

**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=bFQzeGtjN2dMVVNRU2VQdU5lQUhtZz09>

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

The meeting was called to order by Mayor Dee Jenkins at 6:30pm.

2. Roll Call. Council Members Jackie Baker, Bill LeBeau, Chris McPhail, Jessie Murdock, Robin Whatley (absent), Vice Mayor Joe Butner, and Mayor Dee Jenkins.

3. Pledge of Allegiance

Pledge of Allegiance led by Councilor Le Beau

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.

Mayor Jenkins took a point of personal privilege to address two employees who are facing severe medical challenges and gave Council support bracelets.

a) Approval of the Minutes:

1. Regular Session – August 4, 2021
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

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

Mayor Jenkins requested item **d**, of the consent agenda be pulled, she had some questions. Councilor LeBeau moved to approve the consent agenda, with the exception of item **d**, which will be discussed. Councilor McPhail seconded. Mayor Jenkins asked all in favor say "aye". Council all replied aye, no nay votes. Motion passes 6-0.

Mayor Jenkins asked Town Manager Russ Martin about item **d** and the scope of work relating to the Job Contract with Asphalt Paving Supply and if there is an actual contract. Mr. Martin stated the town has already signed a contract with the company, they are referred to as "Job Order Contracts". In 2013 and 2018, the town entered contracts with approved contractors the town could access for various projects. There is a contract in the clerk's office that states these particular contractors agree with the town's policies and with state law. Now it is a matter of assigning jobs to the appropriate contractor.

Councilor Baker asked if we are going to see the contract in its entirety. Mr. Martin stated what you see is all the contract and the bid. Councilor Baker asked if the council would see the bids associated with each contract. Councilor McPhail asked if we had had multiple bids, would we have seen all of the contracts? She understands that only two contractors bid on the paving job, and we accepted the one bid you gave us? Mr. Martin stated yes, everything you see is what we have. If we get multiple bids, you will be provided a summary sheet, especially if the job is complex.

Councilor Le Beau moved to approve item **d** of the consent agenda. Second by Councilor Le Beau.

Mayor Jenkins called for approval of the consent agenda.

Councilor Baker-aye
Councilor Le Beau-aye
Councilor McPhail-aye
Councilor Murdock-aye
Vice Mayor Butner-aye
Mayor Dee Jenkins-aye

Motion passes 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))

Sheri Houser, the Chamber of Commerce President, gave an overview of recent Chamber activities. She said that David Love Christi is now the Chamber President. Financially the Chamber is in good shape. We have several new members, and our website is complete and doing well. We have been helping Parks and Recreation with the festival events.

There have been several ribbon cutting events, thank you Council for participating. We recently did the ribbon cutting for Verde Ranch Storage and have another one for Verde Ranch Estates in September. Thank you for your support.

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**

Marshall Corey Rowley spoke about the testing process for Police Sergeant. He explained the processes of testing for the position and stated it was an extremely difficult test. We are here to promote two new Sergeants. Sgt. Josh Collins and Sgt. Jeff Bowers. Marshall Rowley swore Sgt. Collins in.

The second member to be promoted is Sgt. Jeff Bowers. Marshall Rowley swore Sgt. Bowers in.

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

Town Manager Russ Martin said this item is a culmination of work from several staff members and departments. He compiles the information gathered and sends it out to the staff, and it is edited with their comments and recommendations. He reiterated that the council is not approving a budget, rather approving a position. This will require the Council to approve a budget amendment. The only thing the Council is requested to decide tonight, is to approve a job description and a salary plan.

Mr. Martin would like to discuss the job position as far as how the Council sees the position of Capital Improvement Plan Project Manager or CIP, utilized. There is discussion about this position being a contract position. Mr. Martin did research among other similar communities to gather data and information. Several communities are using contract positions because they feel that eventually things will get back "to normal."

He said we can either contract, this position or fund and hire it. A lot of other communities are going the contract route because of the nature of the position. A three-year contract is common. The benefit is that after the contract is finished, we move on.

Mr. Martin also stated that finding space is getting harder for us. The admin area is crowded. A contract employee would not require a town workspace because they would be expected to provide their own workspace, equipment and supplies, so that might be a good option. However, a hired position has more buy in to the community. He would like some feedback from Council. He would like to see a closing date of September 15 on this decision. We can then come back and see what we are going to do with the budget amendment before we even advertise or do interviews.

Councilor Baker asked about the number of projects that each department may have at any given time. Mr. Martin replied that we recently approved 11 projects for 2.4 million dollars which staff is currently working on. We have 8 CARES ACT money projects and five or six roll over projects that are not Rescue nor CARES Act projects that still need to be completed. We have about 20 projects that are funded.

Councilor Baker stated the staff is currently working on the approved, budgeted projects, unless we contract out. Manager Martin replied that we really need this position to push these projects forward. We can only get a few of those projects done in this fiscal year. For example, we have RESCUE money that you allocated to the tune of 2.4 million dollars, we get the remainder of the 4 million in May. We are fully funded for the approved projects and have around 1.6 million that we haven't earmarked. We have additional monies that we can use for future projects and the Project Manager position to help with the log jam of work. Not everything is public works. An example is the CORE project. It is not a public works project. Many of our projects are wastewater projects. The CIP position should keep us all up to speed on the various projects and how the money is being spent. This position will help us move on our approved projects and keep track of progress. We essentially put a large job on the staff with the recent approval of expenditure and their plate is already full. We

need more manpower.

If this position is an internal position, it will help with the procurement process and contract process. This helps with money, grants and federal funding and that it is done correctly. This position will be able to assist all of these items.

Councilor Baker stated she appreciates the information and likes the three-year contract option best.

Councilor McPhail states she thinks an internal position would be better because with grants and the federal funding available, and capital improvement funds, an internal person would be better because such a person would have buy-in. We have additional utilities coming online soon as well as wastewater and other capital improvement projects that may go well beyond the three-year mark. Also, our sales tax is bringing in a lot of funds that we have yet to assign.

Mayor Jenkins and Councilor Murdock agree that an internal position will be better. Mayor Jenkins has been an advocate for this position. She said there are too many projects to find time to get bids for a contractor. We need to get these projects done for the people. She said we need to approve the Capital Improvement Plan Project Manager position and the sooner the better. We would benefit from a 'go to person'.

Councilor McPhail motioned to approve the addition of CIP Project Manager Position job description and salary plan. Councilor Murdock seconded.

Roll Call Vote;

Councilor Baker-aye
Councilor Le Beau-aye
Councilor McPhail-aye
Councilor Murdock-aye
Vice Mayor Butner-aye
Mayor Dee Jenkins-aye
Motion passes 5-1

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

Staff member Melinda Lee stated that this particular request was to open discussion to begin processing approval of the annexation of the afore mentioned parcels. It does not commit the town in any way to the requested annexation. In April the town received a request from Mariette Andrews to annex the part of Jema farms located on the south side of Middle Verde Road, into the town. Part of Jemma farms is in the Town and the other in the county. They would like the property to have continuity and therefore, are requesting annexation of that part of Jemma farms that is county, into the Town. The

owners state this is for ease of possible future development. The owner of Jemma farms was advised by Ms. Lee to conduct an outreach in the surrounding area for other property owners that desire to be annexed. A search revealed three additional property owners in the area (Littlefield, Fishers and the Moores) interested in annexation. There was no response from two additional property owners (McCoy and Orth). Ms. Lee stated there is a very narrow section that connects the properties of McCoy and Orth and The Nature Conservancy. This section needs further research to keep it from becoming a county island. The Nature Conservancy, owning parcel 600-01-036H, denied annexation. The location of the Nature Conservancy parcel on the outer edge of the requested parcels, actually helps our case if we choose to move forward because it helps us meet the State Law requirements.

The property owners requesting the annexation expressed their desire to be in the Town for ease of permitting processes.

Ms. Lee stated the configuration of the properties in question needs further research. She is looking for permission to move forward with the ensuing research regarding possible annexation. We will not be responsible for any of the roads in this area as they are private. The subject property will benefit from the annexation by being brought into the Copper Canyon Fire Department jurisdiction, as they are not in any fire department jurisdiction at this time. The property owners would be responsible for additional fees relating to the Copper Canyon Fire Department, otherwise there would be no change in the current property taxes. Ms. Lee is recommending the Council approve the request for staff to move forward researching this request. She believes bringing in these parcels will provide continuity and ease of permitting for the owners.

Councilor Baker asked if the owners of Jema Farms live locally. Ms. Lee stated yes, they do, their mailing address may be Yuma, but they do live locally. Councilor Baker asked if we agree to annex these properties, and the three other parcels, are the roads (Misty Hollow Drive) to get to the properties accessible for fire vehicles? Ms. Lee stated yes, the roads are accessible to fire vehicles. Councilor Baker asked which part of Jemma farms are already in the Town? Ms. Lee replied the parcels on the south side of Middle Verde Rd. and the three parcels adjacent to Middle Verde Rd. The five parcels north of Middle Verde Rd. are in the County. Councilor Baker is concerned that annexing this property would create an additional county island because the McCoy and Orth property owners may not want to be annexed. Ms. Lee stated that is being considered. We cannot create a county island.

Vice Mayor Butner stated the properties that would constitute the county island are; 403-24-002G, 403-24-002J? Ms. Lee replied correct. Vice Mayor Butner then asked if the parcels on the south side of Middle Verde Rd. belonging to Jemma Farms are; 403-14-001H and 403-14-001G. Ms. Lee stated also 403-14-001E as well.

Councilor McPhail made a motion approve agenda item 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.

Councilor Baker seconded the motion.

Roll call Vote;

Councilor Baker- aye
Councilor Le Beau-aye
Councilor Murdock-aye
Councilor McPhail-aye
Vice Mayor Butner-aye
Mayor Jenkins-aye
Motion passes 6-0

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))

None

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.

Councilor Baker stated she has had several emails from citizens asking if there will be required vaccinations. She would like the Council to discuss it because it appears we have several citizens that are concerned about that possibility.

Councilor McPhail stated she continues to attend the Yavapai Apache Tribal Council meetings. She also received a lovely email from some folks in Verde Lakes that had a small drainage problem that may or may not have been the Town's. Some of our

storm water guys, Joe and Alex, were so kind to them and they were very appreciative of their kind demeanor and helpfulness.

Vice Mayor Butner-none
Councilor Le Beau-none
Councilor Murdock-none
Mayor Dee Jenkins-none

- 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.

Town Manager Russ Martin states your next Council meeting won't be until September 8th at this point, although that is not a guarantee. Our next normal council meeting will be on September 15th.

Town Manager Russ Martin states that Melinda Lee is planning to retire. Staff Member Melinda Lee spoke about how much she has enjoyed working for Camp Verde. She did not anticipate retiring so soon, however, the timing was right, and she is happy to retire with her husband. She will be working remotely from Washington for several months. Her decision to retire is no reflection on the town.

Town Clerk Cindy Pemberton reminded the council to retrieve their blue folders for the upcoming League conference. Over the next week will be adding your Camp Verde masks to the packet.

Vice Mayor Butner asked Town Manager Russ Martin about the matter of the purchase of the water company be put on the agenda for the meetings on September 8, 2021. He would like it to be agendized either by stopping or ceasing or getting a contract to purchase it.

Mr. Martin replied the attorneys are working on it.

The meeting was adjourned at 7:22 hours.

12. Adjournment



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 18, 2021.
I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20th day of September, 2021.

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Cindy Pemberton, Town Clerk