
<b>Comparator P25 Digital software</b> Item Code: CA0303320	1		10,500.00	8.412	10,500.00
<b>Comparator Simulcast software</b> Item Code: CA0303317	1		3,000.00	8.412	3,000.00
<b>P25 Digital/Analog Mobile Radios</b> Item Code: APX1500	8		2,900.00	8.412	23,200.00
<b>Tower Labor</b> Item Code: L03	120		150.00	8.412	18,000.00
<b>40KW Diesel Generator</b> Item Code: Diesel Generator	1		9,900.00	8.412	9,900.00

Tax Details				Quotation Subtotal:	\$ 102,311.98
Tax Code	Tax %	Net	Tax	Total Before Tax:	\$ 102,311.98
0	0.00	16,600.00	0.00	Total Tax Amount:	\$ 7,210.09
AZ	8.41	85,711.98	7,210.09	<b>Total Amount:</b>	<b>\$ 109,522.07</b>

Additional Expenses		Shipping Type:	
CEO:	Harold Henrick	Phone:	(928) 726-0896
Shareholder:		Fax:	(928) 726-8238
Tax Official:		E-Mail:	Solutions@gilaelectronics.com
Headquarters:		Tax No.:	
Website:	gilaelectronics.com	Tax ID No.:	
Bank Name:	1st Bank Yuma	Bank Account:	xxxxxx4682
Bank Code:	1ST	Swift/BIC:	
IBAN:			



2481 E Palo Verde St,

Yuma AZ 85365  
USA



Original

Document Number

2046

# SALES QUOTATION

Document Date

07/21/21

Page

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Currency: \$

## Payment Term

Net 30 Customers

Quotation Valid Until: 08/21/21

Tower labor for two digital Simular Cast systems one Mingus and one Update on Squaw Peak. Regular labor Gfor cameras, door lock fencing and Generator Power alarm system. This will update both repeater to work in sinc and revert to one if the other is do

CEO: Harold Henrick

Phone: (928) 726-0896

Bank Name: 1st Bank Yuma

Shareholder:

Fax: (928) 726-8238

Bank Account: xxxxxx4682

Tax Official:

E-Mail: Solutions@gilaelectronics.com

Bank Code: 1ST

Headquarters:

Tax No.:

Swift/BIC:

Website: gilaelectronics.com

Tax ID No.:

IBAN:

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**Agenda Item Submission Form – Section I**

Meeting Date: August 18, 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): Approval to allocate Capital Improvement Funding for numerous projects funded through American Rescue Plan Act (ARPA) funding.

List Attached Documents:

1. Project List
2. Previous meeting draft minutes

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

**Reviews and Comments Completed by:**

Town Manager: Russ Martin     Department Head: \_\_\_\_\_

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department: Allows for clear direct line item funding for the projects.

Background Information: The staff is bringing this back to ensure clear approval language.

Recommended Action (Motion): Move to approve an allocation of \$2,366,785 for the following projects that follows proper Financial Operations Guide requirements for procurement:

<u>Court Security Checkpoint (Previous Cares Act Allocation)</u>	<u>\$100,000</u>
<u>Council Chambers (Previous Cares Act Allocation)</u>	<u>\$28,000</u>
<u>Digital Fingerprint Processing (Previous Cares Act Allocation)</u>	<u>\$14,035</u>
<u>CVMO Automatic Opening Entry Doors</u>	<u>\$8,000</u>
<u>Upgrades to Animal Shelter</u>	<u>\$12,000</u>

<u>Radio Tower Repairs/Security/Improvements</u>	<u>\$110,000</u>
<u>Montezuma Castle HWY Traffic Study w/School</u>	
<u>Building 300/GYM Backup Generator</u>	<u>\$175,000</u>
<u>Building 300/GYM Automatic Opening Entry Doors*</u>	<u>\$30,000</u>
<u>Building 300 Restroom Improvements</u>	<u>\$100,000</u>
<u>Digital Sign Boards*</u>	<u>\$100,000</u>
<u>Scanner to digitize Community Development</u>	<u>\$5,500</u>
<u>Broadband to Sports Complex/Parks (Not yet scoped/estimation only)</u>	<u>\$125,000</u>
<u>Wayfinding Signage on Highway 260/Town ROW*</u>	<u>\$120,000</u>
<u>STEAM Trailer Repairs</u>	<u>\$25,000</u>
<u>SEWER</u>	
<u>Dickinson Circle Erosion Repair</u>	<u>\$306,750</u>
<u>3rd Street Residential</u>	<u>\$55,000</u>
<u>Separation of Commercial Connections on Main</u>	<u>\$35,000</u>
<u>Main Street Lift Station repairs</u>	<u>\$35,000</u>
<u>Main Street Sewer Line Replacement (Design)</u>	<u>\$480,000</u>
<u>Hauler Station Upgrades</u>	<u>\$300,000</u>
<u>Yaqui Circle Line Replacement</u>	<u>\$57,500</u>
<u>Repair of Main north of I-17</u>	<u>\$45,000</u>
<u>3rd Street &amp; Maryvale Siphon Repair</u>	<u>\$100,000</u>
<u>SEWER SUBTOTAL</u>	<u>\$1,414,250</u>
<u>Cares Act allocations that can be reallocated to ARPA</u>	<u>\$142,035</u>
<u>Total potential allocation</u>	<u>\$2,366,785</u>

**9. Discussion, Consideration and Possible Approval to allocate Capital Improvement Funding for numerous projects funded through American Rescue Plan Act (ARPA) funding.** Staff Resource: Russ Martin

Town Manager Russ Martin remarked that he wanted Council to feel confident in their decisions and nothing is needed from Council tonight on the project list. The Town has 2 to 3 years to work through the approximately four million in funding. Most of the projects presented tonight are under buildings that require improvements and are smaller numbers in cost. Sewer is absolutely eligible for funding under the ARPA. The first report from the Town is due in October and annually after that. The Town won't know if anything is challenged for possibly over a year. In a few weeks, when Council Members attend the league of cities, there will be an opportunity to discuss with others community leaders how they are utilizing funding. Troy Odell and Chet Teague are present to answer any sewer project questions. Ron Long is also available to answer questions on some of the additional projects. The goal is to see projects done in a timeframe of 6 weeks to 6 months. It has been requested that staff only submit projects with that timeframe. The projects which are being discussed are only those that meet the eligibility requirement of rescue money funding.

Mayor Dee Jenkins asked what we know about the infrastructure bill and if some of those funds can be used to take care of some of the projects.

Mr. Martin stated there isn't an update yet. They may do a simple and direct method of funding like the rescue plan. The other way they could go is to allocate through the state or NACOG. In that case there would be a process of acquiring and proving eligibility for funding. The bill does look much broader and wouldn't be as tied to the sewer and water. It will help with the roads. Roads are not eligible for rescue funding.

Councilor McPhail wanted to confirm her understanding that the list presented to Council are projects with the potential to get going in the next 6 weeks to 6 months. Councilor McPhail wanted to know from Marshal Rowley if they are still two defibrillators short of having one in every unit.

Marshall Rowley stated that they currently have donors for that and will let council know if additional assistance is needed.

Councilor Murdock would like to leave the list in the hands of the experts that sit in the room. She expressed appreciation for their expertise, contributions and feels comfortable with the list presented in regards to the requirements and recommendations.

Mayor Jenkins felt very comfortable with the list presented and the understanding of the requirements as well. Mayor Jenkins mentioned the projects have been discussed for some time. Some are old and some new. Many of the projects are a necessity.

Councilor Baker would like to get the projects completed while the funding is available. There are several sewer things that the town is behind in upgrading and repairs.

**Motion** made by Councilor McPhail to recommend to staff to move forward as soon as they can on the list presented with Councils full support. Councilor Baker seconded motion.

Mayor Dee Jenkins asked for any further discussion.

Vice Mayor Joe Butner recommended a caveat added that any items over 50k should be brought back to council.

Councilor Jesse Murdock mentioned that the 50k requirement is already in policies and procedures.

Town Clerk Cindy Pemberton pointed out that at this time there is a motion on the table that has been seconded. The motion must be voted on. If the motion doesn't pass then a new motion can be made, but the motion requires a vote.

Mayor Dee Jenkins called for the vote.

**Roll Call Vote:**

Councilor Baker: aye

Councilor McPhail: aye

Councilor LeBeau: aye

Councilor Murdock: aye

Vice Mayor Butner: nay

Mayor Jenkins: aye

**Motion** carried 5-1.

Vice Mayor Butner mentioned he wanted more specific language in the motion.



**Agenda Item Submission Form – Section I**

**Meeting Date:** August 18, 2021

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

**Requesting Department:** Marshal's Office

**Staff Resource/Contact Person:** Marshal Rowley

**Agenda Title (be exact):** Approve the purchase of COMSTAT software for an amount not to exceed \$40,000.

**List Attached Documents:**

1. Comstat proposal
2. CIP Sheet

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_  Department Head: Corey Rowley (included herein)
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department

**Fiscal Impact:** This will be funded from Reserves dedicated to CIP projects FY22

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:**

This is a project that will clearly and immediately update our ability to build reports not only for use to assist with decision making on resources but will help support and complete grant proposals and reporting requirements. Additionally, it will soon allow for a public information location that will increase transparency of CVMO.

**Recommended Action (Motion):** Move to approve the purchase of COMSTAT software for an amount not to exceed \$40,000.

*Instructions to the Clerk:*



# Town of Camp Verde Capital Improvement Plan Project Request

**Project Title:** *Command Solutions Management, Officer Productivity Software*

**Date:** 08/12/2021

**Dept:** CVMO

**Contact:** Corey Rowley

**Req'd by:** Corey Rowley

**Prepared by:** Darby Martin

**Project Summary:**

Purchase and implement analytic software to enhance CVMO's current CAD/Records Management System for department productivity, department to community transparency and safety.

**Location:**

Camp Verde Marshal's Office

**Need / Justification:**

The CompStat Management Dashboard allows CVMO to maximize our Spillman software by calculating crime trends and patterns using information in the Spillman database, then present the information in an easy-to-analyze format. This Software is already being utilized in numerous police departments throughout the U.S. The Command Staff Productivity Dashboard in combination with the agency's CompStat Management Dashboard provides department administrators with clear visibility into each officer's workload, performance, and statistics, helping to create a culture of accountability in the department and community.

**Full-Cost:** \$ 36,292.80

**Segmented Timeline:**

Activity / Segment	Timeline	Cost
		\$

**Operational Impact:**

Identify staffing and overtime needs to workload. Analyze citizen, jurisdictional size, and crime to officer ratio. Maximize employee management and budget efforts.

**Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):**

NONE

# Quote and Purchase Addendum

Quoted Date: March 15, 2021      Quote Number: 190801  
 Quote Expiration: March 31, 2021      Prepared By: Tally Gochis

## Services Included

- **First-year Maintenance** – For the specific module(s) listed in this document, all upgrades and live phone support services are included for the entire first year.
- **Project Management and Installation** – Motorola Solutions will assign a Flex Project Manager as the agency’s single point of contact. This individual will coordinate Motorola’s expert installation and training staff as needed to ensure a smooth upgrade transition.

## Included in Quote

- **Command Solutions Management & Officer Productivity Dashboard**

## Package Quote

**\$36,292.80**

## Payment Terms

Preapproved Q1 Incentive Discount – expires March 31<sup>st</sup>.

## Future Maintenance

- Future maintenance is estimated for your planning purposes and is not included in this purchase.
- 2nd-year maintenance will begin 12 months from production implementation.

2nd-year Maintenance Total: \$5,212.80

The Customer’s signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Spillman Technologies. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Camp Verde Marshall’s  
 \_\_\_\_\_  
 Customer Name

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name and Title



**Agenda Item Submission Form – Section I**

**Meeting Date:** August 18, 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, consideration and possible approval for an addition of a new position of Capital Improvement Plan (CIP) Project Manager to the Town’s Job Descriptions and Salary Plan.

**List Attached Documents:**

- 1. Proposed Job Description

**Estimated Presentation Time:** 10 mins

**Estimated Discussion Time:** 10 mins

**Reviews and Comments Completed by:**

Town Manager: Russ Martin     Department Head: Almost all made comments/edits

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department:

This position would require an amendment to the budget of approximately \$80,000 for FY 22 depending on where this position is located.

**Background Information:** The number of projects the Town has identified, funded to date, and is anticipating pursuing requires additional assistance. This position although varied in the type of work they can accomplish will be focused on accomplishing the number of outstanding projects including General CIP projects, CARES ACT associated reallocations and most timely now the American Rescue Plan Act funding and reporting.

The discussion should center around expectations on this position and ultimately its location. As Town Manager I am recommending this position remain in general administration through assignment at this time to work under the general supervision of the Risk Manager. This position will already be working closely with the Risk Manager on contracts, procurement and ensuring proper follow through on all projects and also puts them in proximity to the Town Manager to allow for regular updates on progress. Also considered is a location with the Public Works Department, many/most of these types of positions are within this type of department and can lead to close

coordination which is necessary on most of these projects and our traditional delivery method. The consideration for the Manager's recommendation is based on the wide variety of projects, the need at this time to perfect our processes for projects and provide relief to the Public Works Department to continue their progress on projects as well as day to day operations.

OPTION B:

During the review of this position through discussions with staff and how other communities are using/searching for this type of position the option exists to consider a contracted position. This would be based on a straight forward payment structure for a fixed amount of time for detailed assignment. Other communities are looking at a 3 year term to play out the monies from the Rescue Plan in connection with the regular projects, now that may include infrastructure opportunities through acquiring federal funding. This would potentially alleviate locational issues, could raise the direct compensation and possibly acquired skill set and experience by eliminating the need to pay benefits/retirement. This would also allow the Town the flexibility to determine/change scope in a couple of years when/if projects may not be as abundant. If this option is preferred then staff would prepare a position opening with the appropriate job description but clearly identify the position as contracted.

***Recommended Motion: Move to approve the addition of CIP Project Manager to the Town's Job Descriptions and Salary Plan as presented.***



## CIP Project Manager

Department:	<b>Administration</b>	Revised Date:	<b>August 2021</b>
-------------	-----------------------	---------------	--------------------

**GENERAL PURPOSE:** Under general supervision provides high-level professional and technical project management services leading a multi-disciplinary team in the planning and implementation of capital improvement project(s) from inception through completion of construction.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates, directs, and administers contracts for the design and construction of Capital Improvement Projects in the Town.
- Develops a project's scope of work and schedules for design and construction.
- Leads and supervises the construction administration supervisors and inspectors and manages the work of design and construction, providing technical expertise, guidance, and leadership for project completion of capital improvement projects.
- Resolves highly technical and varied project issues by analysis, review with stakeholders and developing and evaluating alternatives.
- Manages the scope, schedule, and budget of Capital Improvement Projects, including financial accountability for expenditures, procurement and budget creation and adherence.
- Responsible for obtaining all necessary permits from all applicable jurisdictional entities involved.
- Resolves procedural, operational, and other work-related design or construction problems, scheduling conflicts, or contract disagreements by meeting with staff, impacted agencies, contractors, consultants, developers, architects, and other project stakeholders.
- Provides professional advice and collaborative relationships with Town departments.
- Provides plan and specification review and clarification.
- Reviews and evaluates the work of technical consultants and contractors including design, calculations, utility coordination, inspections, testing and problem resolution.
- Determines land rights, bid packages and specifications, recommending contract awards, processing submittals, progress payments and change orders including managing bid requests, RFP's and RFQ's.
- Prepares, presents, and recommends technical reports, project presentations and Council reports to management, Council, Boards and Commissions.
- Conducts meetings with residents, owners, developers, architects, engineers, utility companies and partnering agencies relating to design expectations and engineering requirements for Capital Improvement Projects.

- Communicates with the general public, local and other governmental officials, other Town employees, management, and contractors to provide information and direction in the coordination of project design and construction.
- Provides customer service by responding to various concerns and complaints from residents and local business owners in relation to projects.
- Works with an assigned agent for all right-of-way and easement acquisitions.
- Regular and reliable attendance; works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Perform other duties as assigned.

**MANAGERIAL RESPONSIBILITIES:**

None.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- A Bachelor’s Degree in public or business administration, architecture, engineering, construction management, or related field: and four (4) years’ experience in construction project management, civil engineering or similar area
- An equivalent combination of education and job-related experience may substitute for the educational requirement.

**Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license;

**Required Knowledge of:**

- Town policies and procedures.
- Town safety rules and regulations, occupational hazards and safety precautions.
- Basic tools and equipment used in construction and maintenance. Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations and procedures, including Federal and State regulations and principles and practices of civil engineering, and the methods and techniques used in design and construction of capital improvement projects.
- Knowledge of project planning and principles; management techniques.
- Knowledge of alternative project delivery including On-Call Design, Job Order Contracting (JOC), Construction Manager at-Risk (CMAR) and Design Build (DB).

**Required Skill in:**

- Skill using computer software applications, including Microsoft Office products.
- Ability to manage large, complex and multi-disciplinary projects.
- Ability to understand business implications of decisions, complex engineering, and construction issues.
- Ability to refine project scopes to work within established budgets; develop and implement value engineering and cost saving measures at a project level to achieve overall project goals and objectives.
- Ability to utilize Town financial reporting and project scheduling to prepare, monitor and update Capital Improvement project budgets.

- Ability to effectively communicate verbally and in writing and to prepare and present clear and concise reports and presentations to Town Boards and Commissions, Town Council, citizens, public agencies, and private entities.
- Ability to observe, review and check the work of contractors to ensure conformance to standards and local, state, and federal agencies.

**Physical Demands / Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This classification involves work that requires:

- Ability to establish and maintain effective working relationships with staff, other Town departments, and the general public. Work is generally performed in an indoor environment, although periods of outdoor activity will be required to include regular on-site project oversight.
- Attendance at meetings including evening and other Council meetings; as appropriate to Risk Management or at the Town Manager’s direction
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

***FLSA: Exempt***

***Salary Range: (21)***

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**Agenda Report Form – Section I**

**Meeting Date:**

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

**Requesting Department:** *Community Development*

**Staff Resource/Contact Person:** *Melinda Lee, Director*

**Agenda Title (be exact):** *Discussion, Consideration, and Possible Action by the Mayor and Common Council of Camp Verde to express either their denial or approval for Staff to proceed with the processing of requests for Annexation into the Town of Camp Verde's Corporate Limits, for Parcel Numbers 403-24-002E, 403-24-002K, 403-24-002H, 403-24-002Q, 403-24-002S, 403-24-002U, 403-24-002W, and 403-24-002X.*

**List Attached Documents:**

- a. Requests to Consider Annexation from Interested Property Owners*
- b. List of Interested Property Owners*
- c. Map of Subject Parcels / APNs*
- d. Map of Camp Verde and Yavapai County Zoning Districts*

**Estimated Presentation Time:** *2 minutes*

**Estimated Discussion Time:** *5 minutes*

**Background Information:**

*Mariette Andrews of Jema Farms submitted a request for annexation into the Town Limits on April 20, 2021. They have recently purchased multiple properties at the end of Middle Verde Road, some of which are in the Town limits and some are not. It is their desire that all of their properties be within the corporate limits for ease of permitting processes as they begin to develop their farm.*

*After the Alacantara Annexation, this area has become surrounded on three sides by the Town Corporate limits. I suggested that the requestor encourage their neighbors to join in, for the purpose of completing the open area that now exists. Per our conversation, Ms. Andrews has attempted to notify the adjoining neighbors to garner interest in participating in this request. All but three (3) of the property owners have expressed their consent to be a part of the process. Two of these owners did not respond and the third, Nature Conservancy, opted out.*

*Since that time, the Director has been done some research on annexation procedures about contiguity and overall connectivity. The property owned by Nature Conservancy is on the outer edge of this "box" and directly adjacent to Yavapai County's jurisdiction, so it is not a concern. However, the two remaining parcels in the interior need to be further investigated.*

*This item is strictly for direction from Council on whether or not to proceed with this request. If Council should vote to move forward, Staff will continue their research and proceed accordingly.*

**Recommended Action (Motion):**

***Motion by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, to approve Staff to proceed with the processing of requests for or Annexation into the Town of Camp Verde's Corporate Limits, for Parcel Numbers 403-24-002E, 403-24-002K, 403-24-002H, 403-24-002Q, 403-24-002S, 403-24-002U, 403-24-002W, and 403-24-002X.***

**Instructions to the Clerk:**

*No signatures will be required at this time.*

**From:** [Myet Andrews](#)  
**To:** [Melinda Lee](#)  
**Subject:** Annexation  
**Date:** Tuesday, April 20, 2021 12:46:32 PM

---

Hello Melinda,

As per our phone conversation we would like to have the following parcels annexed into the town of Camp Verde. they are currently in Yavapai County limits:

403-24-002-Q

403-24-002-S

403-24-002-U

403-24-002-W

403-24-002-X

The address most associated with this area is 4470 W. Middle Verde Road, Camp Verde

As a side note I believe there are multiple addresses associate with all the above land including 3 parcels in the town of camp verde. We would like to know how to remove all but the 4470 W. Middle Verde address. I would appreciate if you would direct me on who to contact for that.

Thank You!

Mariette Andrews

Jema Farms

688 S. 8th Ave.

Yuma AZ 85365

Phone: 928-446-1208

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Please consider our environment before printing this email. 

**From:** [Brian Allan Littlefield](#)  
**To:** [Melinda Lee](#)  
**Subject:** Annexation of 5125 N Calico Dr.  
**Date:** Wednesday, May 26, 2021 4:00:21 PM

---

To: City of Camp Verde,  
Attn: Melinda

My wife and I are very agreeable to have our property at 5125 N. Calico Dr. annexed into the Town of Camp Verde. We are part of a small enclave of properties that are under Yavapai County jurisdiction surrounded by the city and national forest land. We feel we could be better served due to the proximity of resources and services of the town as compared to the county.

I have also reviewed the Town plan and find that by extending the town limits to enclose the group of homes at the end of Middle Verde Road it would complete the Middle Verde Character Area described in the plan. This is a plan that I very much support.

Please include us in discussions for the annexation and let us know what you will need from us to help facilitate the change.

Sincerely,

Brian & Ann Littlefield

5125 N. Calico Dr., Camp Verde  
661-549-0935

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Please consider our environment before printing this email. 

**From:** [Eric Moore](#)  
**To:** [Melinda Lee](#)  
**Subject:** Annexing into Camp Verde  
**Date:** Friday, May 28, 2021 1:06:23 PM

---

Good Afternoon Melinda,

Mariet Andrews gave me your email address regarding having property at the end of middle verde road annexed into the town of Camp Verde. I am very interested in having our property annexed. What do I need to do?

Thank you  
Eric Moore

---

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Please consider our environment before printing this email. 

**From:** [Melinda Lee](#)  
**To:** "susanfisher4u"  
**Subject:** RE: annexation  
**Date:** Thursday, August 5, 2021 2:09:00 PM

---

Thank you for getting back to me so quickly, Susan!

I will include your property in the request to Council to consider annexation.

I will be following up with each of you afterwards to advise on whether or not we will proceed, and what to expect if we do.

Respectfully,

*Melinda Lee*

**Town of Camp Verde**  
**Community Development Director**  
473 S. Main St, Ste 108, Camp Verde, AZ 86322  
[melinda.lee@campverde.az.gov](mailto:melinda.lee@campverde.az.gov)  
**Office: (928)554-0053**  
**Cell: (928)554-5384**

---

**From:** susanfisher4u <susanfisher4u@protonmail.com>  
**Sent:** Thursday, August 5, 2021 1:02 PM  
**To:** Melinda Lee <Melinda.Lee@campverde.az.gov>  
**Subject:** annexation

Hi Melinda,

I just talked to someone from the city and she helped answer my question about accessory building.

It seems to me that with the direction we are going we would be better off annexed into the City of Camp Verde.

Sorry to vacillate again but Please consider us on board to be annexed into the City.

We are happy to be part of a community that supports agriculture and is reasonable to work with.

Susan Fisher

Sent with [ProtonMail](#) Secure Email.

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Parcel, Owner, Address, City, State, Zip

403-24-002X, JEMA FARMS LLC, 688 S 8TH AVE, YUMA, AZ, 853642921

403-24-002W, JEMA FARMS LLC, 688 S 8TH AVE, YUMA, AZ, 853642921

403-24-002U, JEMA FARMS LLC, 688 S 8TH AVE, YUMA, AZ, 853642921

403-24-002Q, JEMA FARMS LLC, 688 S 8TH AVE, YUMA, AZ, 853642921

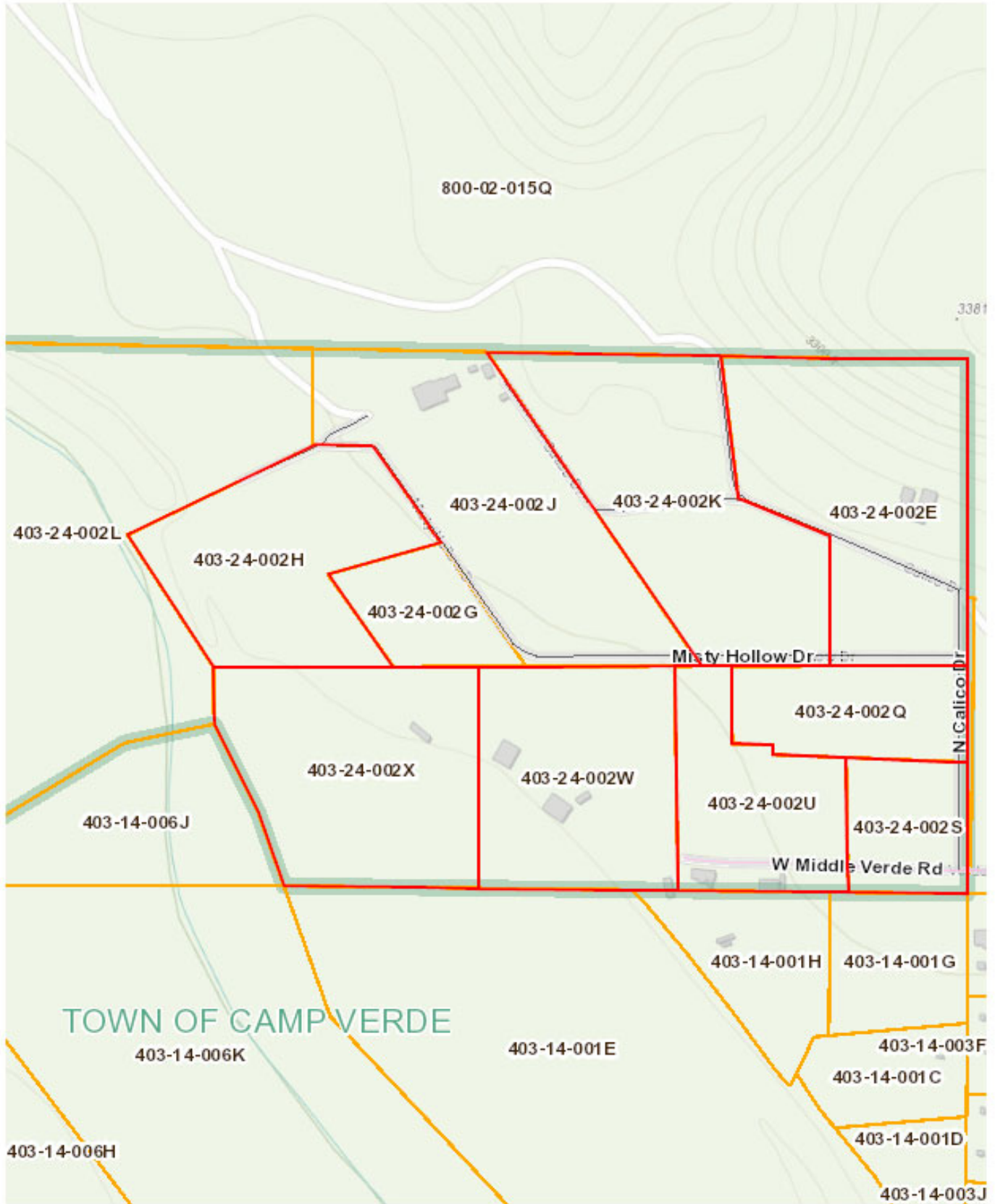
403-24-002S, JEMA FARMS LLC, 688 S 8TH AVE, YUMA, AZ, 853642921

403-24-002E, LITTLEFIELD FAMILY TRUST, 5125 N CALICO DR, CAMP VERDE, AZ, 863225951

403-24-002K, FISHER CHARLES D & SUSAN E JT, 21140 SHOLES RD, BEND, OR, 977029337

403-24-002H, MOORE ERIC T & CODIE L (JT), 2961 S WALNUT DR, CAMP VERDE, AZ, 863226572

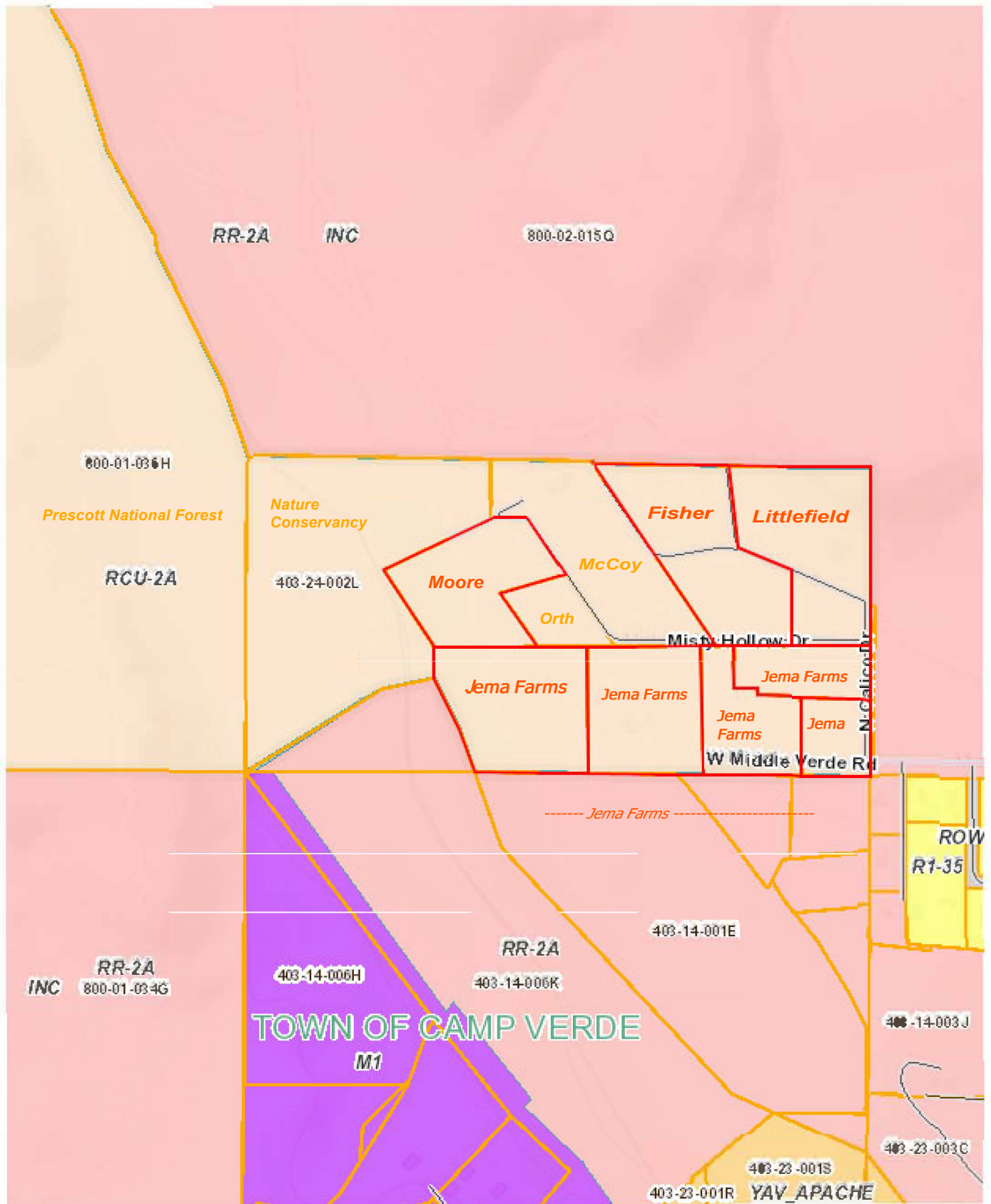
Requests to Consider Potential Annexation - Parcel Map



*Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.*



Requests to Consider Potential Annexation - Zoning Districts



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