

MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 15, 2021 at 6:30 P.M.

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

1. Call to Order

Vice Mayor Joe Butner called the meeting to order at 6:30 p.m.

2. Roll Call

Mayor Dee Jenkins (ZOOM), Vice Mayor Joe Butner, Councilor Bill LeBeau, Councilor Robin Whatley (ZOOM), Councilor Jackie Baker and Councilor Cris McPhail are present. Councilor Jesse Murdock is absent.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, Public Works Director Ron Long and Rec Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Baker led the Pledge.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

1. Special Session – August 11, 2021
2. Executive Session – August 11, 2021 (recorded and on file)
3. Work Session – August 11, 2021
4. Regular Session – August 18, 2021

b) Set Next Meeting, Date and Time:

1. Work Session – Wednesday, September 22, 2021 at 5:30 p.m.
2. Special Session – Wednesday, September 29, 2021 at 5:30 p.m. (tentative)
3. Regular Session – Wednesday, October 6, 2021 at 6:30 p.m.
4. Regular Session – Wednesday October 20, 2021 at 6:30 p.m.

c) Approve a Letter of Support for the Northern Arizona Council of Governments Economic Development District's Submission of a Build a Back Better Regional Challenge Phase I Grant application to assist in funding NACOG's Broadband Strategic Plan. Staff Resource: Russ Martin

d) Approval of an Inter-Governmental Agreement (IGA) with the Yavapai County Flood Control District to provide \$265,000.00 in funding to Camp Verde for selected stormwater related projects. Staff Resource: Ron Long

e) Approval to sign a 3-year Agreement with Suddenlink Communications for internet services for the Town. Staff Resource: Russ Martin

f) Approval of Special Event Liquor License Application for Tyler Rezzonico/Camp Verde Promotions for Fort Verde Days to be held at Town of Camp Verde located at 51 E. Holloman Street, Camp Verde, AZ 86322 on 10-09-2021 and 10-10-2021. Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton noted a correction to Consent Agenda Item 4.b.1. The Work Session has been changed to a Special Session.

Vice Mayor Butner would like to remove Item 4.e. from the Consent Agenda for more discussion.

Motion made by Councilor LeBeau to approve the consent agenda without Item 4.e. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

Vice Mayor Butner asked Town Manager Russ Martin for more information on Item 4.e. Mr. Martin stated this is for standard services for internet through Sudden Link. Any item over \$50,000 needs Council's approval. Mayor Jenkins asked if we sign a three-year contract but the valley is expecting to upgrade to broadband, how would this change affect the contract? Mr. Martin stated this is the shortest contract they have but they are willing to work with the Town.

Motion made by Councilor Baker to approve the consent agenda without Item 4.e. Second was made by Councilor McPhail.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye
Councilor McPhail: 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))*

Sherri Hauser gave an update on Chamber activities.

Pete Roulette stated he is a member of the Central AZ Conservative Club. They were able to hold their meeting in the library a month ago but have recently been denied the use of the library. He would like Council to look into this.

6. **Special Announcements and presentations**

- **Proclamation Declaring the Month of October as Fort Verde State Historic Park Month**

Vice Mayor Butner read the proclamation and declared it so. There was a photo opportunity with Park Manager Sheila Stubler. Ms. Stubler wanted to let Council know the Colonial's Daughter contest is coming up and has been moved to Saturday, October 2nd at 10am. The Little Britches and Petticoat Contest will be at the same time.

7. **Presentation, Discussion, and Possible Direction to Establish a Library Branch in Verde Lakes.** Staff Resource: Kathy Hellman

Library Director, Kathy Hellman stated they have been looking for ways to bridge the gap in the digital divide in our community by offering Wi-Fi hotspots, laptops, and one-on-one tech support. She feels the lack of affordable Internet access in the Verde Lakes area would be remediated by building a 24-Hour Library™ branch in Verde Lakes area. This would provide residents access to free Wi-Fi, a digital screen for communicating emergency and other information, as well as library materials and resources. In order to apply for state grant funds and eRate funds, the location must be designated a library branch by the Town Council. Staff is looking for Council direction. Ms. Hellman showed a slide show presentation showing what a 24-Hour Library™ branch would look like, what services and materials would be available and the proposed location to put the machine.

Councilor Whatley would like library staff to think about additional parking spots and benches at the site. Ms. Hellman stated the plan would include a larger site-built canopy, instead of a premade canopy, to provide covered seating.

Public Comment:

Donna and Deborah Moody both stood up to speak in favor of the library branch. They expressed how the residents are excited and support this idea. They thanked the Council for considering this idea.

Motion by Councilor McPhail to move the project forward by approving the establishment of a branch library in the Verde Lakes area. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

8. Discussion, Consideration and Possible Approval of Funding for the Turquoise Circuit Block Party, November 4, 2021. Resource: Tony Zembick

Tony Zembick gave a background of the Turquoise Circuits. He went on to explain the Circuit is asking the Town to host and cover the cost of the welcoming block party the night before the events. This would be Thursday, November 4th. The Circuit does realize this is the first year of hosting and are looking to build a relationship for future growth. They would handle the marketing, stating it would be broadcast through tv and radio advertisements and they would like to use the Town's logo. He feels this event will bring in a lot of people.

Town Manager Russ Martin added that this event would be very close to other events in October so the availability of Parks and Recreation staff would be limited. However, it could be done if Council wants to direct staff and resources. A cost estimate of sponsoring the event would be approximately \$2,000 or less and would be taken out of the Parks & Rec budget. This would include costs for a band, tables/chairs, potential portable lighting and power. Marshal Corey Rowley stated he has enough staff to cover the event.

Public Comment:

Robert (Staci) Barker- stated Camp Verde is a destination city and is at the center of it all. Camp Verde will definitely benefit from hosting this event.

Motion by Councilor Baker to approve funding support of the Turquoise Circuit with the Block Party on November 4, 2021 in the amount not to exceed \$2,000.00. Second was made by Councilor LeBeau.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: nay
Councilor Murdock: absent
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Motion passes 5-1.

9. **Discussion, Consideration, and Possible Approval to allocate funding to Camp Verde Arena Association (CVAA) for a concession stand through the use of the Capital Improvement Fund in the amount of \$55,000.** Staff Resource: Russ Martin

Town Manager Russ Martin stated Council has not allocated the funding for this specific item but costs will come from the Capital Improvement Fund.

Bob Wier who is with CVAA stated they are in the process of completing the restrooms, they are framed in, and hoping to have them completed before the Turquoise Circuit Event. They are hoping that the Town can assist them with completing the concession stands to further professionalize the venue. He handed out a letter from the CVHS Booster Club President. Mr. Wier stated the concession stand can be used by different clubs to raise money for that club.

Motion by Councilor Baker to approve the allocation of funding to Camp Verde Arena Association (CVAA) for a concession stand through the use of the Capital Improvement Fund in the amount of \$55,000. Second was made by Councilor LeBeau.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: nay
Councilor Murdock: absent
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Motion passes 5-1.

10. **Discussion, Consideration and Possible Approval for up to \$25,000 in use of American Rescue Plan Act Funding for one half of a traffic study on Montezuma Castle Highway at the School Complex to determine possible alternatives for traffic management. The other half of the cost to be paid for by the Camp Verde Unified School District.** Staff Resource: Russ Martin

Town Manager Russ Martin stated if funding is approved, staff will procure a qualified Engineering Firm to perform a Traffic Study. It is anticipated to cost \$12,500 but

\$25,000 will have to be authorized for budgeting purposes. They will also be partnering with the School District, but the Town will use CARES Act money.

Public Comment:

Cheri Wischmeyer stated she lives in this area and it is difficult to get in and out with parents waiting to pick up their children. She is hoping the problem gets resolved soon.

Motion by Councilor McPhail to approve funding in the amount of \$25,000 for a Traffic Study on Montezuma Castle Highway at the School Complex to determine possible alternatives for traffic management. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

Meeting Break 7:48pm

Meeting Resume 7:55pm

11. **Discussion, Consideration and Possible Approval of purchasing Five Digital Message boards from Trafficade Signs and Sales in the amount of \$99,996.09.**
Staff Resource: Dorie Blair

Public Works Staff Dorie Blair stated included quotes in Council Member packets. These signs will be solar powered but with battery backups. These boards can be used to provide public information during pandemic needs, emergency response information, town events, road construction, public notices/meetings, etc. By purchasing these signs it will save the Town money. Renting one sign for one event costs them \$7,000.

Motion by Councilor McPhail to approve the purchasing of five digital message boards from Trafficade Signs and Sales in the amount of \$99,996.09 with Rescue Fund money. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

12. Discussion, Consideration and Possible Approval of use of additional Capital Reserve to purchase Sports Complex Turf Maintenance Equipment from Turf Equipment Source not to exceed \$125,000.00. Staff Resource: Dorie Blair

Town Manager Russ Martin stated there is approximately \$50,000 is remaining on the original park loan. Approximately \$75,000 will be needed for the needed maintenance equipment out of budgeted General Fund Budgeted Reserve. Public Works Staff Dorie Blair said she would like to take over the maintenance as early as December. Maintenance Division Manager Jeff Kobel has been looking at used/refurbished equipment in Phoenix. They are holding the equipment for the Town.

Motion by Councilor McPhail to approve the use of additional Capital Reserve to purchase Sports Complex Turf Maintenance Equipment from Turf Equipment Source not to exceed \$125,000. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

13. Discussion, Consideration and Possible Approval of the Professional Services Agreement for Archaeological Monitoring Services to be performed by L.A. Neal Consulting LLC at the Camp Verde Sports Complex as required by the Land and Water Conservation Fund Grant. Staff Resource: Ron Long

Public Works Director Ron Long stated the Town of Camp Verde has been approved to receive \$2.5 million of grant funding for the Sports Complex from the Land and Water Conservation Fund (LWCF) Grant. The grant requires the Town to hire an Archaeologist to monitor the remaining excavation work at the Complex. The Town can apply for reimbursement of these fees.

Motion by Councilor Baker to approve the Professional Services Agreement for Archaeological Monitoring Services between the Town of Camp Verde and L.A. Neal Consulting LLC at the Camp Verde Sports Complex as required by the Land and Water Conservation Fund Grant. Second was made by Councilor McPhail.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

14. Discussion, Consideration and Possible Approval of the American Institute of Architects (AIA) Standard Agreement between Joel Westervelt Architect, and the Town of Camp Verde for the Architectural Design Services for the Restroom and Concession Facility at the Sports Complex. Staff Resource: Ron Long

Public Works Director Ron Long stated the Town of Camp Verde has been approved to receive \$2.5 million from the Land and Water Conservation Fund (LWCF) Grant for the Town of Camp Verde Sports Complex Phase 1B that includes a site-built restroom and concession facility (RR/CF). The RR/CF requires an architectural designed facility and the need to acquire architectural services for the design. There are premanufactured restrooms but they are pricey but not what we wanted.

Motion by Councilor LeBeau to approve the American Institute of Architects (AIA) Standard Agreement between Joel Westervelt Architect, and the Town of Camp Verde for the Architectural Design Services for the Restroom and Concession Facility at the Sports Complex for not to exceed \$60,000. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

15. Discussion and Possible Approval of a Project Sponsor/Grant Agreement with Arizona State Parks and Trails for the \$2,500,000 Grant from the Land and Water Conservation Fund Matching the Town's \$2,500,000 Required Match. Staff Resource: Russ Martin and Ron Long

Town Manager Russ Martin stated this final agreement will allow the Town to formally move forward to include a \$150,000 State Parks Administrative Cost and requirement to have the Town monitor archeological activities during ground disturbance. This approval will formalize the requirements to receive funds to match ours that has been saved until this final agreement.

Motion by Councilor McPhail to approve the Project Sponsor Agreement with Arizona State Parks and Trails for \$2,500,000 to be used to continue to build the Camp Verde Sports Complex. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: absent

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

16. **Call to the Public for items not on the Agenda.** (Please complete Request to Speak Card and turn in to the Clerk.) *Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H)).*
No public to speak.

17. **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 attended a Yavapai Apache Tribal Council Meeting, a Sustaining Flows Council Meeting, a League Meeting, a Meet and Greet for Community Development Director Candidates, a game night at the Library, a Strategic Planning Meeting for Economic Development, a Yavapai College Governing Board Meeting in which they sent a certificate to be presented to Councilor Baker for her service and she also attended a School Board Meeting.

Mayor Jenkins attended LACT plus numerous other meetings.

Vice Mayor Butner attended the Meet and Greet for the Community Development Director Candidates.

- 18. 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:

- John Nie was selected as the Community Development Director. There will be a press release for this as well as one for the park development.
- The use of facility for political groups has some restrictions. They have to pay a fee to offset costs. They are trying to figure the details of this requirement out.
- Water issue- the County has jurisdiction. The Planning and Zoning Commission will be dealing with it at their next meeting. Council will then see a presentation from the County to help understand what is happening.
- The Town of Camp Verde is now the largest community in the Verde Valley.
- We are transitioning to Office 365. Council members will need to upgrade their emails. Please contact the Clerk's Office for help and a new password.

19. Adjournment

Vice Mayor Joe Butner adjourned the meeting at 8:32 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 September 15, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7th day of October, 2021.



Cindy Pemberton, Town Clerk