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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 3, 2021 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82278179929?pwd=NFMzUWIKSm5wVU9PMiNiVTljRUgrQT09>

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

Meeting ID: 822 7817 9929

Passcode: 162887

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video 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) Work Session – October 13, 2021
 - 2) Regular Session – October 20, 2021
 - 3) Special Session – October 27, 2021
 - 4) Special Executive Session – October 27, 2021 (Recorded and on file)
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – Wednesday November 17, 2021 at 6:30 p.m.
 - 2) Regular Session – Wednesday December 1, 2021 at 6:30 p.m.
 - 3) Regular Session – Wednesday December 15, 2021 at 6:30 p.m.
 - c) **Approval and Possible Appointment of Veronica Pineda as Assistant Magistrate.**
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

- **Proclamation Declaring November 27, 2021 as Small Business Saturday**

7. Discussion, Consideration and Possible Approval of up to \$135,000 using Gila Communications and Motorola to replace dispatch consoles with New K Core Motorola consoles and accompanying software/hardware. Staff

Resource: Corey Rowley

8. Discussion, Consideration and Possible Approval regarding office relocation and potential use of the soon to be vacated Archeological Center at 295 S. Main Street. Staff Resource: Russ Martin

9. Discussion and Consideration of the Town Manager's Quarterly performance review and/or negotiation of the Town Manager's employment contract. Pursuant to A.R.S. § 38-431.03(A)(1); Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. Staff Resource: Russ Martin

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, 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))

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.

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.

13. Adjournment

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes: (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1)); (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2)); (3) Discussion or consultation for legal advice with the attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5)); (6) Discussion, consultation or consideration for negotiations by the town or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6)); (7) Discussion or consultation with designated representatives of the town to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashes on 10-28-2021 at 2:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

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Support your local merchants

DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 13, 2021 at 5:30 P.M.

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/89927987859?pwd=Tm1TNzlwYUx5ODR2RkNUTzBvbmk5UT09>

One Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 899 2798 7859

Passcode: 268345

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

1. **Call to Order** Mayor Dee Jenkins called the session to order at 5:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock arrived 5:31 PM, Robin Whatley, Vice Mayor Joe Butner arrived 5:31 PM, and Mayor Dee Jenkins.
3. **Pledge of Allegiance** Councilor Cris McPhail led the pledge.
4. **Presentation, Discussion and Possible Direction to staff regarding future office space needs by various departments.** Staff Resource: All Departments

Town Manager Russ Martin mentioned that there were several people attending the work session who were available for questions. Two proposals were discussed. The first proposal is to move Mike Showers to the back offices of the Marshal's Office. There is a back office with adjoining rooms that could be utilized by the Financial Department. The transition would result in a loss of the training room and EOC space in the building. Other spaces in the Library and County Facilities could fulfill these needs. One employee would be located up front in the front office area and the other additional employee for Finance and would be within the Finance Department space identified.

The second proposal addresses the immediate need for space in Community Development and the Main Street project for Economic Development. The Archaeology Building will open within the next six months. Construction has begun and it will take several months. They will be out earlier than June 30th. If Economic Development can move then the space they are currently utilizing could open for

Community Development. To move Economic Development right away it is proposed to move them into the building being utilized by MATFORCE and finding a place for MATFORCE. There may be opportunities with the Archaeology Building space as well. Merilee Fowler Executive Director of MATFORCE is not excited about this change. The proposal would be low cost and minimal in impact in regards to changes that would need to happen such as adjustments to doorways and windows. This change would begin the process relocating the various departments over the next couple years.

If the two proposals are not desirable the next move would be looking at extensive remodel work. There is already some remodel work on the table. It would just add substantial remodel work and costs to what is planned. It would also require utilizing staff resources to build it out. The added costs and resource expenditures could be avoided if the proposals to relocate Mike Showers, Finance Department, and Steve Ayers, Economic Development, as outlined are favorable to Council.

Councilor Jackie Baker remarked that when the town provided the building for MATFORCE it needed improvements and those were done by MATFORCE. She stated her opinion that she doesn't want to move them anywhere and also mentioned that Ms. Fowler has recently obtained estimates for landscaping. She conceded that funding for MATFORCE is obtained through tax money. She wished to explore the Maintenance Building project which is sorely needed now and inquired if there was funding to expedite that instead of waiting another year.

Town Manager Russ Martin stated that the project was already top priority. A Project Manager could speed things up for the project. Even with ideal conditions the timeline for the project would be at least a year and a half.

Councilor Jessie Murdock inquired on which vacant properties are currently owned by the City around town that may offer an alternate solution.

Town Manager Russ Martin mentioned there is a property on Oasis.

Councilor Jessie Murdock didn't feel that was a prime area for a Public Works building and mentioned the possibility of adding another building around the Public Works area.

Councilor Cris McPhail recommended utilizing the Archaeology Building for one year and leaving MATFORCE where it is at.

Town Manager Russ Martin stated that it would be possible to explore the Archaeology facility to see if the space would work out for Finance. That option wouldn't take care of Community Development. Moving the Finance Department to any location other than the Marshal's Office area would result in the move being temporary and the department would end up needing an additional relocation after remodel work was completed.

Mayor Dee Jenkins commented that Financial Department customers come from internal departments in the same building such as Maintenance, Public Works, Payroll, and HR. Moving the Finance Department adds a layer to processing for those departments.

Town Manager Russ Martin stated that Mr. Showers focus was his need to access necessary files. The only available space to put the additional staff member currently is where those are stored. The space requirement is currently taking precedent.

Councilor Jessie Murdock pointed out rooms 204 and 305 are being utilized as open meeting rooms.

Town Manager Russ Martin mentioned that public demand for the meeting rooms are high.

Councilor Jessie Murdock felt that importance of having a functioning space needed to be factored in and mentioned that an uncomfortable sacrifice to the public may be necessary.

Mayor Dee Jenkins inquired if there was an alternative space for public use if the town utilizes the meeting rooms.

Town Manager Russ Martin stated that there are already discussions for some remodeling of 305 to supply better services because the public isn't getting what they want currently. There would be some usability issues that would need to be addressed to utilize the space for offices.

Mayor Dee Jenkins reiterated that this is a short term problem and that the Maintenance Building is the key to getting things in place.

Town Manager Russ Martin stated that the larger picture is about a two year problem. The Finance Department and Community Development space requirement issues being discussed need to be addressed in approximately two months.

Councilor Jackie Baker mentioned that Council had previously spent a core \$400k for improvements and wanted an explanation on why additional funding was needed now.

Town Manager Russ Martin clarified that what was spent was what the Town could afford for what was required at that time. Now the discussion is what will be in needed in the next two or three years.

Councilor Cris McPhail recommended finding space in the Archaeology Building that wouldn't need to be remodeled for the next six months.

Town Manager Russ Martin commented that two years from now things look a lot different than the next two months and that should be considered when deciding to

utilize the Archaeology Building.

Councilor Jackie Baker wanted to explore if there is better equipment to store files for the Finance Department. She remarked that there used to be two people in front and there is an office that is currently only being utilized for storage.

Town Manager Russ Martin stated that there are plans for the office that is currently storage to be utilized for a Project Manager. The Clerk's Office also has an additional staff member planned in spring that will fill out the space. The Finance Department could have fit a few years ago, but will not fit now. Mike Showers was positive about the proposal to move to the Marshal's Office and felt that the space could work really well for the department. Collectively the staff has been really good about trying to find the right locations. The proposals being presented to Council are the lowest expense and easiest to accomplish options.

Councilor Jackie Baker asked if Community Development can rearrange the space to fit their needs.

Town Manager Russ Martin stated they have been reorganizing to make things work and Friday they are moving things around again. There will be a whole system shutdown during that time.

Mayor Dee Jenkins asked if cubicles could offer a solution.

Town Manager Russ Martin mentioned that In Community Development staff members are working at the counter with customers to help them through permitting. Everyone else is also trying to meet and work on different pieces side by side next to customers. The open office concept is noisy, disruptive, and inefficient.

Councilor Jackie Baker commented that the conference area is really lacking as well.

Town Manager Russ Martin also pointed out that John Knight and Roxanne Jasmine offices are less than ideal. Not all required meetings are with John or Roxanne. John or Roxanne need to leave or stay out of the conversation during some meetings which is disruptive to their work.

Marshal Rowley wanted to speak to Council regarding the move of the Finance Department to the Marshal's Office. He explained that when you walk in where evidence is located there would be a door there for an entrance to Finance. There is enough office space there for Finance. The cubicles would be in the conference room and could be removed later. There would be no desks taken from the Marshal's Office. The option would be very inexpensive compared to a bunch of remodels. The Marshal's Office does a bunch of finance and having the Finance Department down the hall would be a benefit. Required meeting space for the Marshal's Office could be obtained at the Library or emergency operations space at the Convention Center. Mr. Rowley conducted a command staff meeting and they were fully supportive of the plan.

Mayor Dee Jenkins stated that the plan makes sense because it fulfills an immediate need and is sensible. It may not be completely convenient, but it made sense to her.

Mr. Rowley pointed out that it would also be a one-time move because the Town offices would be relocating up there later.

Vice Mayor Joe Butner mentioned that there was a big red building at the park and wanted to know what it was.

Town Manager Russ Martin stated that originally it was office space intended for the Wastewater Division. Now it can't be used. The building was sold at one time. When they arrived to move it they found that it could not be relocated and the Town had to refund the sale. The Fire Department has considered using it for training exercise.

Councilor Jessie Murdock asked where the property line for the MATFORCE building was and if there is room for another metal building on the property.

Town Manager Russ Martin stated that there probably is room on the property for an additional structure, but possible configurations would need to be looked at.

Vice Mayor Joe Butner mentioned that the Town used to have some modular buildings that they rotated around and utilized.

Town Manager Russ Martin stated that the MATFORCE building could be utilized jointly. If an adjacent building could be tied in there could be a campus of sorts with cooperative use of the MATFORCE area. Some of the common space could be jointly shared. He requested an opportunity from Council to look into the possibility of a modular building that could be utilized.

Mayor Dee Jenkins remarked that she has seen units brought in which are all wired up and ready to go.

Town Manager Russ Martin commented that the cost would need to be looked into as well.

Economic Development Director Steve Ayers wished to speak to the utilization of the MATFORCE building. Merilee Fowler currently uses the building two days a week. Mr. Ayers would be willing to sit down and work out what a schedule would look like to accommodate her needs.

Councilor Jackie Baker requested clarification from Mr. Ayers as to if they would share the conference space and if the rest of the space would be enough room for to fulfill the needs of the Economic Development Department.

Economic Development Director Steve Ayers stated that there are two large offices and one could be utilized for Economic Development business needs. The other

could house Ms. Fowler or her office could be located in the modular unit. If Ms. Fowler is in the other long office building and Economic Development is in the modular unit then there needs to be room for three desks to fit their needs. Additionally, by moving Community Development could be expanded into the space they are in currently. This would give Community Development an additional two offices and use of the conference space to meet their needs.

Councilor Cris McPhail suggested that Council request Mr. Ayers to work with Ms. Fowler to figure out a proposed solution.

Town Manager Russ Martin remarked that there will be a cost factor at some level to the proposed solution. Proposals for the meeting spaces 205 and 304 will be brought to Council in November. At that time the costs for the Economic Development move could potentially be presented.

Michael Marshall Parks and Recreation Division Manager wished to discuss meeting rooms 205 and 204 with Council. The spaces host over 1000 people a year and are very busy every weekend. During the week there are a few exercise classes. This year summer camp for Camp Verde youth was hosted in room 305 for eight weeks. The rooms are at capacity. The Department would like to expand and utilize both rooms 204 and 305. When the court was moved into rooms 205 and 206 there was a ton of impact to the community. The Department didn't have use of 305 at the time and lost about half of the space. Mr. Marshall stated that he understood that the business needs of the Town had to take precedent. His role in Parks and Recreation is to provide space for public use and wanted Council to understand the public needs and requests.

Councilor Jackie Baker remarked that solving the immediate need of space requirements for staff to work has to take place first and then once that issue is resolved public functions can be accommodated how they can.

Town Manager Russ Martin informed Council that staff would put together a couple of financial options and then Council will have the opportunity to ponder the implications and costs.

Vice Mayor Joe Butner asked Mr. Marshall about utilization of the gym.

Mr. Marshall stated that it currently is being used a lot. There are two Zumba classes, two days a week for the High School, basketball, and pickleball three days a week. In addition to that it was used over the weekend for Fort Verde Days and will be hosting the Christmas Craft bazaar among other events.

Mayor Dee Jenkins asked about the scheduling out of the 106 council chambers.

Mr. Marshall stated that the room is currently scheduled through the Clerk's office.

Mayor Dee Jenkins asked Mr. Martin if Council had given him enough information

so that he can come back with some options.

Town Manager Russ Martin stated that they would look into modular buildings for cost and availability. He requested that Council give the directive to move forward with the planned move of the Finance Department in to Marshal's Office space. He stated that Mr. Rowley can work out costs for cubicles and needs to present to Council. Future conversations include Community Development and remodeling 204 305 remodeling to improve the meeting spaces usability.

Mayor Dee Jenkins requested confirmation that Economic Development will pursue that option.

Town Manager Russ Martin confirmed that they will pursue the option. He also reminded Council not to hesitate to come by and look at the spaces being discussed, especially the space that the Community Development is working with. Community Development is going to be shutting down on Friday, so it would be a good time for Council to come by and look.

Councilor Jackie Baker also recommended discussing things with Ken Zoll Executive Director of Verde Valley Archaeology Center to see if there is any way to utilize the space in the Archaeology Building right away as they transition into their new building.

5. Adjournment

Mayor Dee Jenkins adjourned the meeting a 6:30 PM.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 13, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2021.

Cindy Pemberton, Town Clerk

DRAFT

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 20, 2021 at 6:30 P.M.

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82337533571?pwd=THNLZzhnUkJ3dEVZQkExOTJlYjY2lCUT09>

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

Meeting ID: 823 3753 3571

Passcode: 971924

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 at 6:30 p.m. by Mayor Jenkins.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins. (Bill LeBeau absent).

Others present, Town Clerk Cindy Pemberton, Town Manager Russ Martin and Transcriptionist Dana Donahue

3. **Pledge of Allegiance-** the Pledge of Allegiance was led by Vice Mayor Butner.

Town Clerk Pemberton stated there is not a number 6 on the agenda. The agenda proceeds from number 5 to number 7. Mayor Jenkins acknowledged "so noted."

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. Executive Session September 15, 2020 (Recorded and on file)
2. Regular Session – October 6, 2021

b) Set Next Meeting, Date and Time:

1. Special Session – Wednesday, October 27, 2021 at 5:30 p.m.

2. Regular Session – Wednesday, November 3, 2021 at 6:30 p.m.
3. Regular Session – Wednesday, November 17, 2021 at 6:30 p.m.

- c) **Approval of Main Street Sewer Replacement and Storm Sewer Design Professional Services Agreement with Woodson Engineering for a not to exceed amount of \$475,000 using American Rescue Plan Act (ARPA) Funding.**
- d) **Approval of the “ONE ARIZONA DISTRIBUTION OF OPIOID SETTLEMENT FUNDS AGREEMENT”.**
- e) **Approval of an application for Shannalee Marie Fowler, for a temporary extension of premises/patio liquor permit for Low Places, LLC for 564 S. Main Street on November 4th and 5th to host the Turquoise Circuit Block Party. The extension includes use of the Main Street in front of the building and parking lot area.**

Town Clerk Cindy Pemberton asked the Council for permission to pull Agenda item C of the consent agenda, per request of staff.

Councilor Murdock asked for clarification of the address of the business in agenda item E. Is it 564 S. Main or 464 S. Main? Ms. Pemberton asked, is it stated 464 on the application? Mayor Jenkins replied, it is 564 on the application. The address then is 564 S. Main for Agenda item E.

Councilor McPhail moved to approve agenda as stated with the exception of item D. Councilor Baker second, with a question. Councilor Baker said she wanted to make sure it was understood that the Council Meeting on October 27th, is an executive session. Ms. Pemberton stated, yes, it was read that way.

Councilor Murdock asked for clarification of the agenda item to be pulled. Is it item C or item D? Councilor McPhail realized she had stated Item D instead of item C. Ms. Pemberton said we have a first and second motion on the table which can be voted down.

Mayor Jenkins said we will call for a vote and see where it goes. Mayor Jenkins called for a vote, and the motion failed for lack of a vote.

Mayor Jenkins asked if Councilor McPhail would like to restate her motion. Councilor Murdock moved to approve the consent agenda as stated with the exception of item C. Councilor Baker second.

Mayor Jenkins called for a verbal vote
Verbal vote;
All in favor Aye.
No Nay voted.
Motion passed 6-0

Risk Manager Heather Vinson spoke, explaining item C of the consent agenda. She states we changed the indemnity clause from the templated document. We have the approval of the risk pool, but we are waiting for the response from the attorney. The change is highlighted in your packet. Mayor Jenkins asked if this change had passed legal?

Ms. Vinson replied that is what I am waiting for and expected it to be back tomorrow.

It is a templated agreement, but the change was requested by the contractor. The risk pool Ok'd it, but it still needs to be approved by legal, Mr. Sims.

Mayor Jenkins asked if Ms. Vinson was asking for approval if the town attorney has not approved it?

Ms. Vinson replied no, the template is approved, but we are waiting for the attorney review.

Town Manager Russ Martin further explained that they are asking for approval and when the motion is made, it be made with the caveat that the town Attorney will approve it. If he does not, we will have to resubmit it.

Councilor Baker asked, why would we approve this item if the town attorney has not approved it?

Councilor Baker asked Ms. Vinson if she felt confident the town attorney will approve it. Ms. Vinson replied yes.

Vice Mayor Butner moved to Approval of Main Street Sewer Replacement and Storm Sewer Design Professional Services Agreement with Woodson Engineering for a not to exceed amount of \$475,000 using American Rescue Plan Act (ARPA) Funding, with the understanding it had to be approved by the town attorney with the indemnity provision, section 10, indemnity item C on page 5. Councilor Baker seconded

Vote;

Councilor Whatley- aye

Councilor McPhail-aye

Councilor Murdock-aye

Councilor Baker-aye

Vice Mayor Butner-aye

Mayor 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)

Ester Talbart spoke about the Mandatory Water Adequacy. She is a realtor for Yavapai Reality for many years. Presently there is a piece of legislation before the Board of Supervisors relating to a Mandatory Water Adequacy for Yavapai County. What this means is that the entire County would be subject to Mandatory Water Adequacy. 80% of the State of Arizona has Mandatory Water Adequacy. 20% does not because those areas have water. What they are trying to do is make Yavapai County an active management area. She feels that some parts of Yavapai County need the water adequacy, and some do not. There are some workshops regarding this issue. She continued, stating she was present at the meeting where one of the conservation groups spoke about water and water use. There will be additional meetings regarding this issue, one tomorrow with the Arizona Department of Water Resources. She said Ron Goldman is an advocate for Arizona. One of the environmental groups came with their attorney. She can provide the power point to the council.

Kelly Roberts of the Camp Verde Adult reading program spoke about the success of the Adult Reading Program. She thanks the council for the Towns continued support of the program and finding them a spot at the library. The program was started by Verde resident Gwen Gunnell in 1988 and has flourished over the years. Ms. Roberts went on to tell the council how many students have completed the program. They had one student that was 71 who finally received her GED. Several students were used as an example of how successful the program is. She gave additional examples of students that having received their GED, went on to get solid jobs, several at Verde Valley Medical Center. Ms. Roberts wanted to be sure that the Council was aware of how much the program does for the community.

7. Discussion, Consideration and Possible Appointment of one (1) member to the Planning & Zoning Commission for a term that will expire January 2022. Staff Resource: Cindy Pemberton

Ms. Pemberton stated the Clerk's Office received two applications for the current Planning and Zoning seat which will expire in January of 2022. It will need to be reappointed in January of 2022.

Ms. Pemberton read a list of candidates that were present; Ingrid Powell Osis, who submitted her application on October 12, 2021 and Robert Forman who submitted his application on September 8, 2021.

Ingrid Powell Osis stepped forward and introduced herself. She moved to Camp Verde two years ago and want to be involved in the town. Mayor Jenkins said she was glad that Ingrid has stepped up to apply for this position and was happy folks from the community are wanting to serve.

Councilor Murdock asked Ingrid if she had any background in this area? Ingrid replied

she did not, however she has volunteered in several other areas, but not specifically Planning and Zoning. I have done quite a bit of volunteering in Flagstaff and Superior, especially when it came to finances. She sees the benefits of having a woman on the board.

Councilor Baker said she welcomes Ingrid's application and is happy she has stepped up to apply for the position. If you are not appointed tonight, please keep applying.

The second candidate, Robert Forman, spoke about his qualifications. He is retired. He has been a resident of Camp Verde for thirty years. I previously served on the Board of Appeals for two years, He has served on several committees and the Planning and Zoning Board for three years. I have a little bit of knowledge of Planning and Zoning ordinances.

Councilor Murdock stated that Mr. Forman has listed his qualifications adequately.

Councilor McPhail asked Ms. Pemberton if there will be additional vacant seats on the Planning and Zoning Board in the future.

Ms. Pemberton stated yes, there may be in January of 2022, but she did not have a definitive list at this time. All prospective candidates must reapply in January of 2022. Ms. Pemberton stated she can provide a list and email it to the council.

Mayor Jenkins asked the Clerk on how Council should vote. Ms. Pemberton stated someone needed to make a motion on either candidate, someone else second, then vote.

Councilor Baker moved to appoint Robert Forman to the Planning and Zoning Commission for a term expiring January of 2022.

Second made by Councilor Murdock.

Vote;

Councilor Baker-aye

Councilor McPhail-aye

Councilor Whatley-aye

Councilor Murdock-aye

Vice Mayor Butner-aye

Mayor Jenkins-aye

Motion passes 6-0

8. Discussion, Consideration and Possible Approval of a proposal to complete the first phase of network upgrades and WIFI expansion throughout the Main Street campus and buildings with our contracted IT company Sunstate in the amount not to exceed \$75,000. Staff Resource: Russ Martin

Town Manager Russ Martin spoke about the Wi-Fi extension on Main Street. There are

two parts. The first part is done, the second part is an upgrade for the firewall etc... We have hit the \$50k threshold and we still need to do more things. There is still no Wi-Fi at Verde Lakes and or the ballpark. The next time we do this, there will be different solutions we need to apply depending on where the Wi-Fi is going.

This is the first phase of the Wi-Fi extension. Our intent is that people can go anywhere to the Town facilities and get onto Wi-Fi as a guest. You can see all the distribution of it throughout the town facilities and the phases of each in your packet.

Council Baker asked about Arturo Park. Does this mean we are providing service to this general area? Mr. Martin stated yes, we have to extend it to neighborhoods such as Arturo Park and Verde Lakes to qualify for the funding. It is essentially public Wi-Fi. Councilor Whatley asked if she would have to pay Century Link anymore?

Mr. Martin further explained that the access to Wi-Fi 24/7 may create some problems, however, we will have the ability to dial the Wi-Fi down or shut it off entirely to discourage problems during late hours. We don't want people hanging out at the town hall at odd hours.

Mayor Jenkins asked about the money limits? In the packet are three proposals; Do we not want to exceed \$75K? Mr. Martin said page 4 and 5 was missing in the documentation the Council was given, but the bottom line is it will cost around \$73K for the firewall etc....he acknowledges there is a page missing and will supply it to the Council.

Mayor Jenkins wanted clarification that it is necessary for the Town to provide public Wi-Fi as opposed to the Yavapai County providing broadband.

Mr. Martin answered by saying it is the town's responsibility, and we should provide the public with Wi-Fi on Town "campus." The County broadband pipes would need to be located and sized, because the pipes have to be large enough to qualify for federal funding, however, it is still the Town's responsibility to provide the Wi-Fi.

Vice Mayor Butner moved to approve proposal; Discussion, Consideration and Possible Approval of a proposal to complete the first phase of network upgrades and WIFI expansion throughout the Main Street campus and buildings with our contracted IT company Sunstate in the amount not to exceed \$75,000. Councilor Baker seconded the motion.

Vote;

Councilor Baker-aye

Councilor McPhail-aye

Councilor Murdock-aye

Councilor Whatley-aye

Vice Mayor Butner-aye

Mayor Jenkins-aye

Pass 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 Whatley stated she attended the Ft. Verde Days Parade, and it was fun. She also attended the dance at Low Places and said it was very well done, especially because it was outside. She and her family had a wonderful time.

Councilor Murdock wanted to thank the staff and volunteers for the effort that went into Ft. Verde days. I look forward to continuing the tradition.

Councilor Baker said she attended the parade and dance, and it was wonderful. She also attended the ribbon cutting for the new car wash. It is quite a business, and the partners are wonderful.

Councilor McPhail stated she thought Ft. Verde days went very well. Thank you staff. She continues to attend the Yavapai-Apache Tribal council meetings. They have seated their new elected members. One of the members, Amanda Hywatha? approached her and asked if the Town Council could address the shoulder issue of Middle Verde Road. Many people walk and bicycle the shoulder and they would like to see it improved.

She also attended the Verde Flows meeting.

Vice Mayor Butner replied that improving the shoulder of Middle Verde Road would create a liability issue for the Town. He continued, saying he thought the parade and rodeo were a great success. He went on to speak about the Turquoise Circuit and

upcoming events the 4th of November. The rodeo is November the 5th. He intends to support the rodeo. He also said improvement to the shoulder on Middle Verde Road came up on the Verde Connect project when they spoke about a bridge. Improvements to the shoulder of Middle Verde Road may be problematic.

Mayor Jenkins said she attended the PSPRS meeting at the Marshalls office and the regular Mayors meeting.

She also attended the rodeo and parade and participated in the rodeo. She and the Town Manager met with Senator Senima which was very productive. Senimas' office followed up with her and she was impressed with the attention they gave us. She also attended several town meetings with staff.

- 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 followed up with the Senator Senima meeting. He also was very impressed with the Senators' attention to them. It was the first time any Senators office had contacted the Town. Keep that in mind if issues come up. The staff did a great job on all the events we have had this year. The rodeo and parade were well attended, especially by the younger crowd. They were very appreciative. Thank you staff for all the work.

Looking forward; tomorrow at 10am, they will be ribbon cutting at the new Fire Station at 10. Tuesday all staff were present for an All Hands meeting. He said they line them up according to how long each member has been working for the town. It is fun to see how people move up in the ranks. We are very lucky to have long standing staff.

The Mandatory Water Adequacy is coming out with more links and information. There will be a public discussion of this in the future. There was a proposal to discuss this issue tonight, but he felt it needed to be put on the next agenda so that Council can educate themselves on the issues and details before it comes to the Council. The information is similar to what Cottonwood did. I will make sure you can "hot link" into the information.

Halloween night we need help. If you can make it, we can really use you. The same table as last year at 5 pm.

Councilor McPhail asked if there was a costume theme? Mr. Martin stated maybe. He also requested some of the Council attend the Turquoise Circuit event. We need people 6 to 11. We have a lot of folks there, but we can always use more. It is November 4th and we will be shutting the street down about 5 and reopen it at midnight. This is our event, and we own it. It will be a long night. You can coordinate it with me. More eyeballs the better. The Council being part of the event will send a good

message to the Turquoise Circuit.

12. Adjournment

The meeting was adjourned at 7:20.

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

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

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 October 20, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2021.

Cindy Pemberton, Town Clerk

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**MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 27, 2021 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/81563996366?pwd=YzZjc1FvMUtpN3FDUm1wc0RRU1hDZz09>

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

Meeting ID: 815 6399 6366

Passcode: 509999

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

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call. Council Members Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, and Mayor Dee Jenkins were present.

Also Present: Town Manager Russ Martin, Town Clerk Cindy Pemberton, Risk Manager Heather Vinson (Zoom), Water Rights Attorney Steve Wene (Zoom), and Camp Verde Water Liaison Tony Gioia.

3. Pledge of Allegiance

Council Member Murdock led the Pledge of Allegiance.

4. Discussion or consultation for legal advice with the Water Rights Attorney, Steve Wene, regarding water settlement negotiations with the Yavapai Apache Nation. The Council may, by majority vote, recess the special session, hold an executive session and then reconvene the special session for discussion and possible action on this item as covered by A.R.S. §38.431.03 (A) (3).

- **Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A) (3) Discussion or consultation for legal advice with the attorney or attorneys of the public body.**

On a motion by McPhail and seconded by Baker Council voted 5-0 to adjourn to adjourn into Executive Session.

Council Members Jackie Baker, Bill LeBeau, Cris McPhail, Jessie Murdock, and Mayor Dee Jenkins all voted aye. Motion passes 5-0.

Robin Whatley arrived at 5:32 p.m., Vice Mayor Joe Butner arrived at 5:34 p.m.

Council adjourned into Executive Session at 5:34 p.m.

- **Reconvene Open Session**

Council reconvened into Open Session at 7:06 p.m.

5. Adjournment

Without objection, Mayor Jenkins adjourned the Special Session at 7:06 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on October 27, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2021.

Cindy Pemberton, Town Clerk



Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: **MUNICIPAL COURT**

Staff Resource/Contact Person: **PAUL SCHLEGEL/ VERONICA PINEDA**

Agenda Title (be exact: *Approval and possible Appointment of Veronica Pineda as Assistant Magistrate.*

List Attached Documents: None

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

- Department Head: PAUL A SCHLEGEL Town Attorney Comments: N/A
- Finance Department N/A
 Fiscal Impact: None
 Budget Code: _____ Amount Remaining: _____
 Comments:

Background Information:

Recommended Action (Motion): Appointment of Veronica Pineda as an Assistant Magistrate for Camp Verde Municipal Court, effective immediately, and setting an hourly pay rate of \$50.00 per hour solely for the purpose of covering any in-custody initial appearances and arraignments on a Friday when another assistant magistrate is not available during the transition period ending upon the first day of a new presiding magistrate. Ms. Pineda will have completed the necessary prerequisites for overseeing initial appearances and arraignments.

Instructions to the Clerk:

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Whereas, the government of the Town of Camp Verde, celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 65.1% of net new jobs created from 2000 to 2019; and

Whereas, small businesses employ 47.1% of the employees in the private sector in the United States, 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

Whereas, 97% of Small Business Saturday® shoppers recognize the impact they can make by shopping small, 85% of them also encouraged friends and family to do so, too; and

Whereas, 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020; and more than 50% of consumers who reported shopping small endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

Whereas, the Town of Camp Verde supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, Mayor Jenkins, Mayor of the Town of Camp Verde do hereby proclaim, November 27, 2021, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Dee Jenkins, Mayor

Attest:

Cindy Pemberton, Town Clerk

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Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Marshal’s Office

Staff Resource/Contact Person: Corey Rowley / Gila Communications

Agenda Title (be exact): Discussion, Consideration and Possible approval of up to \$135,000 using Gila Communications and Motorola to replace dispatch consoles with New K Core Motorola consoles and accompanying software/hardware.

List Attached Documents: Equipment quote attached

Estimated Presentation Time: 5 min

Estimated Discussion Time: 5 min

Reviews and comments Completed by:

- Town Manager: Included Department Head: Corey Rowley
- Town Attorney Comments: Standard Agreement
- Risk Management:
- Finance Department
Fiscal Impact: Capital Improvement Fund
Budget Code: _____ **Amount Remaining:** _____
Comments:

Background Information: Recent failure of dispatch consoles have required Gila Communications to temporarily “Band Aide” our current system that is beyond its years and has left us with only one temporary dispatch console. There are no available parts for this equipment that cannot even be serviced. This replacement would have to happen at the same time as we replace equipment already awarded funds by the council for Squaw Peak to save in labor funds. If our current temporary fix goes down we will absolutely be without dispatch services. We were down for several hours to find a temporary fix to this antiquated equipment. Previous funds were awarded on August 18th for Tower upgrades, this work would be done at the same time. Original funding approved on August 18, 2021 under Gila quote #2046 was \$110,000.00. The replacement equipment in dispatch cost is \$135,000.00 for a total of both not to exceed \$245,000.00

Recommended Action (Motion): Move to approve and amend current standard professional services agreement for Communication System work by Gila Communications to replace dispatch consoles with needed software and hardware by adding \$135,000 for a new not to exceed total of \$245,000.

Camp Verde Marshal's Office K-Core/Console Budgetary Quote

Here is a rough number to use for a budgetary expectation.

The proposed solution offers the Camp Verde Marshal's Office an ASTRO 25 K-Core console site system with two (2) new MCC 7500e dispatch consoles. The proposed console system is Motorola's replacement to the aging MCC 5500 console system in use today. The K-Core configuration is designed to interface seamlessly with existing conventional VHF radio systems that the Marshal's Office uses today. At the dispatch site the console will be connected to the Marshal's voted channel directly via the existing MLC8000 comparator as well as to each of the existing local control stations located at the dispatch location.

Services include:

- Project Management
- Engineering
- Configuration and Programming
- Acceptance testing and Documentation

Camp Verde Marshal's Office Responsibilities:

- Site Upgrades or Improvements if required such as space, power, HVAC, and grounding
- Performance of existing equipment
- UPS/Backup power
- Installation with site improvements installation

Budgetary Price Estimate: \$135,000

Jim McDonald
Gila Electronics
928-726-0896 x 219
360-508-4648
Jim@gilaelectronics.com

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Agenda Item Submission Form – Section I

Meeting Date: November 3, 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 decision regarding office relocation and potential use of the soon to be vacated Archeological Center at 295 S. Main Street.

List Attached Documents:

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 15 mins

Reviews and Comments Completed by:

- Town Manager:** Russ Martin **Department Head:**
- Town Attorney Comments:** N/A **Risk Management:** N/A
- Finance Department:** N/A

Background Information:

Staff presented previously an opportunity to temporarily (up to 3 years) utilize this building for a business assistance center housing among other business support service providers the Economic Development Department. Strong sentiment was voiced to begin to remove Town government off of Main Street. We have been officially noticed that by the end of the current lease (June 2022) or sooner they will no longer be utilizing the facility.

Staffs proposed usage would be temporary until such time as a decision is made on the future of this building. We are bringing this so that at least an initial decision on its use can be made so staff can continue to adjust locations for departments as staffing/space challenges continue.

Alternative is to direct staff to begin the process for sale once the Archeological Center would be completely vacated or lease is up whichever came first. The consideration for what land would come with the building to ensure adequate parking/access is consistent with zoning/use requirements into the future are part of this alternative direction.

Additionally, in discussions with MATFORCE they do have room for ED to move in for office space and shared conference space, this helps with the immediate need, but development of a business services center would still need more space to fully develop.

Recommended Action:

Move to approve the temporary use for a Business Center and relocate Economic Development to the Archeological Center as space allows until such time as Town Council directs an alternative use or possible sale.