

**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=Tm1TNzlwYUx5ODR2RkNUTzBvbnk5UT09>

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 County 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.

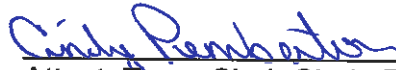
Councilor Jackie Baker also recommended discussing things with Ken Zoll Executive Director of Verde Valley Archaeology Center to see if there is any way to utilize the space in the Archaeology Building right away as they transition into their new building.

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 15th day of November, 2021.



Cindy Pemberton, Town Clerk