

**MINUTES  
TOWN OF CAMP VERDE  
WORK SESSION/RETREAT  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
FRIDAY, FEBRUARY 25, 2022 at 12:00 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/85324915245?pwd=RVBmM2JlZVhtMnZxTndoVktkSFVlZz09>

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

**Meeting ID: 853 2491 5245**

**Passcode: 753874**

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

**Mayor and Council will be leaving Town Hall at 10:30 a.m. and travelling to:**

**Rio Vista Recreation Center  
8866 W Thunderbird Road  
Peoria, AZ 85381**

**1. Call to Order**

Mayor Jenkins called the meeting to order at 12:40 p.m.

**2. Roll Call. Council Members, Cris McPhail, Jessie Murdock, Robin Whatley (Zoom), Vice Mayor Joe Butner, and Mayor Dee Jenkins. Council Member Jackie Baker was absent, Council has one vacancy.**

**Other Present:** Town Manager Russ Martin, Town Engineer Ron Long, Public Works Analyst Dorie Blair (Zoom), Town Clerk Cindy Pemberton, Marshal Corey Rowley (Zoom), Library Director Kathy Hellman (Zoom), Magistrate Gary Horton (Zoom), Risk Manager Heather Vinson (Zoom) Deputy Town Clerk Virginia Jones.

**3. Pledge of Allegiance**

Mayor Jenkins led the Pledge of Allegiance.

**4. Welcome, Orientation and Group exercise. 12:00 p.m. - 12:30 p.m.**

Manager Martin Welcomed everyone and explained he would like feedback after the retreat regarding what Council would like to focus on in future Work Session, hoping critical questions will be answered. Martin requested everyone participate in an exercise by drawing the Town of Camp Verde as is you were giving directions to a total stranger, Council and staff shared the drawings and highlighted points of interest.

**5. Monthly Reporting Process and Review. 12:30 p.m. - 1:00 p.m.**

Council reviewed the format of the current Department Monthly Report. Discussion included alternative ideas such as each month or quarterly, different departments attend Council meeting and give an update. Council indicated they would like to see visual charts showing trends over the year. Town Clerk Cindy Pemberton reminded Council that Town

Code requires written reports to be gathered, and any changes, would require an update to the procedures and be done amending the Town Code, by ordinance.

**6. Presentation and Discussion of Proposed Public Safety Building. 1:00 p.m. - 2:00 p.m.**

Manager Martin introduced Blake Carroll from Provident who shared with Council an updated rendering of the current site plan. Council had a lengthy discussion regarding concerns the County was not 100% on board and this project is third on the County List. Mr. Carroll stated he was meeting with the County the first week in March.

Manager Martin gave an overview of different financing options for Council to consider.

Council took a break at 2:10 p.m.  
Reconvened meeting at 2:15 p.m.

**7. Updates and Presentations by Departments on current activity and their current and future staffing plans. 2:00 p.m. - 3:30 p.m.**

Marshal Rowley reviewed the Marshal's Organization Chart indicating new positions he will be asking for and highlighted that they are hiring retired officers that will fill the positions of a Civilian Investigator.

Judge Gary Horton indicated he would like to see the Court Supervisor re-classified to reflect the actual duties she currently is doing. Judge stated they are losing one Court Clerk who will be moving to the County Attorney's Office.

Economic Development Director Steve Ayers stated the only new positions in the future would be an Administrative Aid to oversee the activities of the day-to-day Business Resource and Innovation Center. This would be an entry level position.

John Knight Community Development Director indicated the majority of his staff is very new, with only 2 employees who have been there for more than one year. He stated he is looking towards adding an additional Code Enforcement Position. There will be physical changes to the office with the zoning portion moving into the old Economic Development Office and a new door way will be opened up to connect both locations.

Ron Long, Public Works Director reviewed the Organizational Chart including the various divisions that are currently under Public Works that include Engineering, Maintenance Division, Streets Division, Water Division (coming soon), Waste Water Division, Stormwater Division and Parks & Recreation Division. Council questioned if it is 'normal' to have so many divisions under Public Works. Long indicated it is unusual, however he places a lot of trust in each Division Manager and is open to suggestions for re-structuring, also stating that when times got

tough he inherited several of those divisions. Council had a short discussion regarding the current delay due to two tribes requesting the town provide archaeological survey monitoring plan for them to review.

Kathy Hellman, Library Director informed Council that in several municipalities Parks & Recreation is under the same division as the Library. Hellman indicated Council will be receiving requests in the near future for additional job descriptions to enable employees a chance for advancement. An example would be creating Library Specialist 1 and Library Specialist 2.

Mike Showers, Finance Director stated his department is growing and when the Town takes on the Water Company they will be expanding. Plans are to move the Finance Department into the current Marshal's Office Conference room to the right of the front door. Mr. Showers indicated in the future the Town may want to consider a procurement person

Cindy Pemberton, Town Clerk stated the Clerk's Office will be advertising shortly for an Executive Assistant, the position has already been approved by Council. Future needs for the Clerks Office would be 3 office spaces, records room up to 600 square feet and Council Chambers upgrade.

Brandy Cabrera-Human Resource Director indicated that on March 7<sup>th</sup> she is moving on to another position, interviews are scheduled to start March 21<sup>st</sup> for a new Director.

Heather Vinson, Risk Manager and Interim Human Resource stated the new CIP Manager was hired in November 2021 and has 7 active CIP projects ready to go. Vinson stated she is responsible for reviewing and tracking all contracts, including insurance requirements, and informed Council the Town had 10 Workman Compensation claims from June 2021 through December 2021 along with one property claim. Working with the Safety Officer they completed a safety inspection of the Wastewater Treatment Plant, and are working towards implementing multiple full-scale safety exercises. Vinson anticipated the need for an Administrative position within the next two years and requested Council consider space needs for Training/Emergency Operations center in the near future now that the we will no longer have the space available in the Marshal's Office.

Russ Martin indicated the new Executive Assistant position will also be helpful to the Manager and consideration in the future may include an Assistant Manager position.

Council agreed to hear Item 9 prior to item 8.

**8. Discussion and Updates on Capital Improvement Projects 3:30 p.m. - 4:15 p.m.**

(Item 8 was heard after discussion regarding the Town Code Item 10)

Manager Martin handed out a spread sheet created by Risk Manager and Project Manager Jim Waters.

**9. Benefits Survey 4:15 p.m. (this item was heard previous to item 8)**

Brandy Cabrera gave Council an update regarding the benefits survey that was conducted by the employees resulting in affordable insurance as the number one priority for employees and gym membership being the lowest priority. Cabrera reviewed AzCops requests that included 5% yearly increase for family coverage paid for by the Town until 75% coverage paid by Town. Cabrera recommended the Town stay with Kairos.

4:24 p.m. Council took a break  
Reconvened at 4:46 p.m.

**10. Town Code Discussion 4:50 p.m.**

(this item was heard prior to item 8 -CIP Projects)

Cindy Pemberton, Town Clerk explained to Council that the Clerks office created a sub-committee to reivew the Town Code and will be presenting to Council in the near future the recommended changes and requested Council contact her if they have any suggestions.

**11. Break/Dinner 5:00 p.m. - 6:00 p.m.**

Council broke for dinner at 5:00 p.m. and traveled to Paloma Park

**12. Travel to Peoria's Paloma Park located at 29799 N Lake Pleasant Pkwy-Peoria, Az and then Presentation on sports field lighting by Musco. 6:30 p.m. - 7:00 p.m.**

Meeting reconvened at 6:55 p.m. at Paloma Park where they met with Dee Smith and John Abney, representing Musco. Representatives stated the company has been in business since 1976 and they design and manufacture lighting solutions, showing Council the ability to control the lights on the field with an app placed on your phone or a simple phone call.

Council broke to travel to the next site at 7:37 p.m.

**13. Travel to Anthem Ball Fields located at 41703 N Gavilan Peak Pkwy and then Presentation on sports field lighting by Qualite Sports Lighting 7:00 p.m. - 8:00 p.m.**

Meeting reconvened at 8:09 p.m. at Anthem Ball Fields where the met with Roman Slaybaugh representing Qualite. Mr. Slaybaugh shared a sample of the Q-LED product they use, stating it is a high-performance lighting system designed for all sports venues, also demonstrating from an app on his phone how the lights can be

dimmed or brightened. Handouts were given to each Council Member. (a copy is on file in the Clerk's Office).

Presentation ended at 8:31 p.m.

**14. Adjournment/Travel Home 8:00 p.m.**

Without objection Mayor Jenkins adjourned the meeting at 8:31.

*DM Jenkins*

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Mayor Dee Jenkins

*Cindy Pemberton*

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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/Retreat of the Town Council of Camp Verde, Arizona, held on February 25, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17<sup>th</sup> day of March, 2022.

*Cindy Pemberton*

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Cindy Pemberton, Town Clerk