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**AGENDA
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 8, 2022 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84506597077?pwd=dFRCTWNMVktHYVg5ZWVIMFRLZ1BkQT09>

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

Meeting ID: 845 0659 7077

Passcode: 920904

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, Cris McPhail, Marie Moore, 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– April 27, 2022 at 5:30 p.m. Page 5
 - 2) Regular Session– May 4, 2022 at 6:30 p.m. Page 13
 - 3) Work Session– May 6, 2022 at 8:30 a.m. Page 27
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – Wednesday June 15, 2022 at 6:30 p.m.
 - 2) Regular Session – Wednesday July 6, 2022 at 6:30 p.m.
 - c) **Amend and Approve the annual renewal of Use Permit 20150033 for High View LLC and Zane Grey Investments II for a Mining Conditional Use Permit for parcels 403-15-003U, 003V, 003W, 003X, 403-15-009A, 009B and 009C.** Page 41
 - d) **Approval of a letter of support for the Friends of the Verde River’s Watershed Report card update Project** Page 45
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:

- **Presentation of the Quarterly Reports for the Board of Adjustment and Planning and Zoning Commission.** Page 47
- **Presentation of the Community Development Department Quarterly Report.** Page 51

- 7. Discussion, Consideration and Staff direction on the CIP Project Request and the purchase of 3 Blowers for the northside of the treatment plant totaling \$718,600.00 (Using remaining \$250,000.00 from budget code 31-490-20-80000 as a down payment) Staff Resource: Chet Teague** Page 65
- 8. Discussion, Consideration, and Possible Approval of long-range planning priorities for the Community Development Department as discussed at the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022.** Staff Resource: John Knight Page 69
- 9. Discussion, Consideration and Possible Direction on the School Area Traffic Study conducted in partnership with the Camp Verde School District.** Staff Resource: Russ Martin Page 81
- 10. Discussion, Consideration, and Possible Approval to amend the Public Works Director and Administrative Clerk Job Descriptions and Salary Classification Scale.** Staff Resource: Russ Martin Page 107
- 11. Discussion, Consideration, and Possible Direction to advertise for the position of Town Attorney.** Staff Resource: Russ Martin Page 115
- 12. Discussion, Consideration, and Possible Approval of up to \$40,000 from the CIP Fund to remodel the 300 Building at 395 S. Main for office space.** Staff Resource: Russ Martin Page 119
- 13. 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))

14. 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.

15. Legislative Update

16. 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.

17. Discussion or Consultation for legal advice with the Water Rights Attorney, regarding land and water right 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); (A)(6) and (A)(7).

- **Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(3); (A)(6) and (A)(7)**

- **Reconvene Open Session**

18. 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 Bhasas on 06-02-2022 at 4:30 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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.

DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY APRIL 27, 2022 5:30PM

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 **5:30 pm**
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley (absent), Vice Mayor Joe Butner, and Mayor Dee Jenkins.

Others present Troy Odell (zoom), Town Manager Russ Martin, Town Clerk Cindy Pemberton, Finance Director Mike Showers and transcriptionist Dana Donahue.

3. **Pledge of Allegiance-**Councilor Murdock led the Pledge of Allegiance
4. **Discussion on Capital Improvement Projects for Fiscal Year 22-23.**

Town Manager Russ Martin reviewed the Strategic Plan processes, stating that this has not been done since 2019. The result is a CIP (Capital Improvement Project) that is out of date. We have been through several budget cycles without addressing the five-year plan. Mr. Martin stated he needs some critical feedback for decisions being made next week. Cost of Living Increases, salaries, additional staffing, operations reorganization and Capital Improvement Project decisions need to be made. Council needs to decide how much all of this will cost and what direction to go.

Finance Director Mike Showers spoke about the ARPA (American Rescue Plan) monies (\$3.7million) and what needs to be done with it. The money came in two installments; one we have received and the other we will receive. We have identified some projects that might fit into the ARPA plan. The US Treasury department sent a letter stating that if a city received less than 10 million, spending the monies must to be done a certain way. The Treasury has recently sent specific instructions on how to spend the money and document it. Federal guidelines must be met. We have coded spending the monies under General Admin Services. We still have to follow grant guidelines.

Mayor Jenkins asked for clarification. Mr. Showers replied half the money has already arrived, and we are waiting for the second half, which should come the last week of June. It needs to be spent by December of '24. Mayor Jenkins asked if this was the end of the federal money. Mr. Showers replied yes, but there are other monies through grants that we may be able to apply for, such as those that are project based.

Mr. Martin spoke about the various projects the town has on paper, such as broadband.

Some of the monies have been spent, but there is money left over. We had money from the CARES act which has been allocated and spent on certain projects, but we may want to re allocate it. It doesn't mean the project goes away. We can look at this whole project as a "fund". If we put monies into a "fund", we will be able to pay for projects as they come up.

Mr. Martin explained; we would like to fund a five-year plan based on a balance that rolls year to year. This will allow us to treat it like an operational account. We would be able to work within that account as projects come in and out.

Every time we spend money on a project and have money left over, it returns to the General Fund. Mr. Martin would like to see the town stop doing that and instead fund projects with the left-over monies. In the preliminary budget we would like to create a fund that is more of an operational account. There are consequences to operating that way, chief being that left over monies would have to be reallocated and that takes planning, hence the need for a five-year plan. Also, there are some accounting issues that would have to be addressed.

Funding in this manner would allow us to be more proactive in moving our town projects forward.

Mr. Martin asked Council what their thoughts were regarding this proposal.

Vice Mayor Butner asked why this wasn't done in the past. Mr. Martin replied because we have money now, and in the past we did not. All the federal funding has allowed us to plan our CIP projects.

Mr. Martin stated that having a plan is better because it is more consistent and efficient. We will be able to see how much staffing for a particular project we are doing and how long it would take. It flows better.

Mayor Jenkins states she likes the idea of putting left over money into a fund because of the ease and transparency in accounting.

Mr. Showers spoke about the operating transfer budget and some of the issues regarding how that would look. He likes the idea we can save money for specific projects. One of the things that won't change is the money coming from HURF, which is restricted monies. There is some discretion about how much money we could move into the fund. Creating the five-year plan and implementing it is important. When we budget next year, we know we are going to put \$500k into the General fund to use in our CIP projects.

Mayor Jenkins stated this proposal may allow us to do some long-term planning. We wait on some projects because they are big expenditures and we are waiting for money to come in, which delays projects. She asked for clarification about how the money would be found if projects were over budget or came up short.

Mr. Showers explained how we currently address overages on projects. Mayor Jenkins asked for clarification. Mr. Showers replied he was not sure, that is why we need a five-year plan and clear direction from council.

Mr. Martin explained how money is managed through CIP projects. It is important to make it clear to staff how this is done and how it is documented.

Councilor Murdock clarified that a five-year plan would be make planning easier. We have always wanted to get all our projects done and this may be the way to accomplish it.

Councilor McPhail stated that having the money in a fund makes spending it more efficient. She would support handling the money in this manner if procedures were in place.

Mr. Martin reiterated how allocating money, spending it and managing any leftovers or overages is managed. This means that as this moves forward we will be able make the fund available. It helps staff manage projects that are over and under budget. It is better to approve the project and fund it quickly. Delays cost money because prices go up on materials and labor. As you make decisions going forward, we will take those balances and create a CIP fund with a running balance, and you can operate off of that balance.

Mr. Martin moved the discussion toward current CIP projects. He began with the Sports Complex. He referred to a budget worksheet regarding the complex. The complex is a big priority because everyone wants it finished. The contract with Tierra Verde has \$245k remaining. There are change orders, 8 and 9 and 10 (additional costs). It will include additional costs. Trucking is a big issue right now. There will be an increase in trucking costs. Prices are different than when it was bid. There are also additional electrical charges.

Change order 9 refers to the dugouts and the posts that encroach into the playability area. The posts must be reduced for safety. The engineers are paying for that, not us, but it will be processed through us. Change order 9 has already been processed. 8 and 10 are in processes.

Mayor Jenkins asked if the contractor/engineers are going to reimburse us for the engineering mistake with the poles. Mr. Showers replied, yes. We are doing it this way because we want to control the warranty, and we want the contractor to pay for any future warranty work.

Mr. Showers explained how the reimbursement would work, chiefly the town must pay up front, then we are reimbursed, like car insurance. There are a variety of ways we can do it based on what we want to see, and they want to see.

Mayor Jenkins stated she wants documentation that the problem was repaired correctly to protect the town.

Mr. Martin explained that after all the change orders are completed, the fields will be ready to play. Change order 10 we discussed, change order 7 and 8 and 9 are paid for. There are some things that we still need to do, like the trip hazards near the concession stand, a fencing safety line and some decomposed granite needed for walkways.

As of the 19th, we have \$4.3 million dollars, minus the payout to Tierra Verde which gives you \$3.7 million remaining to finish the project. Each item listed is an estimate. We have a \$700k Musco light in change order 10. Conduit costs have gone up and continue to do so. Some of these are internal expenses that we can handle. Everything remaining is \$2.8 million dollars.

Mr. Martin spoke about the remaining project items to complete the complex. These are pretty general categories such as concession stand (out to bid), pickle board and tennis courts. We will have to bid this like the restrooms and concessions. The lights will be up, but no courts, be prepared.

Mayor Jenkins asked if we have anyone that is willing to donate some of the items.

Mr. Martin replied yes, but we still require bids.

Mr. Martin spoke next about the Maintenance building, which really needs to be addressed in the fall. It can wait. It will cost about \$.5 million for a big shell building that we can finish as we go. There are a lot of different options.

Mr. Martin moved onto the pond. We need to do this as much as possible in house. It will require a surveyor, excavation, material allocation, a liner and some imported materials. We hope we have enough material on hand to do it. The liner is expensive and must be professionally installed. The pond will hold about 10 million gallons.

Mayor Jenkins stated she was excited about the pond and felt it would be a great attraction and focal point.

Mr. Martin continued to explain how we need picnic areas, ramadas and a water system for watering the new trees and buildings to protect the equipment. Our budget is \$550k. We might be able to get some grants for specific items. We need to finish the entrance off the 260 which requires drainage etc. We received a grant for the trees from APS which will require irrigation. Again, this is a fall project.

Mayor Jenkins would like to see a list of items published to see if businesses or other entities might want to donate items.

Mr. Martin explained the playground and items that need to be purchased. We might be able to get a grant for some of it, that is why you don't see it here. There is a difference between general fund and donated. We have cleared our \$5 million dollars for this project. If we are over on some of our projects here, we can ask for grants for the overages. There is no guarantee we would get the money, but we can ask.

Mayor Jenkins asked if we had to pay for playground equipment, this remaining balance wouldn't do it? Mr. Martin said we must match it with something. As we move forward and come up short, we can ask for more funding to match what we have if it is under \$1 million dollars. Hopefully, as we come near completion, the numbers will tighten up and we will have a better idea of what we need.

Mr. Martin moved onto the Public Safety Building. Marshall Rowley joined Mr. Martin at the table for the conversation. To build our own facility will cost about \$15 million. What we need from council is a decision about; 1. building our own or, 2. purchasing the building on Quarry drive which is \$6 million. We need to move on this quickly if this is what you want to do. There are some costs for the structural review totaling \$25k. There needs to be an extensive evaluation of the building if we are going to purchase it. A rough cost will be \$4 to \$6 million dollars for the remodel.

Again, there are two opportunities here; stand alone or purchase the Quarry building. You may decide to do nothing, but I need to know. This going to be a continuing issue until we decide.

Marshall Cory Rowley spoke about the possible remodeling of the current Marshalls building. We really want to get town hall off Main Street. What do we do with the MATFORCE building? Which way do you, the council, want to go? This is a large dollar project for the town, and we don't want to be behind. The town and Marshall's office is growing.

Councilor McPhail asked about the revenues coming from retail business such as Tractor Supply. Would Mr. Showers be able to predict what that might be? Mr. Showers replied no, he did not think he could make an accurate assessment.

Councilor Moore asked if the Quarry building is for sale? Are these concrete options?

Mr. Martin replied he wants clear direction on what the council would like to do. Public Safety needs special accommodations, and it isn't easy to do. We need you to look at a larger complex in the downtown area.

Marshall Rowley said he thought the Sheriff's office was going to relocate in this direction.

Councilor Baker thought it was important to listen to the law enforcement agency and what they needed. She feels the public safety building needs to be stand alone because of their special needs. She does not think town hall on main street is a problem. She feels confident that the sheriff's office and other agencies will come along.

Marshall Rowley would like to narrow down the options.

Mayor Jenkins would not support Blakes idea because the location is retail/commercial area. She feels the Griffith building is a poor location and the price tag too high. We are not in position that we need to do something immediately. We could expand the existing Marshalls office. When maintenance moves out to the sports complex, there will be some moving of town offices to other locations. The system is not absolutely broken, and it is difficult to justify spending \$16 million dollars.

Marshall Rowley stated if we keep the existing Public Safety building, we could expand. Parking is a big issue. We need room for parking. Our substation allows us to process arrests right now. He likes his officers to be close to highway 260 so they can patrol it.

He understands \$25k for an evaluation of the building is a big price tag. He is just looking for direction.

Vice Mayor Butner likes the idea of clearing out the center of our town and expand the Marshalls office into that area. We may be able to do some inexpensive buildings for evidence storage. The building out on the 260 works well for the other entities there, but it is a poor location for us. We want our police department right here in the center of our town, with commercial stuff on the outside of town.

Councilor Murdock is in support of the Marshalls current office and remodeling the aera to meet future needs. We need to explore more options. She would like us to keep looking.

Councilor Baker stated she understands the Marshalls need for a better space. Perhaps the property next to the Marshals current building could be purchased?

Councilor Moore asked are there are other properties the town owns that would be adequate? Marshall Rowley replied the property on Oasis is too small. The town owns property near the streets department that might work. We can discuss all options, but we need direction from Council.

Councilor Moore doesn't like the idea of spending \$25k to assess the building and it not work out.

Town Manager Martin said we need to choose some options with time frames. Staff put together a needs study for the amount of square footage they will need in the future. In addition, what departments move and where? Who stays? Council needs to be specific on what they want to do because we want to spend our evaluation money wisely.

Mayor Jenkins would like to see an overview of the entire town, instead of just one department like the Marshalls office. She realizes how much time and effort the staff has put into the research.

Mr. Martin replied that the Marshalls office is the priority. Everything else could be done in a five-year plan.

Vice Mayor Butner agreed with Mayor Jenkins. He spoke about the Blevins property next to the Marshall's office. It might be for sale with the recent death of the elder Blevins. The property is an ideal location for expansion.

Marshall Rowley needs approximately 20k square feet of additional space. WIFAC (West Yavapai Family Advocacy Center) needs 5k square feet.

Mr. Martin spoke next about vehicles and equipment. He stated he will only to be able give you some generic information. On the 6th it will be more detailed. We are not going through the detail tonight. He is asking that council focus on the equipment through these processes. What he would like on the 6th from council is decisions on what to spend and where to spend it. It is up to council to do the research on each purchase. Staff is

available to answer any questions. The towns budget with staffing included, is balanced. We received the state revenue numbers. The amount of the state income tax is nearly 800K more than what we projected last week. So, there is an additional 800K to work with. State sales revenue is higher as well. We are \$1 million over our projected revenues from the state. We have money to make decisions. We have lots of choices.

Mayor Jenkins asked council to share any answers they get from questions asked of the staff.

Mr. Martin reminded council of the decisions needing to be made at the meeting on the 6th. He asked council to be prepared.

5. Adjournment-The meeting was adjourned at 7:08 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 April 27, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

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**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 4, 2022 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/89287120079?pwd=aE5JU3ZyWWlkaHE0QjNkelBmL240QT09>

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore (absent), Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance** Councilor Robin Whatley 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) Work Session– April 12, 2022 at 5:30 p.m.
 - 2) Work Session– April 13, 2022 at 5:30 p.m.
 - 3) Regular Session– April 20, 2022 at 6:30 p.m.
 - b) **Set Next Meeting, Date and Time:**
 - 1) Work Session – Friday May 6, 2022 at 8:30 a.m.
 - 2) Work Session – Wednesday May 11, 2022 at 5:30 p.m.
 - 3) Special Session – Wednesday May 18, 2022 at 5:00 p.m.
 - 4) Regular Session – Wednesday May 18, 2022 at 6:30 p.m.
 - c) **Possible Approval of Resolution 2022-1089, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing Mayor and Council Salary amount and Superseding Resolution 2013-880.**

Councilor Murdock informed Council that both she and Councilor Moore would be unable to attend the session on Wednesday May 18th as it conflicted with school graduations.

Mayor Jenkins stated that she will confer with the Town Manager but tentatively has plans to switch the date of the special session to the 11th.

Motion by Councilor Jackie Baker approve the consent agenda. Second was made by Councilor Cris McPhail.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Jesse Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: 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))

Sheri Hauser presented to Council and represented the Chamber of Commerce. She had attended the Verde Lakes Spring Festival and had been invited to represent local business at the Circus. The Chamber website hit 4k a month. The Chamber is considering a tourist kiosk in Camp Verde. The monthly chamber updates have been a hit. The next meet and greet is scheduled at JT's Bistro on the 19th of May at 4 PM. Attendees can bring a bottle of wine for the wine raffle.

McKenzie Rogers presented for APS on Fire Mitigation. There was a prepared slideshow on Wildlife Preparedness and Response. Fire risk reduction measures include preparation, mitigation, and response with reliability and safety being their top priorities. Wildfire is unpredictable and nearly 6000 acres burned last year primarily due to lightning strikes. APS activities that reduce risks include: maintaining and clearing right of ways annually, patrolling and correcting issues in high fire risk areas, inspecting overhead equipment annually, and creating defensible space around power poles. APS is also leveraging technology and have installed 3500 fault indicators which will signal service technicians to go to a location. These are non-communicating devices, so it still important for the public to call and report any issues. They also encourage the public to call if they happen to notice that a fault indicator is lit up. APS has a team of fire mitigation specialists on staff for the area.

APS has several Customer programs available on APS.com. Including the right tree, right place program which details how to safely plant trees to shield the look of power lines. Creating fire defensible space around homes is also available online.

APS will send letters to all customers in the area. The letters include safety and fire wise tips as well as a notice that customers could experience longer than normal outages during fire season. It is important to APS that the public understand that although reliability is a core value safety will be prioritized. The public is invited to download the APS app for an outage map and they may also sign up for text alerts. It is important to understand that APS doesn't automatically know when there is an outage. Please call to report them. APS will also be auto enrolling customers with a valid phone number and email on file in the alert system. Customers can call or go online to update their information. In the event of sustained outage APS will set up ice stations to provide ice for freezers. The public should know that by keeping their fridge closed food will remain fresh up to 8 hours and up to 24 hours in the freezer.

6. Discussion, Consideration and Possible Direction to staff on the selection of a Dump Truck Purchase for the Wastewater Division, not to exceed in the amount of \$175,975.00. Staff Resource: Chet Teague

Russ Martin presented for Chet Teague. He recommended delaying this agenda item until after the meeting scheduled for Friday. This would allow further discussion on what is better for both the department and organization as well discuss with the streets options that the equipment will impact.

7. Discussion, Consideration, and Possible Approval of Awarding Quote # 18-123DP to MUSCO Sports Lighting, LLC in the amount of \$701,503.00. Staff Resource: Russ Martin and Dorie Blair

Mr. Martin stated that this item was put into the session for the opportunity for public feedback. The item had been discussed with Council a few weeks ago.

Mayor Jenkins wanted to understand how the contract services the lights that are not being installed right away including the tennis and pickle ball court lights.

Mr. Martin stated that the contract with Tierra includes the installation on those courts as well. The contract will begin before the courts will be completed.

Motion by Councilor Jessie Murdock to award Quote # 18-123DP to MUSCO Sports Lighting, LLC in the amount of \$701,503.00. Second was made by Councilor Cris McPhail.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Jesse Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 6-0.

8. **Discussion, Consideration and Possible Approval to order five (5) - 2023 Chevy Silverado Police package units the Second week of May 2022 for the Marshal's Office up to \$70,000 per vehicle not to exceed \$350,000.00.** Staff Resource: Corey Rowley

Lieutenant Dan Jacobs presented. The Department is asking for authorization to order five vehicles in May of this year. The vehicles would not go into production until 2023. The Department is replacing Chevy Tahoe's with over 100k miles.

The window to order the vehicles is limited and last year was about a week. This year it is the second week of May, so the approval is needed right away.

Mayor Jenkins inquired if the cost in the agenda item represented only the base price.

Lieutenant Jacobs stated that the price includes the outfitting. The prices could fluctuate, but if the amount exceeds the \$350,000 requested the Department can look at dropping a vehicle.

Councilor Whatley wanted to know what would be happening to the 2013 Tahoe's currently in use since the Town may be able to make some money by selling them.

Lieutenant Jacobs stated that they would likely keep four as swing units so if a vehicle is out for repair there is a backup available. The department has also removed the markings off an older unit which is in use by investigations. Another is being utilized as a volunteer vehicle and they would like to have a second volunteer unit. Any vehicles that can no longer be used by the Department can be auctioned.

Motion by Councilor Jackie Baker to order five new patrol trucks. Second was made by Councilor Cris McPhail

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Jesse Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 6-0.

9. **Discussion, Consideration and Possible Approval of the annual renewal of Resolution No. 2015-939, for High View, LLC's Mining Conditional Use Permit, which states "A Resolution of the Common Council of the Town of Camp Verde, Arizona, Yavapai County, on Use Permit 20150033, an application**

submitted by Joe Link – agent for the owner Aultman Land & Cattle III & IV, LLC of a portion of Parcel 403-15-002Y, and a portion of 403-15-003C. The Use Permit will allow an operation that will mine, quarry and extract natural resources from the property which will be a total of 195.33 acres. The property is located on State Route 260 at milepost 214.27 on Parcels 403-15-002Y & 403-15-003C”. Staff Resource: John Knight

John Knight presented. The agenda item is in reference to an aggregate mining operation whose permit started in 2015. The operation is in the last phase which is reclamation. The item is asking for a one year extension to finish the clean up and get the area properly compacted. Once a formal notice of reclamation is done the operation has one year to clean it up. The goal is to get the property ready for new development. The reclamation needs to be certified as properly done and the applicant is in attendance with their engineer via Zoom to answer any questions.

Mayor Jenkins asked for an explanation of the reclamation process and details of the verification process.

John Knight stated that the operation included 40 to 50 open pits and the verification requested was primarily that the ground has been properly compacted for future use. They have asked that the applicant submit tests for review that the area has been properly compacted. At the current time Mr. Knight was unsure if all the requested items had been submitted, but assured Council that the Department and the applicant are working on obtaining all verifications.

Councilor Baker thanked Mr. Knight for the letter he had drafted and sent to the applicant which explained the procedure going forward, because the reclamation is so important.

Vice Mayor Butner wanted to understand what steps the Community Development Department was taking to make sure that this project doesn't become a point of concern and asked if the Department was performing inspections.

Mr. Knight explained that the Department has requested engineer tests that confirm the compaction, but has not conducted inspections at this point.

Vice Mayor Butner asked if the Department had plans to start inspecting.

Mr. Knight confirmed the department plans to inspect. They had visited the site which led them to determine that something needed to get done. Mr. Knight felt it was important to consider the Town's liability down the road and wanted to reduce any potential issues that may evolve into a lawsuit. He is asking that Council approve the extension in order for the company to complete the job and reclamation process.

Vice Mayor Butner requested that the applicant explain to Council how the project is to be brought up to speed in order to give Council a level of comfort in approving the request.

Troy O'Dell stated that the projects requirements were for the operation not to go below the level of the highway and that the area be returned to a certified buildable parcel. The density requirement was 95% dry density to the satisfaction of a soils engineer which was registered in state of Arizona. The area is mapped vertically and horizontally to show adequate compaction was done to certify as buildable. Otherwise they would have to record as the area as unbuildable forever. The optimum moisture and density need to show that there will be no future issues with buildable space.

Jeremy Bach stated they are working with Western Technologies and Engineering & Testing Consultants. They also worked with a structural engineer to certify the initial project.

Craig Baker stated that one area did not test at 95% and they are going to rework and retest there. They have been adhering to the requirements for the two agencies they are privately working with. They feel comfortable with how they are going about the reclamation. It is in their best interest to ensure the reclamation is correct and without future issues. When the area is developed with new builders they will also have a requirement to perform an additional environmental test.

Dugan McDonald stated that he had no technical view to add to the previously presented information. He wanted to take an opportunity to thank staff for their presentation and the members of council for the opportunity to be heard.

Troy O'Dell stated that the scope of work for the engineer needed to be revised in order to map the certification. There is some mapping that is incorrect and is being corrected. They are sending the details every two weeks to ensure correct information. They do not want to leave any unbuildable area.

Cheri Wischmeyer said parcels have changed two or three times since the resolution originally passed, but the resolution has not been updated. When she was trying to research this agenda item it took the whole week to down information because of this issue. She commented that Mr. Knight did a good job on the outline, but it doesn't address the historical data. She commented that excavation and reclamation should have been a detailed plan originally filed with the Town in 2015. She has not been able to locate the plan in researching the information. State mining laws indicate that reclamation plans have to be detailed. She would like to know if there is one and why not if there isn't.

Mr. Knight remarked that Ms. Wischmeyer brought forth some good points. The parcel numbers have changed. The reclamation plan was filed in 2016 with the Town, but could not recite the specific details.

Mayor Jenkins asked if a copy of the reclamation plan could be provided and inquired on the proper procedure for the parcel numbers.

Town Manager Martin stated that the parcel would tie to the original through the County. Everything ties back to the original one that is traced and would chain back

to those titles and numbers.

Vice Mayor Butner recommended that the history be put in the record.

BJ Ratlief Community Development Planner stated that they do have the entire history, but it is not a simple chain. It splits and merges. It is part of the Town record and the Department is happy to provide it as part of the record.

Mr. Martin recommended adding it to the motion.

Motion by Councilor Jessie Murdock to approve Resolution No. 2015-939 as presented with the addition of current updates and ties and chains of the title history and parcel number changes to current as of today, for High View, LLC's Mining Conditional Use Permit. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Jesse Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 6-0.

10. **Approval of Ordinance 2022-A466 AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, GRANTING GRANTING TO UNS GAS, INC. AN ARIZONA CORPORATION, ITS SUCCESSORS, LESSEES AND ASSIGNS, CERTAIN POWERS, LICENSES, RIGHTS-OF-WAY, PRIVILEGES AND FRANCHISE TO CONSTRUCT, OPERATE AND MAINTAIN IN TOWN OF CAMP VERDE, STATE OF ARIZONA, AS NOW OR HEREAFTER CONSTITUTED, A TRANSMISSION AND DISTRIBUTION SYSTEM OF GAS MAINS, PIPELINES AND RELATED APPURTENANCES FOR THE TRANSPORTING, SALE AND DISTRIBUTION OF GAS INTO, OUT OF, AND THROUGH SAID TOWN, AND FOR THE DISTRIBUTION AND SALE OF SUCH GAS TO SAID TOWN, ITS INHABITANTS AND OTHERS, INCLUDING CUSTOMERS INSIDE, BEYOND, AND OUTSIDE OF THE LIMITS OF SAID TOWN; AND TO USE THE STREETS, AVENUES, EASEMENTS, RIGHTS-OF-WAY, ALLEYS, HIGHWAYS, SIDEWALKS, AND BRIDGES IN SAID TOWN FOR SUCH PURPOSE FOR A PERIOD OF TWENTY-FIVE (25) YEARS; AND PRESCRIBING IN CONNECTION THEREWITH CERTAIN RIGHTS, DUTIES, TERMS AND CONDITIONS HEREIN MENTIONED; AND PROVIDING FOR THE PAYMENT TO SAID TOWN OF A PERCENTAGE OF CERTAIN REVENUES OF GRANTEE FROM ITS OPERATIONS THEREIN.** Staff Resource: Russ Martin

Mr. Martin remarked that there are two processes for this agenda item one approving the ordinance and the second is to place it in front of the public for approval. It is

being presented now because of the timing with the election schedule. He explained that raising 2% to 3% would allow the Town to take 1% and put it towards lines or something that is a benefit to the utility. There are some changes to the contract the Town Attorney was able to negotiate because of his experience with these contracts. Section 2-2 details that relocation for public benefit expenses would be covered through the company as opposed to the current contract that requires any changes to be made at the sole expense of Camp Verde. The new contract also does not have a courtesy requirement. There are a few people available to answer questions from Unisource.

Vice Mayor Butner remarked that it sounded like the town attorney approved of the contract, but the box that should be marked to show this had no x. He asked for confirmation that the town attorney has reviewed and approved.

Mr. Martin confirmed that both the Town Attorney and the Unisource attorney had approved and noted that the box was missing the check.

Mayor Jenkins inquired on the areas within the town of Camp Verde that are serviced and asked about their plans to expand service.

Duncan Jakes Verde Valley District Manager for Unisource stated that there are high pressure services along Highway 260 and the transfer point is behind the cement plant. Also serviced is the first subdivision off horseshoe bend area and the cut off is behind the Comfort Inn. The town is supplied from that cut off point. There are some other scattered services around the corner part of Camp Verde. The Fire Department on Cherry Creek Road also has service. They would be happy to work with residential and commercial developers on expansion specifically along the 260 corridor.

Councilor Whatley noted that there is service to the Town Library, but not to her home nearby three houses down on Blackridge Road.

Duncan Jakes stated that the company has considered working on plan or idea to get service across the bridge in order to supply the School. Private residents can pay for an extension if they are within a certain distance from line.

Councilor Murdock requested more information on the details in crossing the river for service to the Public Schools and Pool. She inquired if there were particular challenges in crossing the river.

Duncan Jakes didn't have specific plans available but was aware of the site and the bridge curves. The crossing can be complicated and expensive. They would need to route the service either underneath or to side. Underneath river would be quite an expensive pour and require a steel casing and that the service pipe would inside. There were studies in the past on costs. Mr. Jakes is new to the district and this would be on his plate to start looking at. Contracts can be complicated and they determine for the projects individually how costs are absorbed.

Mayor Jenkins remarked that she was unaware of which areas were serviced by natural gas Camp Verde and not did not know anyone personally who was serviced by them until tonight.

Motion by Councilor Jackie Baker to approve Ordinance 2022-A466 as presented. Second was made by Councilor Jessie Murdock.

Roll Call Vote:

Councilor Jackie Baker: aye
Councilor Cris McPhail: aye
Councilor Jesse Murdock: aye
Councilor Robin Whatley: aye
Vice Mayor Joe Butner: aye
Mayor Dee Jenkins: aye

Motion carried 6-0.

11. Discussion, Consideration, and Possible Direction to revise Town Attorney job description and language of a possible advertisement. Staff Resource: Russ Martin.

Mr. Martin is requested that Council provide him with details on the draft they would like to see for the City Attorney. Once enough direction is obtained he will redraw and bring it in for a formal approval. Depending on what is decided code issues may need to be changed and that may delay bringing it back to Council. The current Attorney will continue to work with the Town through the transition. The changes have an expected timeline of approximately July.

Councilor Baker noted that current part time attorney has a salary of roughly 65k for 16 hours for week. The starting salary is now showing approximately 95k and asked if was anticipated to be that much.

Mr. Martin stated this rate was based on current part time rates for that form of service provided. The Town's current rate is lower than average.

Town Clerk Cindy Pemberton has a statement from Council Member Moore who was unable to attend the meeting but wished to speak to item. Her statement read, "I would like to consider some type of verbiage to be included along the lines of expected to attend regular council meetings, special, and executive session meetings in person or remotely to advise Council on any legal question and/or receive assignments to research. I understand the town code would need to reflect this as well, but I think it is important to include the description under the responsibilities or duties if that is the route Council is looking to move forward in. I do feel the town attorney should be present and available at our meetings."

Councilor Whatley felt the Town is going to be paying the town attorney a whole lot more to attend all sessions and recommended considering special and executive sessions. The Town would need to increase the budget for the Town Attorney as

attorneys generally bill by the hour.

Councilor Murdock asked if it was the wish of Council to go from a contracted service to an hourly on site attorney.

Vice Mayor Butner noted that he would like to see a range of money depending on how the attorney is hired. He recommended between 55k-95k depending on qualifications and time spent with an hourly basis option.

Councilor Baker asked on the range for an attorney who was a full time employee and noted that there would likely be a benefits requirement.

Mr. Martin stated that generally above 16 hours requires retirement and benefits. More than 16 hours would also impact overhead. He noted he saw the position as something similar to the judge. Mr. Martin is looking for the particular items Council is looking for in the position. The current Attorney would probably do what Council was requesting in a contract. If Council decides to go with a contracted position they could negotiate with a candidate or an LLC for a pool of attorneys. The advertisement is the key component to it and they need to put out an advertisement to get started. The advertisement gives the concept of the role but doesn't define the specific nature of the contract. The best candidate may or may not be local which means that the specifics of the contract may be determined based on the selected candidate.

Mayor Jenkins has been very thoughtful about an attorney attending meetings. She feels that there are times when an attorney's perspective should be available during meetings.

Councilor Murdock recommended hourly while they're in attendance with a ceiling on payout. She felt it was important that the candidate have experience with a background in municipal city law and provide services that align with the Town's needs.

Mayor Jenkins also felt that someone more accessible was required.

Councilor Baker noted that the Town hasn't spent much this budget year on attorney's fees, but the attorney hasn't been on the phone with Council. She remarked that Council could request that the current attorney attend.

Mr. Martin remarked that in his past experience he worked with a Council that had a contract attorney there every meeting and some of this time felt wasteful. Mr. Martin stated that he believed Council wanted a certain number of hours and to be prepared be in attendance two days a week. He requested clarification on the structure Council wishes to look for.

Mayor Jenkins stated up to 16 hours or something similar.

Town Clerk Cindy Pemberton remarked that emails and calls to the Town Attorney from staff are roughly 3k-5k per month. She wanted to ensure that Council takes into consideration the amount of work being done by this role outside of Council.

Mr. Martin stated he would bring back what he believed he heard with the Town possibly willing to accept a contracted LLC.

Councilor Baker commended Marie Moore's statement and noted that she would want the attorney present for meetings.

Councilor Murdock felt that Mr. Martin should receive more direction from Council. She disagreed with having the attorney attend every meeting and felt some items could be tabled which may need an attorney's presence. There is a range differences between an individual contract and LLC including hours and range.

Councilor McPhail was more inclined to do an hourly rate rather than have hours dictated. She would like to see an option to have attorney available as requested with a preference for billing per job rather than once or twice a week requirement. She is also interested to have the attorneys give a listing of services they would be able to provide.

Vice Mayor Butner noted that the Town should take advantage of current technology and felt there was a benefit to Zoom where expressions can be viewed as opposed to phone call attendance. Vice Mayor Butner believed that it was important to have an attorney attend every meeting via Zoom. He stated that the initial advice on the front rather than clean up on back end was invaluable. The range of time and money would need to be negotiated depending on experience. He noted that a lawyer had recently applied for a judicial position and felt there were hungry young lawyers with their own offices who were not working for an LLC. He desires to obtain applicants and work a deal out to the advantage of the Town. He felt that the Town needs an attorney at meetings.

Mayor Jenkins noted that Council can't predict when an attorney's advice would be needed and noted that there have been meetings when she thought there was no issue and had wished one had been available.

Mr. Martin ended by stating he will focus on the advertisement to bring back to Council and not the job description at this time.

- 12. 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 comments from public.

- 13. 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 via Zoom the Harbor Day Celebration with the Arizona Department of Forestry and Fire Suspension where one of our citizens was awarded Arizona state forester of the year. When it comes in the mail we will have her come before us and to congratulate her. She also attended the Library Volunteer Dinner, continues participation on the truancy committee, at the Circus she was the MC for two minutes, and attended the Spring Fest at Verde Lakes Ponds. She offered a thank you to Mike Marshall and Lori Webb who were there all day long and brought games and collected feedback on what to do in the future. She ended with a commendation to maintenance whose hard work was evident at the event.

Councilor Baker attended the Library Volunteer Dinner and remarked on how great they were at honoring their volunteers. The event was very lovely and she can't say enough praises for Library and everyone that helps out and works there.

Mayor Dee Jenkins attended the PSPRS meeting, the Friends of the Verde River at Salt Mine Wine, the Spring Fest at Verde Lakes, and the fair which was really nice this year. Sunday, she attended an event for Equine Evacuation of Yavapai county with James Gregory District Supervisor. They currently have a couple of locations on other side and are trying to establish one over here. It is an all volunteers, top notch organization and they could use any financial support that anyone can give. The May 3rd budget and finance meeting was cancelled due to lack of business.

14. Legislative Update

Town Clerk Cindy Pemberton had no updates for Council.

- 15. 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.

Corey Rowley stated that the funding for the vehicles was at a critical time and they needed every dollar in the amount awarded. He also confirmed that if the installation goes higher the Department will find a way to sacrifice a vehicle so they do not go over the amount. Publicly thank Benson and Jim Jacobs whose professionalism and

guidance has been stellar. Truancy program was brought before tribal council and was well received. They had several inquiries on who was going to tribal lands to knock on doors. Ultimately they were open to integrate and satisfied. Lieutenant Jacobs handled the truancy for last school year and they had kids gone for 65 days who came back as a result of the visits. The visits also really helped out summer school. The vision will continue over the summer, but the program will look different as focus will be on developing for the next school year.

Town Manager Russ Martin stated that the Prescott forest service is at stage 1 as of tomorrow morning. Fires are still allowed but caution is imperative. This is early in the year, but there has been insufficient moisture. This affects Copper Canyon Trailhead, Beasley Flats, and Hayfield draw. Julia Kaiser, the new HR representative for the Town, starts Monday. There will be a work session meeting at 8:30 AM Friday morning which should be three hours or less and the public is invited to attend.

Mayor Jenkins remarked that a citizen had requested the Town agendas be posted on social media. She has been in contact with the Economic Development Department and they are very supportive of that request. There is a meeting scheduled to finalize an agenda for posting on Facebook and Instagram. The Town was happy to respond to the request.

Councilor Murdock offered a commendation to Amethyst Lowrey who performed the Heimlich maneuver on a student who was choking on a piece of candy at the Middle School.

Mr. Martin stated that the June 1st meeting was canceled.

16. Adjournment Mayor Dee Jenkins adjourned the meeting at 8:11 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 Regular Session of the Town Council of Camp Verde, Arizona, held on May 4,, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022

Cindy Pemberton, Town Clerk

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**AGENDA
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
FRIDAY, MAY 6, 2022 AT 8:30 A.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/86137208559?pwd=TDIKa1NWMEhvV2Q3c3NDMkIQZzNwZz09>

**One Tap Mobile: 1-346-248-7799 or 1-669-990-9128
Meeting ID: 861 3720 8559
Passcode: 260349**

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 meeting to order at 8:30 AM.
- 2. Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock (absent), Robin Whatley, Vice Mayor Joe Butner (absent), and Mayor Dee Jenkins
- 3. Pledge of Allegiance** Councilor Marie Moore led the pledge.
- 4. Discussion between Town Council, Town Manager and Finance Director regarding Fiscal year 2022-23 Budget.**

A packet was provided to Council to show which items would be worked through during the work session. Town Manager Russ Martin explained that they would try to use the screen to keep track of decisions as they are made to get a running tally of decisions.

Councilor Murdock and Vice Mayor Butner arrived at 8:33 AM.

Mr. Martin went over the general purpose revenues for Town Sales Tax. The Category 0.65 of the tax rate is tracked separately because of CIP expenditures. The 2021-2022 adjusted budget is \$6,954,000 6.95 and the department requested 2022-2033 is \$7,713,910.

Mike Showers went through what went into the \$7,713,910. The document on page 12 and 13 showed tax detail by category and headers with the estimates at the bottom labeled. Mr. Showers explained that their tax revenue numbers looked at real possibilities instead of being conservative. Most categories were adjusted up anywhere between 3% to 15%. The biggest change was construction with approximately a 60% increase. It only takes one or two big projects for construction to shoot up significantly. After reviewing the upcoming projects he took the number

closer to the previous year. They are not anticipating a major shut down or recession and the numbers presented are not super conservative.

Mayor Jenkins inquired which numbers would be sensitive to a recession.

Mr. Showers stated that COVID had little impact on the tax revenues. Things that affect the world or a true recession would have an impact. Even in the accommodations categories retirees or RV travelers may not necessarily stay home due to a recession. Almost all could be touched by true recession. Construction will either be hit hard or not touched. Companies that haven't started may hit the brakes which would have a big impact. If the project was started it would probably finish.

Mayor Jenkins recommended holding back a couple hundred thousand in case the numbers didn't happen.

Councilor McPhail stated that the Town would expect the 10 million in construction with ability to fund to continue.

Mr. Martin responded that a full stop to construction is not realistic. However, it could be reduced by a certain percentage of what is expected.

Vice Mayor Butner stated that in the last year one quarter was a recession. It is projected there will be another quarter recession. The federal interest was raised by ½ percent which is the highest in 20 years which could be indicative of a recession. He requested an explanation of how the tax revenue numbers should be adjusted assuming that we are going into a recession.

Mr. Showers stated that he reacts to a recession based on what he is seeing in the media. If there seems to be trepidation and issues where people start saving then there would be some adjustments. The main four to follow and keep an eye on would be retail, construction, restaurant, and accommodation. Mr. Showers did not feel that he is currently seeing these markers in the media.

Councilor Murdock remarked that Mr. Showers would bring these trends to Council and they would need to look at the budget and hold back on certain things. Mr. Showers stated that revenue drivers are monitored month to month. If City and State sales tax drop significantly or trend down then the Town may want to go into caution mode. He also pointed out that some decisions are difficult to tail back such as raises. Scaling that back would mean cutting wages or letting someone go. There is still plenty of room to scale a lot of things back.

Mayor Jenkins stressed the importance of timely revenue reports giving the Town plenty of time to react.

Councilor Whatley noted that during recession the Town continued to function and didn't lay off any employees. The Town may have held off on projects, but overall functioned and got through it. This experience gives her confidence that things will be okay.

Mr. Martin informed Council that the wastewater admin fee on page 2 of 13 of the packet also now includes a percentage of water revenue will change to a utility admin fee. In time this number should be reduced.

The three lines of State Tax Revenues are primarily coming from HURF. There was an increase in revenue compared to 21-22. State tax changes and population change is where the money is coming from. The urban revenue sharing is distributed per populace. Projections are nearly on point. There has been an increase in state revenue and population.

Mr. Martin mentioned that new employees were taken out of the General Fund FY22 Summary on page 3 and what was said in manager recommendation. If the town just keeps the current staffing \$10,822,160 would be the council proposed expenses. This represents the minimum budget to move forward and is the starting point labeled Council Proposed. It is not inclusive of employee increases, increased employees and CIP. Mr. Martin suggested working from 2 million and adding expenses into that number.

Mr. Martin pointed out that the HURF/Streets revenue number on page 4 of 13 is actually 1.286 million instead of 1.1.

Mayor Jenkins inquired if the 170k excess could be added to the two million.

Mr. Martin recommended that the 100k taken out of the the HURF/Streets Operations line be added back in and Streets would go up to 90k.

Councilor Whatley noted the significant cut back with HURF.

Mr. Martin stated that they had needed to balance the budget and that's where it came from.

Mayor Jenkins asked where the funds were relocated.

Mr. Martin stated vehicles and gas expense and commented that they would come back to HURF when CIP is discussed. He suggested closing HURF with that recommendation.

Mr. Martin moved on to discuss the wastewater recommendation. The manager had recommended 10k to the good which was a number inclusive of adding a utility director. The Council proposed number is based off no utility director which is why there is a large variance. Adding reuse water could potentially offset the numbers.

In the water category the manager recommended includes additional wages as compared to the council proposed. There is a surplus of almost 400k in the water company as projected if operations are continued as they have been doing them. Budget adjustments will probably happen two to three times over the natural course of learning.

Councilor Murdock requested that the water utility be clearly tracked in order to answer questions from constituents since the Town is newly acquiring the utility.

Mayor Jenkins agreed and mentioned monthly updates.

Councilor Murdock further noted that a service such as water should not be a lucrative revenue source, but should make enough to maintain the service and improve the utility.

Councilor Whatley added that since the Town is not for profit they should be able to keep prices down.

Mayor Jenkins noted that the Town had discussed changing wastewater billing to usage based and wants to understand the impact of that. As well as be provided tracking.

Councilor Moore inquired about how such a billing model would work for citizens that do not utilize both services.

Mr. Shower clarified the commitment was to look at providing a possible alternate billing model and noted that the Town would be able to look at that when it becomes available. A study could be done to determine what the rates would be. Mr. Showers spoke to Councilor Moore's point. He stated that the people on wells would have usage calculated based on everyone else. It wouldn't be units but still be an imputed fee for a lot of people. As the Town moves forward with a fee study satisfaction may vary dependent on how the change impacts individual citizens.

Councilor Baker asked if wells usage and the number of customers for water and sewer was kind of close.

Mr. Martin responded that the difference is in the area as you head out 260 who are on water and not sewer.

Mr. Martin recommended considering a rate structure and also an unmetered rate which would stay similar to the current structure in order to handle those who are unwilling to meter water.

Mayor Jenkins noted that the unmetered per tap rate is the current structure until an alternate comes back to Council to approve changes.

Mr. Martin noted that in regards to water they have not addressed reinvestment or inventories. They had toured some of the rooms to make sure we have room for fittings. The Department wants vital equipment relocated to the downtown facility. There will be an investment to facilitate the improvements.

Mr. Martin moved on to discussing current employee wages and what some other municipalities are doing. He commended the Town and stated that last year they did

a stupendous job in getting everyone 100% of the average wage per role based on the salary survey that was conducted. The money spent has been well appreciated by staff. For the current year Clarkdale is trying to catch up, Jerome saw good revenues is going to try to do increases, and Cottonwood is the best apple to apple is somewhere at 6% plus to reflect inflation while looking at years of service. Sedona is looking at 8-12% due to their revenues which is likely above what Camp Verde could do. He noted that when comparing wages per role across communities it was important to take into consideration years of service which could skew the numbers. Mr. Martin wanted to hear from Council how they would like to address the upcoming year. Mr. Martin recommended a split of 3 and 3, but noted that may not be the way Council would prefer to go. Moving hiring wages up 3% from where the Town currently is now would still be on the lower spectrum, but not losing ground for cost of living. Mr. Martin also noted other structures including splitting at various percentages based on years of service. He felt that giving merit to years of service was important and an opportunity which the Town has been missing.

Councilor Murdock felt the Town should stay competitive and look every year. If the Town wants to have employees it should pay them. 6% is what she has been hearing out in the public.

Councilor Moore noted that when she was an employee insurance and retirement went up which ended up in the raise received not being more than the increased costs.

Mr. Martin stated that the increase to health insurance for families paying was 10% this year. Retirement went down across the board. ASR has also gone down, it was 12.1 and now is 12.

Councilor McPhail noted that a 6% raise would be about a quarter of the two million surplus. Felt they should allocate it that way if it was available.

Mr. Martin noted the chart on page 5 of 13 showing that for 6% 379 is General Funds.

Councilor Baker understood that when the salary survey was done and raises done it had put the Town kind of even with other communities. She noted that in her experience a raise should be earned by performance and sometimes length of employment. Not necessarily an automatic raise.

Mayor Jenkins felt it was important to reward top performers and have something to keep people from going backwards with the economy. She doesn't like flat increases because it doesn't reward the people who do an exceptional job. She commented it may be time to take a step back and rely on honest good performance reviews.

Councilor Moore agreed that Council should give a raise to those who deserve one, but also noted that if the Town doesn't take into consideration the cost of living raise then it may be back in the same situation it was in.

Mayor Jenkins introduced 3% and a percent to reward other folks.

Councilor McPhail asked if Council would be amendable to a 3% for inflation and another 3% that is discretionary based on criteria.

Councilor Murdock recommended that Council ask the town manager to come back with HR.

Vice Mayor Butner noted that some of the last group of raises saw an increase of 20-30k per year. He felt that these positions should not necessarily be in line for a cost in living increase because it would be duplicating what the Town did this past year.

Councilor Moore stated that when increases were done last year the inflation wasn't in place. The proposed increase would be to counteract the inflation the Town is seeing this year.

Vice Mayor Butner does not want to make an assumption and is not sure that's the case as to why they received a 20-30k raise. He suggests looking at those positions to determine if a cost of living increase is needed.

Mr. Showers noted that what Council would like to do and what is needed may not be the same and this item may need a revisit at the end of the discussion. He also noted that he doesn't see a merit raise as positive at all for this year because he felt that staff members did not know what their requirements were for said merit increase. He felt that there needs to be qualifications of what the great job was. He also noted that the employees that had large increases as a result of the surveys had been underpaid many years compared to everyone else.

Vice Mayor Butner clarified that he hasn't made assumptions as to why the 20-30k increases were received. He would like know what those positions are and if a cost of living increase is truly needed at this point. He prefers not to have a precedent setting flat increase where the Town may not have revenue to do on an ongoing basis. The Town is still small enough to look at pay increases on an individual basis.

Mr. Martin noted that this would be an adjust to market.

Mayor Jenkins noted that if payroll is raising faster than revenue she doesn't like cutting pay or positions. The ratio of payroll to revenue is way higher.

Vice Mayor Butner stated that it is a delicate balance and the Town needs to recognize it's a balance. He would like to see well paid staff and especially merit raises. He also disagreed that employees needed to be put on notice with what would be taken into account for a merit increase and felt that their job description was sufficient.

Councilor Moore agreed that their job is the expectation. If someone is doing an exceptional job or doing the work of two then they should be compensated because

they are saving the town. If someone is just showing up that person should not be getting the merit raise.

Vice Mayor Butner mentioned that the HR director should be coming back with a report including new hires. The most important part of budget is the employees. That's what makes town a great place to live. The Town needs to take good care of them and focus on it.

Mayor Dee Jenkins called a recess at 9:52 AM until 10 AM.

Mayor Dee Jenkins called the meeting back in session at 10 AM.

Mr. Martin has been working on some reorganizational options for the Town and has received critique by the staff prior to presenting. He presented two organizational structures to Council. The first option 1/phase1 being the short term plan based off of priorities and what the Town can afford currently. Option 2/phase being a more long term three to five year and is not in the budget calculation yet.

Councilor Whatley noted that deputy town manager does not appear to be helping the workload for the town manager out all that much in the proposed options.

Mayor Jenkins commented that the deputy town manager would be responsible for the departments which are listed under them. The deputy would report to the manager. She also mentioned that she appreciated that the organizational charts started with the citizens first.

Mr. Martin pointed out that 3-5 positions per month were rolling over approximately 6% of staff wages. The Town is saving that going into almost every month right now. Some of the new positions are more critical than current staff. Mr. Martin does not want to go back to having the same issues the Town has faced in the past.

Mayor Jenkins would like to look at which the positions the Town can't live without in order to move forward and serve the public.

Mr. Martin stated that what is being presented is exactly what is needed with some roles that may not be required until around July 1st. The storm water technician role will not be filled until the utility director is in place. The planner can be outsourced and the Town can work with consultant, but that option will be much more expensive than bringing an on a staff planner.

Mayor Jenkins noted that although the new positions on page 6 of 13 reflect 950k of increased cost the number moving forward is 1.2 million. The Town would need to make sure revenue grows to keep up.

Mr. Martin noted that some positions are rolling over again. If 5 positions aren't filled for 2 months then the wages are a wash to current annual payroll.

Mayor Jenkins explanation stated the Town currently has 110 staff members. With the addition of the 12 positions requested that brings the Town staff to 122 people. Cottonwood has 5 times revenue and maybe double the staff. She felt that there is so many more people compared to the Town revenue.

Mr. Martin explained that he takes what services the Town is requesting to provide to citizens and then plans a staff to match. Staffing is directly correlated to service level decisions. Wastewater reuse as an example will generate additional revenue and therefore the payroll for staff. The plan is based on services and the Town is now headed towards something different and not necessarily where it has been.

Mayor Jenkins would like to see a return to adding twelve people and the money Council authorizes to spend. The Town and citizens expect to see a return. Council needs to be able to explain because the constituents will expect it. She would like to advocate for the deputy manager position to get some workload off the town manager.

Councilor McPhail commented that it was a difficult position because they are being asked to give services a Town of 25k when there is only 13k currently. She stated that one reason the Town is lacking revenue is due to decisions that were made in the past not to have services that Cottonwood provides. She commended the excellent job in giving a view to the future. She asked if Council was going to give what a 25k Town should rightfully have or continue to limp along. She believes the positions are all necessary and believes that what needs to be determined is when and how.

Mr. Martin stated that he is requesting the positions with the exception of the library clerks which he is not suggesting right now.

Vice Mayor Butner remarked that it may be smarter to skip option 1 phase 1 since it is temporary and a short term option. He inquired if it would be better to proceed directly to option 2 phase 2. He noted that the way the deputy town manager is set up they do not have responsibility for the lower section. He felt the town manager should be responsible for overall and general and deputy town manager has primary responsibility. He also felt it was presumptuous to include the structure staff directly under the town marshal. He felt that the town marshal should structure his own department the way he thinks he ought to run. Statutorily the Town is required to have a town clerk, marshal, and engineer with independent responsibilities. He also noted that if the public works director happens to be an engineer than that would satisfy the requirement. He also recommended the IT role be added to current roles to fill and felt that an office was not a requirement as many IT personnel operate out of a mobile space such as a van.

Councilor McPhail noted that Town must have an engineer. She also stated that sometimes the director has started out somewhere else and can direct and understand what others are talking about, but not necessarily be someone with an engineer stamp. The Town does need someone to stamp plans, but the director can be primarily a manager.

Councilor Baker also noted that engineering can be contracted out.

Mr. Martin stated that the positions can be worked through individually and went through the FY23 Position Requests.

Town Clerk Cindy Pemberton wished to speak to the option 2 organization chart and wished to point out that the clerk is appointed and equal to deputy town manager.

Mayor Jenkins felt they should be looking for a deputy town manager from option 2 instead of an administrative services director from option 1.

Councilor McPhail also would like to bring up the economic services director.

Mayor Jenkins asked if Vice Mayor Butner was advocating the IT role be switched over.

Councilor McPhail inquired when the annual IT contract through Sunstate expired.

Mr. Martin confirmed the contract was through 2024. They do have the understanding that at some date their services will be reduced. The Town is currently in the first year of three year contract. The position has not been brought to Council because they are still determining the details of the role.

Councilor McPhail inquired if the engineer is entry level.

Mr. Martin stated the Town needs an engineer for our own services. The position is not for a senior engineer, and is open to a lower level with less expense

It is imperative to get additional help in Wastewater. Dori Blair is currently the storm water technician and that is covered. The workload is too much and there could be implications with ADEQ if they do not fill additional role. Maintenance will probably continue a person or two a year. The department will continue to have various labor needs directed for different purposes.

Mayor Jenkins remarked that with the implementation and phasing some current positions would be reconstructed.

Mr. Martin confirmed.

Councilor McPhail stated that community development brings in quite a bit with fees and permits. Code enforcement also brings in fees. She remarked that the positions could be paid out of development fees and pay for themselves.

Mayor Jenkins and Vice Mayor Joe Butner wanted to clarify that their approval of filling the positions is not about the money. The inspector role is not for additional work, but for support with the current workload.

Vice Mayor Butner commented that smaller communities can hire and get things done with a lesser number of staff if they train properly. Training is an issue for a lot of positions. He likes to see larger training budgets because he believes that this leads to getting more done in an efficient fashion.

Councilor Moore spoke to adhering to small town values with code enforcement. She believes that the Town should reflect a trust of its citizens and not be necessarily be driving around and peeking at properties looking for non-compliance. She does not condone not getting the proper permit but believes there could be community lash back if people are cited for a fence that is too high.

Councilor McPhail noted that Council did not feel an additional code enforcement personnel was appropriate at this time. Council agreed.

Mr. Martin covered with what development brings in. They won't hire until it is known what is needed. It is important to get staff trained with a good understanding of code before they have to go to work. The budgeting is for the opportunity for the positions and not an absolute.

Mayor Jenkins sees the necessity of the inspector position.

Town Clerk Cindy Pemberton wanted to point out that Dori Blair MS 4 with ADEQ is currently under revision with the state. With the new requirements the Department needs additional staff.

Councilor McPhail remarked that a planner can also process permits if there is a need in the office.

Mayor Jenkins noted that she believed the Town had experienced trouble hiring planners.

Mr. Martin stated that the Town doesn't need a trained planner for long ranged and to work on internal projects.

Councilor McPhail agreed the Town could get someone fairly new to the job who would love to do those projects at an entry level.

Marshal Rowley spoke to the two CVMO positions. He stated the quartermaster takes care of fleet, audit, and, equipment. This area had previously been in disarray. He has hired a quartermaster and secretary and put them into patrol positions with hopes to get them into full time positions. Those are the only two positions he is asking for. Council has approved the quartermaster job description.

Councilor Murdock stated that if he needed an opening for patrol Council would not say no.

Marshal Rowley is experiencing attrition when comes to new officers. No patrol openings are needed at this time. He has been working with code enforcement and

would like to move animal control there.

Mr. Martin discussed the roles for wastewater and water which are essentially utility director and operator. The hours spent on reuse could be paid for.

Mr. Showers stated they relabeled the section as utilities.

Mr. Martin moved on to the library manager role. The Vista program person has been working in this role and the Library can utilize the program for a few more months.

Councilor Murdock asked if the library manager in phase 2 option 2 would oversee parks and recreation. Also, if the 82k was for all the library staff requested.

Mr. Martin stated it would be just the library. The 82k is just for the Library Manager position. They would not directly start until July 1st.

Councilor Murdock asked for clarification on who reports to the library manager and what they do.

Mr. Martin stated the manager would be responsible for the staff and filling the role would free up the director's time to work on larger projects for the Town.

Mayor Jenkins inquired that if the person in this position was to do the day to day operations if it was an option to have Kathy Hellman be the community services person and be over the library and parks and recreation. She believes her customer service to the community sets the precedent.

Councilor Moore noted the proposed wage was more than \$27 per hour.

Mr. Martin explained that most candidates for this role would have a master degree.

Councilor Moore stated she doesn't utilize the library and remembers controversy. There were a lot of people who were not okay with the library. She asked if the Town needs someone with a master degree for the position.

Mayor Jenkins offered that the Cottonwood library supervisor position is \$23 per hour and that the person proposed is at \$27.85.

Councilor McPhail explained that the library provides support services to rest of town and performs volunteer services. Kathy Hellman additionally supports the Town with internet and marketing items. It's not just library and is the Town's only point of contact for some of the social services. The program at the library is beyond what a typical library would do and offers the Council an opportunity to serve public in a more human way.

Vice Mayor Butner remarked the Town needed to determine what kind of position the role is. It should determine if the role is a library and social services manager, or

just library manager with lesser duties.

Mr. Martin stated the role would need a high level of previous experience and skillset which would need to be paid at a supervisory rate.

Vice Mayor Butner recommended leaving some of those responsibilities with Kathy Hellman.

Mr. Martin explained that the role would be the same as a deputy manager and they would want the candidate to have the same skillset that Kathy Hellman brings to the table.

Mayor Jenkins noted that the Town does not have a person that does social services yet.

Councilor Whatley pointed out that the Library is more of a community center and listed activities they have scheduled.

Councilor Moore felt that she was hung up on the library manager term and felt that the public may feel that way as well. She felt the position title should give a better reflection of what the person is actually doing. Her suggestion was possibly Community Center Manager.

Mr. Martin spoke to the wage concern and stated that the Town needs to do better at getting qualified individuals. The difference between someone who does and someone who does well is \$7 per hour. The Town needs someone who is qualified to get their investment of dollars and is qualified to do a high level job including protecting liabilities for the Town.

Councilor McPhail stated they may be looking at a deputy library director.

Councilor Baker Joe stated if they go a deputy library director route then it should require things such as a master's degree. The Library is a community center and they do much more than just go check out a book or video.

Mr. Martin would like to consult with Kathy Hellman and bring a recommendation back to Council.

Mayor Dee Jenkins called a ten minute recess at 11:29 AM.

Mayor Dee Jenkins called the session back to order at 11:38 AM.

Mr. Martin clarified for council that budgetary is always budgetary until a position is approved by Council.

Mr. Martin commented that Parks and Rec is to go forward with what was expected. They are slowly going to build and are hoping by next year to have some tournaments rolling. As momentum builds more coordinators will be needed. The

Department will be looking at recruiting events and different things.

Councilor Murdock noted that two fields will not bring in a big tournament.

Mr. Martin stated that willingness to do weekdays and capacity will dictate. They were able to pull off soccer with no field. The Town is just getting started in this area and will need to expand services in the future.

Mayor Jenkins stated that the coordinator would be more than just the sports park.

Mr. Martin replied the role would be good and quality career position in the community.

Mr. Martin stated they will be removing two part time rec leader roles and putting them to full time. There is currently one part time who will go to full time and they will be recruiting for another full time. The coordinator helps do the actual work on the field. The rec leader is the same as sports umpires and rec assistants that are life guards and such. They are the support staff for events. They will work with all the areas to make sure events have supplies needed.

Mr. Martin wished to give Council a little information about CIP presented in order to have a productive Wed. ARPA has an approximately 800k unallocated balance. AZ Cares has roughly 300k available. This year total potential funding is \$1,598,753. Council can choose to the unspent fy22 in the general fund. Current revenues Council may want to put in alongside other revenues. Mr. Martin is proposing that of the 2 million that 1 million go towards new staff, 500k to wage increases, and 500k CIP.

Mayor Dee Jenkins noted that the 2 million with HURF number is going to change.

Mr. Martin will try to get as close as possible. Wednesday will be a continuation and Council can go back to anything was discussed. Mr. Martin provided two handouts with updates to projects. The handout with larger font is completed projects and the smaller font is working projects.

Mayor Jenkins asked for an update on broadband next week. The County has all new numbers and Camp Verde was the best case of anyone.

Mr. Martin recommended adding an agenda item and mentioned that Suddenlink obtained the bid for the area. What that means should also be discussed.

5. Adjournment Mayor Dee Jenkins adjourned the meeting at 11:53 AM.

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 Bhasas on 05-3-2022 at 4:30 p.m.

Cindy Pemberton

Cindy Pemberton, Town Clerk

Note: Pursuant to A.R.S. §38-431.03. (A)(1); (A)(2) and (A)(3), the Council may hold an Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

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 the handicapped. 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

DRAFT



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: Town Council, May 18, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Community Development Director

Agenda Title: Amend and approve the annual renewal of Use Permit 20150033 for High View LLC and Zane Grey Investments II for a Mining Conditional Use Permit for parcels 403-15-003U, 003V, 003W, 003X, 403-15-009A, 009B and 009C.

Attached Documents:

- A. Updated Parcel Ownership and History

Background: This agenda item was discussed at the previous council meeting on May 4, 2022. There was a technical error in the motion since the motion approved the original resolution (Resolution 2015-939). The motion should have approved the annual renewal of the Use Permit. At the meeting, the Council also requested that the updated parcel numbers and parcel history be included in the record. This updated information is included as Attachment A and will become part of the record. The revised motion below will correct and replace the previous motion from May 4, 2022.

Recommended Action (Motion): Motion to amend and approve the annual renewal of Use Permit 20150033 for High View LLC and Zane Grey Investments II for a Mining Conditional Use Permit for parcels 403-15-003U, 003V, 003W, 003X, 403-15-009A, 009B and 009C.

Attachment A

Parcel Ownership Mining Use Permit (and High View at Boulder Creek PAD)

Original two (2) parcels for High View Mining Use Permit:

403-15-003C and 403-15-002Y (see below for new parcel numbers and parcel history)

Originally owned by Aultman Land & Cattle LOC; transferred to High View LLC via Resolution 2015-943

Current seven (7) parcels which comprise High View Mining Use Permit:

403-15-003U - - Current **owner is Zane Grey Investments**, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

403-15-003V - - Current **owner is Zane Grey Investments**, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

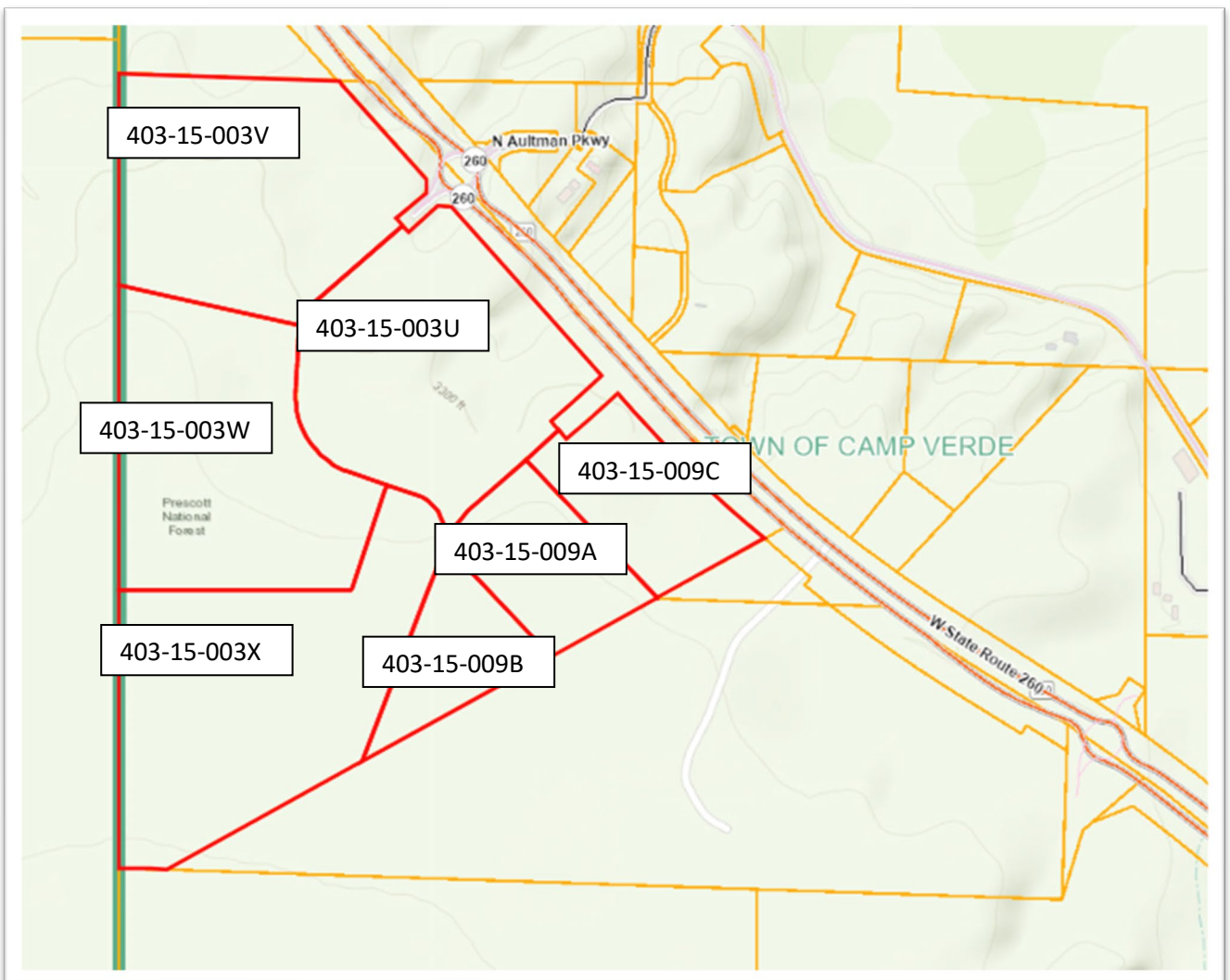
403-15-003W - - Current **owner is High View LLC**; now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

403-15-003X - - Current **owner is High View LLC**; now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

403-15-009A - - Current **owner is Zane Grey Investments**, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

403-15-009B - - Current **owner is Zane Grey Investments**, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

403-15-009C - - Current **owner is Zane Grey Investments**, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development



Parcel History:

403-15-003C – 1 of 2 original Mining Ordinance Parcel #'s

Parcel No. **403-15-003C** was SPLIT, May 2015, into parcels:

- 1) **403-15-003J**
- 2) **403-15-003K**

Parcel No. **403-15-003K** was SPLIT, May 2016, into parcels:

- 1) **403-15-003L** - - exists today and is owned by Aultman Land & Cattle, LLC
- 2) **800-10-045L** - - exists today and is ADOT, now part of SR 260

Parcel No. **403-15-003J** was SPLIT, July 2018, into parcels:

- 1) **403-15-003P**
- 2) **403-15-003Q – 1 of 3 of the original High View PAD, Ordinance 2019-A445 Rezone parcels**

Parcel No. **403-15-003R** was created by **COMBINING** parcels, July 2018:

- 1) **403-15-007A**
- 2) **403-15-003P**

Parcel No. **403-15-003R** was 1 of 3 parcels part of the **original High View PAD, Ordinance 2019-A445**

Parcel number **403-15-003S** was created by **COMBINING** the following parcels, May 2020:

- 1) **403-15-003Q** - - 1 of 3 original High View Pad parcels
- 2) **403-15-003R** - - 2 of 3 original High View PAD parcels
- 3) **403-15-007B** - - 3 of 3 original High View PAD parcels

Parcel No. **403-15-003S** – combined parcel of High View PAD original 3 parcels

Parcel No. **403-15-003S** was SPLIT into parcels, January 2021

- 1) **403-15-003T** – see below, split into 3 parcels, November 2021
- 2) **403-15-003U** - - Currently owner is Zane Grey Investments, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development
- 3) **403-15-003V** - - Currently owner is Zane Grey Investments, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development
- 4) **403-15-003W** - - Currently owned by High View LLC; now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development
- 5) **403-15-003X** - - Currently owned by High View LLC; now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

Parcel No. **403-15-003T** was SPLIT into parcels, November 2021:

- 1) **403-15-009A** - - Currently owner is Zane Grey Investments, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development
- 2) **403-15-009B** - - Currently owner is Zane Grey Investments, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development
- 3) **403-15-009C** - - Currently owner is Zane Grey Investments, (from High View, LLC sometime in 2021); now a part of High View Mine Use permit as well as High View at Boulder Creek PAD-Development

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Agenda Item 4.d



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: June 15, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Work Session

Requesting Department: Economic Development Department

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): Possible approval of a letter of support for the Friends of the Verde River’s Watershed Report card update Project

List Attached Documents: 1) Letter of Support

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews and comments Completed by:

Town Manager: _____ Department Head: _____

Town Attorney Comments: _____

Risk Management: _____

Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____

Comments:

Background Information:

The Town of Camp Verde, along with neighboring Verde Valley communities, supported the 2020 initiative to create a report card that has assisted in measuring the health of the Verde River Watershed. This letter is a request to the Nina Mason Pullium Trust to join with the Friends of the Verde River and the Verde Valley communities in providing the funding needed to update the 2020 report card.

Recommended Action (Motion): Move to approve a letter of support to the Nina Mason Pullium Trust for the Friends of the Verde River’s Watershed Report Card Update Project.

Instructions to the Clerk:



Town of Camp Verde

◆ 473 S. Main Street, Suite 102 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.554-0000 ◆ Fax: 928.567.9061 ◆
◆ www.campverde.az.gov ◆

May 31, 2022

Laura McBride
Senior Program Officer - Arizona
Nina Mason Pulliam Charitable Trust

Re: Friends of the Verde River Watershed Report Card Update Proposal

Dear Ms. McBride,

This letter serves as the Town of Camp Verde's expression of support for Friends of the Verde River's Watershed Report Card Update Proposal to the Nina Mason Pulliam Charitable Trust. The Town of Camp Verde has a long history of partnerships with Friends of the Verde River. It has supported the Report Card Project since it was first proposed and will continue to support the effort.

The Watershed Report Card Project has helped bring awareness to the community of the various ways in which we our actions impact watershed health, both positively and negatively. It is also a valuable metric, measuring what initiatives are worthwhile and establishing how best to monitor their impacts. This current effort to update the work done in 2020 will also go a long way towards measuring our success the last five years.

The residents of Camp Verde have stated time and again that the Verde River is the most valuable asset to the community and the one that sets it apart from other communities across the state and throughout the Southwest. Keeping the river flowing and healthy is seen as a priority in every action we take—in our community planning, our economic development aspirations and in how we view our future growth.

It is for all these reasons we stay committed to working across the watershed, in partnership with other municipalities, neighboring counties and with those organizations who share our common goal of watershed health. We are deeply appreciative of the work and support the Nina Mason Pulliam Charitable Trust has committed to in the past and look forward to working with you to update the watershed report card in the future.

Sincerely,

Mayor Dee Jenkins
Town of Camp Verde



Agenda Report Form – Section I

Meeting Date: Town Council, Wednesday, May 18, 2022

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Director; Andrew Faiella, Planning and Zoning Commission Chair

Agenda Title: Presentation of the Quarterly Reports for the Board of Adjustment and Planning and Zoning Commission.

List Attached Documents:

- A. BOA Report
- B. P&Z Report

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews and comments Completed by: **Department Head:** John Knight

Recommended Action: No action required, this is a presentation and discussion only.



Attachment A

**BOARD OF ADJUSTMENTS & APPEALS
TOWN OF CAMP VERDE 473 S. MAIN STREET,
CAMP VERDE, AZ 86322
QUARTERLY REPORT
JANUARY- MARCH 2022**

Regularly Scheduled Meetings, as needed: 1

January 20, 2022- Regular Session:

Variance request by Mr. Moscato was unanimously approved to allow encroachment into the required ten (10) foot exterior yard setback for a building wall and roof overhang to match the existing encroachment.

February 8, 2022 – Regular Session

Cancelled – No business before the Board

March 8, 2022 – Regular Session

Cancelled – No business before the Board

Work Sessions, as needed: 0

Attachment B



Support your local merchants

TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION QUARTERLY REPORT JANUARY- MARCH 2022

Scheduled Meetings: 4

January 6, 2022 – Regular Session:

1. Public Hearing, discussion, and possible recommendation to the Town Council of a Use Permit for Automated Library in Verde Lakes Area.
 - a. Motion was made and approved to table until more information was available and other possible sites were investigated.
2. Discussion, consideration, and possible approval of Zoning Ordinance Amendments.
 - a. Commission would like to schedule a Work Session with Town Council to prepare a list of amendments to the Zoning Ordinance.
3. Election of Officers – Chair and Vice Chair
 - a. Election of Chairman Drew Faiella
 - b. Election of Vice Chairman Scantlebury

February 3, 2022 – Regular Session

1. Public Hearing, discussion, and possible recommendation to the Town Council of a Use Permit for Automated Library in Verde Lakes Area.
 - a. Motion was made and approved to table until the next regularly scheduled meeting.

February 10, 2022 – Special Session

1. Continued Public Hearing, discussion, and possible recommendation to the Town Council of a Use Permit for Automated Library for Verde Lakes Area.
 - a. Motion was made and approved to table this topic indefinitely.
2. Public Hearing, discussion, and possible recommendation to the Council for a Zoning Map Change from R1-PAD to R2 by Atlantic Development.
 - a. Motion was made and approved for recommendation to Council for approval of the Zoning Map Change.

March 3, 2022 – Regular Session

1. Discussion, consideration, and possible recommendation of Site Plan to the Council for partial development of Verde Commercial property.
 - a. Motion was made and approved for recommendation to Council for approval of partial Site Plan.

March 10, 2022 – Work Session

1. Joint Council/Planning & Zoning Commission Work Session to assist the Community Development Department with prioritizing a work program.



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: Town Council, Wednesday, May 18, 2022

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Director

Agenda Title: Presentation of the Community Development Department Quarterly Report.

List Attached Documents:

- A. Quarterly Report
- B. P&Z Staff Report and Summary from Dot Exercise

Estimated Presentation Time: 5

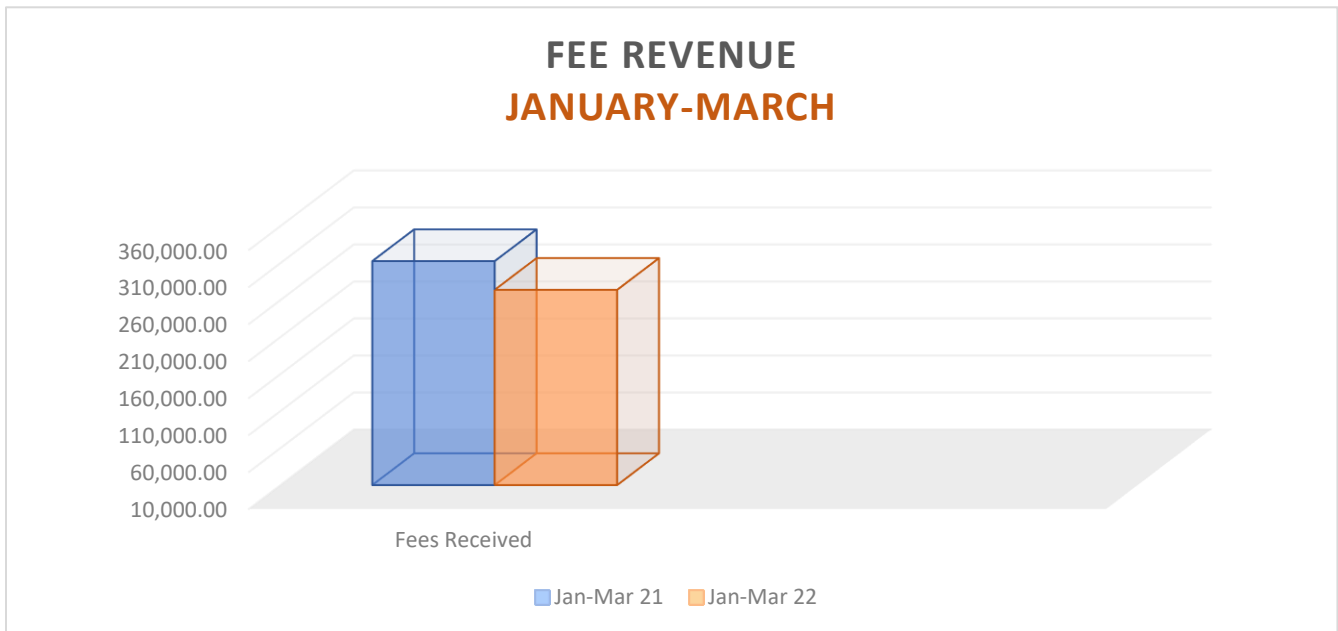
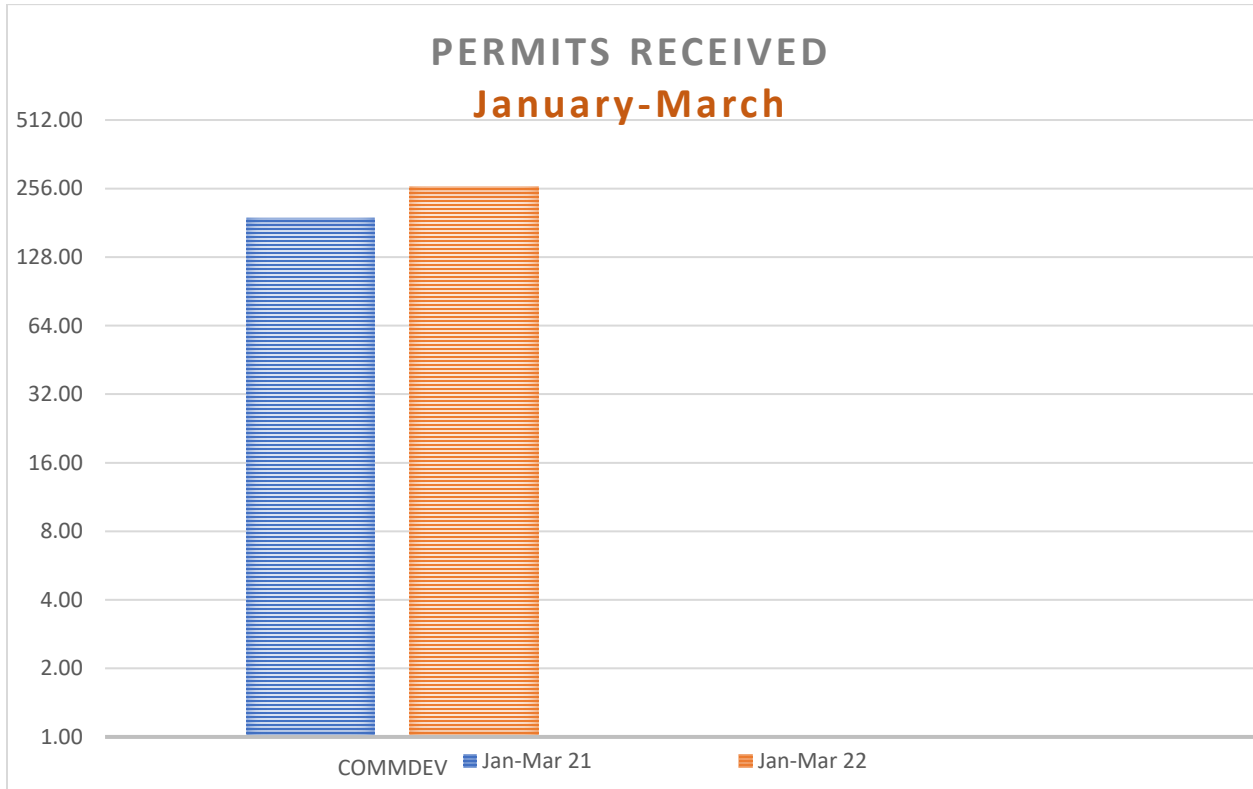
Estimated Discussion Time: 5

Reviews and comments Completed by: **Department Head:** John Knight

Recommended Action: No action required, this is a presentation and discussion only.

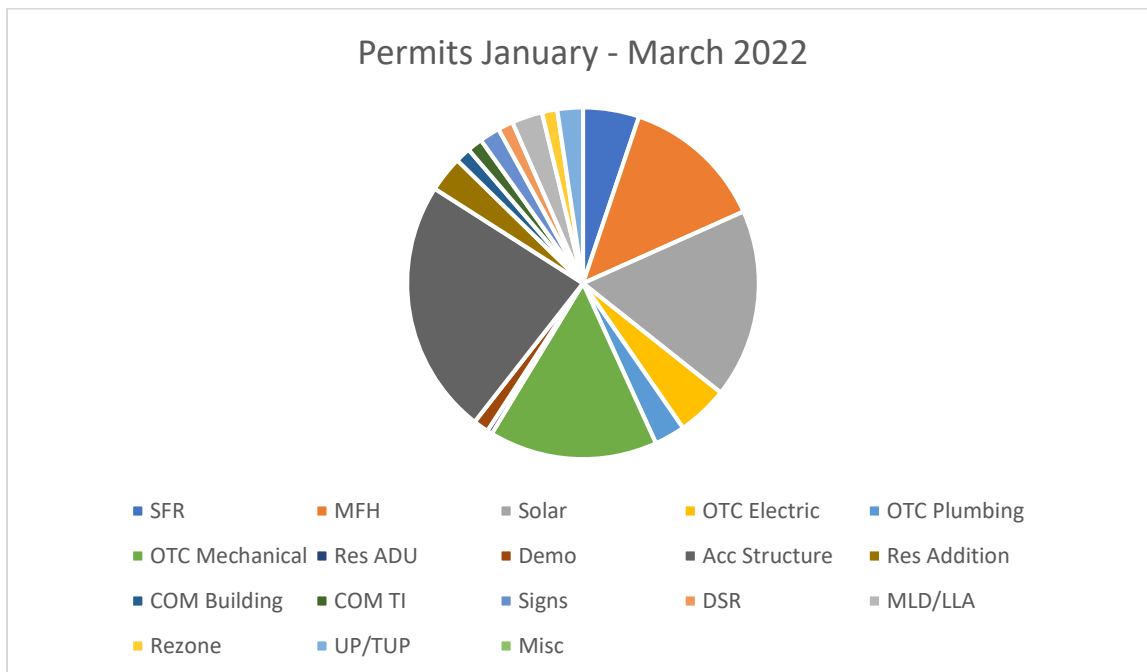
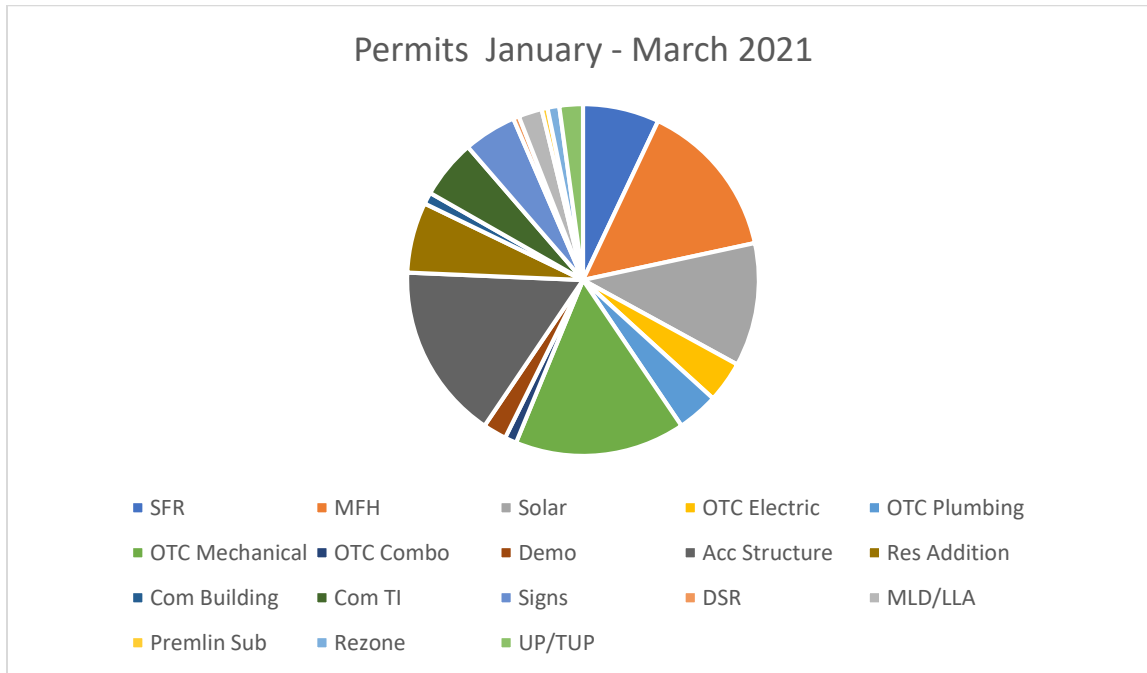
Attachment A
COMMUNITY DEVELOPMENT
QUARTERLY REPORT
JANUARY – MARCH 2022

Building Department



In the first quarter of 2022 we have had multiple commercial projects come through the Building Department, including:

- An expansion of the Nirvana Grow Facility
- A remodel of Good to Go
- Authorization of construction of a duplex on Cliffs Parkway



Planning and Zoning

January 2022:

Significant time was spent working with a new Developer, Atlantic Development & Investments. They submitted an application for a Zoning Map Change for a 28+ acre parcel (PAD to R2) in order to build and manage a multi-family housing project. A large portion of this new development is planned to be developed under the LIHTC (Low-Income Housing Tax Credit) program and will be managed as rental homes. The request recommended for approval by the Planning and Zoning Commission on February 10th.

Town Council appointed Commissioners to the three vacant seats on the Planning and Zoning Commission; Mike Hough (re-appointed), Robert Foreman (new appointment) and Ingrid Osses (new appointment). The Council also re-appointed two members of the Board of Adjustment and Appeals; Buck Buchanan and B J Davis.

The P & Z Commission met twice in January to hear the Town's Use Permit proposal to install an automated, 24-hour library branch in the Verde Lakes area. (First presented to the Commission in January, but subsequently tabled. This is anticipated to return to P & Z in April with an alternative site/s.

The original proposal received significant push-back from residents, including a petition signed by 50+ persons objecting to the location recommended for the installation. It appears there is great favor for the project, but debate about the best location. The originally proposed location is a Town owned lot which is located within the flood zone. It appears, the flood status of the property is the point of concern. This project has been tabled while Library staff research alternative locations in the Verde Lakes area.

The Board of Adjustments and Appeals also met and granted a Variance to Mr. Moscato who had applied for a zero-side-setback where his new property borders Holloman Street. The Variance was unanimously granted. The existing restaurant building (old Verde Café) already sits on the property line along Holloman due to the Town of Camp Verde acquiring the street front property along Holloman Street in 2012 in order to improve and develop street parking for the down-town area. Mr. Moscato is currently under construction and adding a new wine room at the rear of the restaurant which will be in-line with the existing building.

Staff met with property owners of a ~4 acre parcel who started grading and developing their lot this past summer (2021). They have been under a Stop-Work-Order and open Code Compliance case since last August. The owners contacted the Department seeking how they could close the case, mitigate the damages to the property and

continue moving forward with developing and dividing this property. It was a very positive meeting and the Town Engineer and Building Official outlined the steps necessary to be completed by them, before they can move forward with their plans for this property.

A Use Permit for RRR Bed and Breakfast was administratively extended for 6-months to allow the owners time to submit the necessary building permits for the additional cabin for their property.

February 2022:

Staffing & Office Expansion: Two internal promotions occurred this month. In lieu of re-advertising and filling the vacant Senior Planner position, an existing staff member was promoted to Planner which then left a vacant Zoning Inspector position. An internal promotion was also made for this vacant position which then left a vacant entry level Permit Technician (which now has been filled).

Staffing changes, internal promotions:

Cory Mulcaire promoted to Zoning Inspector from Permit Technician

B J Ratlief promoted to Planner from Zoning Inspector

Additionally, staff have slowly started to move into the vacated Economic Development Office. The full move is still continuing.

Update on the Library Use Permit for Verde Lakes: This project is on hold while library staff investigate alternative sites for its location.

Planning & Zoning (P&Z) Commission: The Commission met twice in February; February 3rd the Commission heard an update on the Library Use Permit. February 10th the Commission, per the request of Library staff, officially tabled this Use Permit while staff continue to research alternative locations for this installation.

Additionally, the Commission held a public hearing regarding the rezoning of parcel 403-23-104X which was unanimously approved. This application, made on behalf of Atlantic Development, will move to the Town Council's agenda for March. The developer is planning to build multi-family housing on this parcel, in part, with Low Income Tax Credit grants.

Board of Adjustment & Appeals (BOA): Canceled, no business in February.

Pending (possible) Upcoming Projects: Development Review was completed for Pete & Debbie Roulette to develop a U-Sell Car Lot on their property located at 115 S. Montezuma Castle Highway.

Two additional Development Review applications were received; one for the expansion and full development of an M1 parcel growing marijuana, a second for a new retail store. Coordination also continues working with Alcantara Resort to submit for a Zoning Map Change in the near future.

March 2022:

Staffing & Office Expansion: Interviews for the vacant Permit Technician occurred this month. An offer was made to an excellent candidate who started in April. Office staff continue to reorganize, sort through old files and clean-out long stuffed cabinets, shelves and files.

Staff, Board of Adjustment and Planning & Zoning members attended the annual Ombudsman training regarding open meeting law sponsored by the Clerk's Office.

Planning & Zoning (P&Z) Commission: Two neighborhood meetings took place for property owners considering applying for a re-zone of their property. Alcantara Winery, one of those property owners, submitted for a re-zone of all 5 of their parcels to rezone from RR-2A and PAD to C2-PAD. This re-zone public hearing was scheduled for the May Planning and Zoning Commission Calendar. On March 10th, the Commission met in a joint session with the Council to assist the staff with developing work priorities (referred to as the "Dot Exercise"). The results of this meeting are attached.

Board of Adjustment & Appeals (BOA): Canceled, no business in March, however, the office received an appeal application appealing the Town's position on feather/wind-blown signs being illegal within the Town. This public hearing is scheduled for the May BOA calendar.

Pending (possible) Upcoming Projects: There is LOTS of interest in 'adding' or developing small RV parks throughout the Town. Several times a week (sometimes several times a day!) someone walks into the office or calls the office with questions centered upon what it would take to install RV sites on their parcel and develop a small RV park. Often, these are smaller parcels, 1/2 – 2-acre size parcels looking to add 2-5 RV sites on their property. To date, no one has followed through on starting the process, but interest *is very high* by property owners looking to generate income through people living or staying long-term in RV's on their property.

Development Standard Review was done for the Tractor Supply and one of the Marijuana Cultivation sites.

Additionally, the office was contacted by a new company planning to develop a new large marijuana cultivation site along State Route 260 in the area of Old Highway 279.

The office received preliminary information that Verizon is looking to co-locate on one of the existing cell-towers.

Code Compliance

Our Code Compliance Officer has been very busy with incoming complaints, as well as closing outstanding cases. We were lucky to have Marshall Trahin in the department to assist Anthony Apodaca, while he was on light duty. During that time, we were able to close multiple cases.

In addition, Anthony has been working closely with other Code Compliance Officers in the Verde Valley to hold trainings and workshops.

Cases

January 2022:

Active cases: (120)

Closed Cases: (23)

New Cases: (61)

Proactive Enforcement: (41)

Reactive: (20)

Prosecution status:(5) (Closed 3 Prosecution cases)

February 2022:

Active cases: (142)

Closed Cases: (18)

New Cases: (55)

Proactive Enforcement: (39)

Reactive: (16)

Prosecution status:(5)

March 2022:

Active cases: (140)

Proactive Enforcement: (43)

Closed Cases: (45)

Reactive: (45)

New Cases: (43)

Prosecution status:(5)

Violations: (59)

Attachment B



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: Planning and Zoning Commission; Thursday, April 7, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Work Session

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Community Development Director

Agenda Title: After Action Report – Report by staff, discussion by Commission and possible direction on results of the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022.

List Attached Documents: Summary of results from joint session

Estimated Presentation Time: 10

Estimated Discussion Time: 20

Reviews and comments Completed by:

Department Head: John Knight

Background and Summary: On March 10, 2022, the Planning and Zoning Commission, Town Council and the public, held a joint work session to assist in establishing priorities for “long range” planning projects. These are divided into two categories – “Minor” and “Major”. Minor projects are anticipated to be non-controversial, require a moderate amount of staff time, and can be accomplished in a period of months. Major projects will require significant staff time, extensive public outreach, outside consulting assistance, and may take more than a year to complete.

Minor Projects: Several of the Minor Projects could be combined into a single project. Staff recommends the following order.

1. **Minor Code Amendments** – The following could be combined into single update – MJ Cultivation, Land Uses by Zone, Fencing, PAD Submittals Requirements, Accessory Structure Setback, and Scrivener’s Errors.
2. **Fire Buffers and Weed Abatement**
3. **Reversionary Zoning**

Major Projects: Staff recommends the following order for Major Projects.

1. **Main Street Area Plan**
2. **RVs and Camping** – This could also include updates related to short-term rentals.
3. **Sign Ordinance Update**

Recommended Action (Motion): Provide input and discussion for staff consideration. Although not required, this could also include a motion to staff or a motion to council.

Results from Joint P&Z/Council Work Session on March 10, 2022

Category 1 - Minor Projects

Project	Description	Director Notes
Recreational Marijuana Cultivation	Update Town Code and Zoning Ordinance to bring into compliance with state law regarding cultivation of recreational marijuana	Would likely require minimal effort and would not be controversial. Could combine with other minor code amendments.
Short-Term Rentals	Bring into compliance with latest state law requirements and clarify what types of structures can be used for short-term rentals (no tents, RVs, non-habitable structures)	Could be a moderate amount of work. Should be combined with amendments related to camping and RVs.
Land Uses by Zone	Update/refine list of permitted and conditionally permitted uses in each zone. Update the Use Table and provide definitions for each of the various uses.	This may be able to be combined with other Code Amendments.
Fencing	<ul style="list-style-type: none"> - Allowance for fencing on vacant parcels. - Clarify how height is measured for fences that are also retaining walls. - Increase size of "clear vision triangle" on corner lots to allow improved visibility for drivers (currently 15'x15'); recommend 30'x30' 	Should be very little work and could be combined with other amendments.
Temporary Structure	Define "temporary Structure" and where they may be located on the property and if/when permits are required. Examples of temporary structures are shade structure "pop-ups" and temporary carports.	May not be a priority at this time.
Reversionary Zoning	Update ordinance to be consistent with State Law regarding Reversionary Zoning requirements. State Law allows jurisdictions to revert back to previous zoning if a project is not developed within a certain time frame.	Already allowed by state law but it would be beneficial to include provisions in the Zoning Code that are consistent with the state statutes.
Minor Land Division	Clean up language in Zoning Ordinance to remove 2.5-acre requirement for MLD. By policy, the Town has allowed smaller parcels to be divided into three lots.	This can be postponed and cleaned up later or added to other code amendments. Should be a minor change.
Modification and Exceptions	Allow minor modifications to setbacks, and possibly other standards by the Community Development Director. Add criteria and clarify what standards should be applied for nonconforming lots that are substantially smaller than allowed in the zoning district.	May require a moderate amount of effort. Could be postponed until later.
Fire Buffers/Weed Abatement	Add criteria and provisions to address fire buffers on large parcels. Update to bring into compliance with NFPA-Fire Wise Standards.	This may need to be addressed separately since it affects a significant number of large parcels.

<p>Parking Lot Paving</p>	<p>Currently, ordinance calls for paving, except with approval by Town Engineer. Need to identify when is gravel permissible vs. paved parking and provide criteria for administrative approval.</p>	<p>Can be postponed until later.</p>
<p>Refine-Define Accessory Structure Setbacks</p>	<p>Add and clarify setbacks for accessory structure. Currently, there is no rear setback identified in code. By policy, the town has been requiring 5' for a rear yard.</p>	<p>Could include with other code amendments.</p>
<p>Scrivener's Errors</p>	<p>Add language to allow approval by the Community Development Director to correct Scrivener Errors in the ordinance. These are essentially typographical errors.</p>	<p>Could include with other code amendments.</p>

Category 2 - Major Projects

Project	Description	Director Notes
Area Plans	Develop individual plans that provide standards and incentives for development of the following areas: <ul style="list-style-type: none"> - I-17/260 Corridor - Downtown/Main Street - Finnie Flat 	Recommend picking one Area Plan to work on. These will require public meetings and workshops and graphic assistance from an outside consultant. There appears to be strong support for starting with the Main Street Area. This could then be expanded to Finnie Flat for the next Area Plan.
RVs and Camping	<ul style="list-style-type: none"> -Identify how many allowed in a parcel -Include a definition of “RV Park” -Provide criteria for allowing under temporary use permit -Define when camping in RVs or tents is allowed and when it is prohibited. -Clarify RVs/tents cannot be used as short-term rentals. 	This could be a higher priority than the Area Plans. Received about the same amount of votes. This is one of the most common complaints from neighbors and one of the biggest challenges for our Code Enforcement Division.
Update Sign Ordinance	Address A-Frame signs, temporary signs, temporary flags and banners and maximum height of pole signs.	Likely to be a significant effort involving local businesses, residents and property owners.
Verde Lakes Revitalization	Facelift for whole Verde Lakes area, including but not limited to: <ul style="list-style-type: none"> -Sidewalks -Repaving -Zoning updates -Etc. 	Although important to Verde Lakes residents, may not have as much town-wide support as an Area Plan for Main Street.
Water Use Plans for PAD/PUD and Subdivisions	Use or sale of excess water rights.	This is likely a significant effort in both time and expense. Would need to include Engineering assistance and legal assistance.
“Right to Farm” Provisions	Review and update farming and agriculture provisions in the code to ensure the continued use of agriculture land within Town limits. This may include incentives to ensure premature conversion of Ag Land to other uses.	Most of these provisions are currently in the Code but need to be consolidated into one area. This can be postponed until later.
Update PAD Provisions	Clarify what is required for a PAD submittal, add approval criteria, and update the PAD process to elimination redundancy in submittal requests.	Although it did not receive many votes, staff believes this should be a higher priority. May be able to combine with “minor” code revisions.
Landscaping/Buffering/Screening Provisions	Clarify parking lot landscaping and buffering requirements. Clarify screening requirements; define requirements for screening dumpsters/trash collection via use, specifically multi-family, commercial and industrial.	May also be able to be combined with other code revisions.

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 8th, 2022

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

Requesting Department: Wastewater

Staff Resource/Contact Person: Chet Teague

1. **Agenda Title (be exact):** Discussion, consideration and Staff direction on the CIP Project Request and the purchase of 3 Blowers for the northside of the treatment plant totaling \$718,600.00 (Using remaining \$250,000.00 from budget code 31-490-20-80000 as a down payment)

List Attached Documents:

- 1) JCH Quote for "Kaeser Blower Package" = \$536,964.00
- 2) DeZurik Quote for 4" Rubber Seated Butterfly Valves = \$3,726.00
- 3) Hach Company Quote for D.O. Probe Northside = \$10,278.00
- 4) Keller Electrical Quote for Electric = \$44,237.00
- 5) Connolly Electric & Mechanical Quote for A/C and duct work. = \$9,565.00 /3x5=\$15,942.00
- 6) Ferguson Waterworks Quote for Piping and Fittings = \$62,679.00
- 7) Banker Insulation Quote for Spray Foam Insulation = \$2,839.00 /3x5=\$4,732.00
- 8) Concrete \$12 per Square foot (16'x36") 576 Sq. Ft. (Per Phone call) = \$6,912.00
- 9) Blower Building 12'x 36' (Priced off Internet) = \$22,700.00
- 10) Misc. = \$10,430.00

Estimated Discussion Time: 10 Min.

Reviews Completed by:

- Department Head: Russ Martin Town Attorney Comments: Reviewed/approved Resolution

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: 31-490-20-80000

Amount Remaining: \$250,000

Comments: Wastewater has \$250,000 budgeted for potential expenditures this year (FY22) which would allow for the down-payment. The remaining balance could come from Wastewater reserves if necessary as they

have approximately \$1 million in reserves at this point. There is no required reserve balance for the Wastewater Fund in the FOG but caution is urged if planning on utilizing any reserve funds that would leave less than a \$500 thousand balance. This expense would probably bring their balance down to effectively \$500 thousand.

Background Information: With the current growth of the Town i.e. The Sewer plant needs to be prepared, The Northside (not currently in operation) need to be put in operation. We need to refurbish the Northside Prior to putting it into use so that we can refurbish the Southside (that is currently in use). This is more than likely going to take 3-5 years. With the growth we are seeing this is going to be cutting it very close on the need to have both sides up and running to be in complaints.

Recommended Action (Motion): Move to direct this expenditure as a CIP project. Minimum Approve the expenditure of the budgeted \$250,000.00 to use as the down payment for the 3 Blowers, which takes approx. 20 weeks each to build and deliver.

Instructions to the Clerk: n/a

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: Blowers for Northside of Plant

Date: 05/09/2022

Dept: PW

Contact: Chet Teague / Troy Odell

Req'd by: Chet Teague

Prepared by: Chet Teague

Project Summary:

Prepare and install 3 of 5 new Blowers for the North Side of the Plant. Includes New 12" Ductile Piping for air lines to the blower locations, Wiring to new blowers, Concrete floor for blowers and building to sit on, new pre-fab building for blowers to be housed in, Foam Insulation inside new building, Air Conditioning w/ ductwork to blowers, New DO Prob for North side of plant.

Location:

Wastewater Treatment Plant

Need / Justification:

We need this to prepare for the future growth of the Town i.e. Plant. / We need to prepare the North side (currently not being used) so we can move the operation to the North side and then refurbish the South side. These things need to be done before we need both sides to Operate.

Full-Cost: \$718,600.00

Segmented Timeline:

Activity / Segment	Timeline	Cost
Purchase 3 – Blowers	1.5 Years to build/Del.	\$536,964.00
U/G Air Lines 12" Ductile Iron Spools, 12" T, 90 Misc.	2 - 2.5 Years to build/Del.	\$62,679.00
Wiring to Blowers and Controls	1.5 years	\$44,237.00
Concrete floor for Blowers and building.	1.5 years	\$6,912.00
A/C Duct work	1.5 years	\$15,942.00
D.O. Probe with control panel to activate correct blower	1.5 years	\$10,278.00
12' x 36' Shed	1.5 years	\$22,700.00
Spray in Foam Insulation	1.5 years	\$4,732.00
Misc.	1.5 years	\$10,430.00
DeZurik Quote for 4" Rubber Seated Butterfly Valves	1.5 years	\$3,726.00

Operational Impact:

After work is done Switch from south to north. Refurbish south to be prepared to operate both sides as needed for future expansion & increase in flows.

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.)

\$250,000 from current FY22 capital budget. Remaining \$468,600 to be funded with newly allocated funds.



Agenda Report Form – Section I

Meeting Date: Wednesday, May 4, 2022

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Director

Agenda Title: Discussion, consideration, and possible motion to approve long range planning priorities for the Community Development Department as discussed at the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022.

List Attached Documents:

- Planning and Zoning Commission Staff Report from April 7, 2022
- Draft Minutes from Planning and Zoning Commission on April 7, 2022

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews and comments Completed by: **Department Head:** John Knight

Background Information: On March 10, 2022, the Planning and Zoning Commission, Town Council and the public, held a joint work session to assist in establishing priorities for “long range” planning projects. On April 7, 2022, staff presented a summary of recommended priorities to the Planning and Zoning Commission for discussion and additional direction. The staff report, attachments to the staff report, and minutes from the Planning and Zoning Commission meeting are attached for your review.

The projects are divided into two categories – “Minor” and “Major”. Minor projects are anticipated to be non-controversial, require a moderate amount of staff time, and can be accomplished in a period of months. Major projects will require significant staff time, extensive public outreach, outside consulting assistance, and may take more than a year to complete.

Minor Projects: Several of the Minor Projects could be combined into a single project. Staff recommends the following order.

1. **Minor Code Amendments** – The following could be combined into single update – MJ Cultivation, Land Uses by Zone, Fencing, PAD Submittals Requirements, Accessory Structure Setback, and Scrivener’s Errors.
2. **Fire Buffers and Weed Abatement**
3. **Reversionary Zoning**

Major Projects: Staff recommends the following order for Major Projects.

- 1. Main Street Area Plan**
- 2. RVs and Camping** – This could also include updates related to short-term rentals.
- 3. Sign Ordinance Update**

Recommended Action: Motion to approve long range planning priorities for the Community Development Department as discussed at the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022.



Agenda Report Form – Section I

Meeting Date: Planning and Zoning Commission; Thursday, April 7, 2022

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

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, Community Development Director

Agenda Title: After Action Report – Report by staff, discussion by Commission and possible direction on results of the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022.

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Estimated Discussion Time: 20

Reviews and comments Completed by:

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Results from Joint P&Z/Council Work Session on March 10, 2022

Category 1 - Minor Projects

Project	Description	Director Notes
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<p>Parking Lot Paving</p>	<p>Currently, ordinance calls for paving, except with approval by Town Engineer. Need to identify when is gravel permissible vs. paved parking and provide criteria for administrative approval.</p>	<p>Can be postponed until later.</p>
<p>Refine-Define Accessory Structure Setbacks</p>	<p>Add and clarify setbacks for accessory structure. Currently, there is no rear setback identified in code. By policy, the town has been requiring 5' for a rear yard.</p>	<p>Could include with other code amendments.</p>
<p>Scrivener's Errors</p>	<p>Add language to allow approval by the Community Development Director to correct Scrivener Errors in the ordinance. These are essentially typographical errors.</p>	<p>Could include with other code amendments.</p>

Category 2 - Major Projects

Project	Description	Director Notes
Area Plans	Develop individual plans that provide standards and incentives for development of the following areas: <ul style="list-style-type: none"> - I-17/260 Corridor - Downtown/Main Street - Finnie Flat 	Recommend picking one Area Plan to work on. These will require public meetings and workshops and graphic assistance from an outside consultant. There appears to be strong support for starting with the Main Street Area. This could then be expanded to Finnie Flat for the next Area Plan.
RVs and Camping	<ul style="list-style-type: none"> -Identify how many allowed in a parcel -Include a definition of "RV Park" -Provide criteria for allowing under temporary use permit -Define when camping in RVs or tents is allowed and when it is prohibited. -Clarify RVs/tents cannot be used as short-term rentals. 	This could be a higher priority than the Area Plans. Received about the same amount of votes. This is one of the most common complaints from neighbors and one of the biggest challenges for our Code Enforcement Division.
Update Sign Ordinance	Address A-Frame signs, temporary signs, temporary flags and banners and maximum height of pole signs.	Likely to be a significant effort involving local businesses, residents and property owners.
Verde Lakes Revitalization	Facelift for whole Verde Lakes area, including but not limited to: <ul style="list-style-type: none"> -Sidewalks -Repaving -Zoning updates -Etc. 	Although important to Verde Lakes residents, may not have as much town-wide support as an Area Plan for Main Street.
Water Use Plans for PAD/PUD and Subdivisions	Use or sale of excess water rights.	This is likely a significant effort in both time and expense. Would need to include Engineering assistance and legal assistance.
"Right to Farm" Provisions	Review and update farming and agriculture provisions in the code to ensure the continued use of agriculture land within Town limits. This may include incentives to ensure premature conversion of Ag Land to other uses.	Most of these provisions are currently in the Code but need to be consolidated into one area. This can be postponed until later.
Update PAD Provisions	Clarify what is required for a PAD submittal, add approval criteria, and update the PAD process to elimination redundancy in submittal requests.	Although it did not receive many votes, staff believes this should be a higher priority. May be able to combine with "minor" code revisions.
Landscaping/Buffering/Screening Provisions	Clarify parking lot landscaping and buffering requirements. Clarify screening requirements; define requirements for screening dumpsters/trash collection via use, specifically multi-family, commercial and industrial.	May also be able to be combined with other code revisions.



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Draft Minutes

Town of Camp Verde – Planning and Zoning Commission Regular Session

473 S. Main Street, Suite 106 Thursday, April 7, 2022, at 6:30 P.M.

Zoom Meeting Link:

<https://us02web.zoom.us/j/82132413205?pwd=a0VoVENKUEVSeXVJZEVoYWpJbGFEZz09>

Phone: 669 900 9128 US (San Jose) or 253 215 8782 US (Tacoma)

Meeting ID: 821 3241 3205: **Passcode:** 364773

Commission members may attend Planning & Zoning Commission meetings either in person, or by telephone, video or internet conferencing. All Commission meetings will end at 9 PM; therefore, any remaining agenda items will be heard at the next Commission meeting.

1. **Call to Order-** Chairman Andrew Faiella called the meeting to order at 6:30 pm.
2. **Roll Call.** Chairman Andrew Faiella, Vice Chairman Todd Scantlebury, Greg Blue, Robert Foreman, William Tippett, Michael Hough, Ingrid Osses.

Others present; Director of Community Development John Knight via zoom, BJ Ratliff Planner, Dana Donahue transcriptionist, John Bradshaw CEO Alcantara Winery.

3. **Pledge of Allegiance-**the Pledge of Allegiance was led by Commissioner Osses.
4. **Consent Agenda** - All 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 the Commission so requests.
 - a. **Approval of Minutes:** March 3, 2022
 - b. **Set Meeting Dates:**
 - April 14, 2022, at 6:30 pm (Special Session)
 - May 5, 2022, at 6:30 pm (Regular Session)
 - May 12, 2022, at 6:30 pm (Special Session)

Commissioner Blue moved to approve the consent agenda
A second was made by Vice Commissioner Scantlebury.

Roll call vote;
 Commissioner Ingrid Osses-aye
 Commissioner Michael Hough-aye
 Commissioner William Tippett-aye
 Chairman Andrew Faiella-aye
 Commissioner Greg Blue-aye
 Vice Chairman Todd Scantlebury-aye
 Commissioner Robert Foreman-aye
 Motion passes 7-0

5. **Call to the Public for items not on the agenda** - Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda, except to set them for consideration at a future date.

None

6. **Public Hearing, Discussion, Consideration of an application from John Bradshaw and Cyril Chiosa for a Zoning Map Change from PAD to C-2/PAD on approximately 87 acres. The purpose of the rezone is to allow development and expansion of the Alcantara Winery and Resort on property located at 3445 S. Grapevine Way in Camp Verde, Arizona -APNs 407-21-015A, C, E, G, and H (Recommendation to Table).** Staff Resource: John Knight

This item was tabled due to a clerical error. Director John Knight spoke via zoom. He told the group this item was tabled due to a clerical error. We are requesting to table this item and address it at a future date.

A motion was made by Vice Chairman Scantlebury to table agenda item 6.
Second was made by Commissioner Osses.

Roll call vote;

Commissioner Ingrid Osses-aye
Commissioner Michael Hough-aye
Commissioner William Tippet-aye
Chairman Andrew Faiella-aye
Commissioner Greg Blue-aye
Vice Chairman Todd Scantlebury-aye
Commissioner Robert Foreman-aye
Motion passes 7-0

7. **After Action Report** – Report by staff, discussion by Commission and possible direction on results of the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022. Staff Resource: John Knight

Agenda item 7 was read by Ms. Ratlief.

Community Development Director John Knight (via zoom) reminded everyone of the joint meeting on March 10th and how we made an attempt to refine all the projects. He said we received good guidance on how to proceed. It is not the final say on what projects we are going to take on. Staff time dictates what we can and cannot do. Instead of throwing all 50 projects out, he has been asked to make a recommendation. We have included recommendations in the staff report. He has had discussions with several council members. We need discussion or recommendations on which projects to move on. We do not need a formal motion. We are not necessarily going to start these projects immediately.

Mr. Knight continued to say that staff has broken the projects down to two categories, the minor and the major projects. In the minor projects, the more he reviewed them the more he believed we can make them a single code amendment. Some of the projects are about the grow facilities. For example, in our code, we only refer to medical marijuana that never changed after the state law changed to allow marijuana for recreational use. We don't currently allow a dispensary and we don't distinguish from growing for recreational use and for medical use. We need to clean up a lot of the land uses that have not been updated in quite a while. Fencing is also another thing we need to clean up along with a setback for secondary structures and PAD submittals. A lot of the verbiage is unclear. Mr. Knight has listed

several items for review. Scriveners errors also need to be addressed. For example, setback is actually one word, not two.

We are going to start with the first two projects, we cannot do all three, we simply don't have enough resources to do that.

In terms of major projects, there seems to be strong support to pick one of the area plans, specifically the Main Street plan. If we do that, we may be able to expand it. There is a grant for the Montezuma Highway area as well, especially for infrastructure. If we get that money, we will be making some major infrastructure improvements for that area and the area along Finnie Flat.

He continued to say the town has a lot of trouble with people camping on town property and on private lots with and without permission. This is increasing dramatically. We would like to clean up a lot of the ordinances dealing with that. Another area we need to address is signage. People seem to be very concerned about the types of signs, size and structure of signs. This may be pretty time consuming and maybe something we can look at after the other two.

Mr. Knight went on to say we are looking for some input and direction from the commission. We don't need a formal motion unless you would really like to make one.

Chairman Faiella requested discussion. Vice Chairman Scantlebury said he thought the recommendations from the Community Development Department were sound.

Commissioner Osses spoke about the sign ordinance. She feels the sign ordinance is too restrictive. Her business neighbor was complaining about not being able to put up a sign to advertise his business. She feels some of the requirements the town is making will create a hardship for the business owners, such as paving driveways and streets. It is expensive for the business owners to adhere to these requirements. Where will the money come from? She states she spent a lot of money remodeling her building and now we need to spend more money? We need to be very concerned how much money we are asking people to spend.

Chairman Faiella asked how she would suggest we save money. Commissioner Osses stated we are not Florida; we can use rocks and gravel and desert landscaping. She had gone to Old Town Cottonwood and felt that there were too many pavers on the streets and no trees. We need to ask the business owners what they can afford. Chairman Faiella stated, you want business owners to have a choice? Not mandated. Commissioner Osses replied yes. You can do things through fines to get people to comply. It is too expensive for people to pave their parking lots. Make it look nice, but within reason. We need to ask the business owners what they can afford.

Vice Chairman Scantlebury told Commissioner Osses that it appears she really cares about what happens regarding the businesses. You know more about what business need and can afford, he said. There is a new council member that is also a business owner. Perhaps you can get together with her and discuss it? All of these are going to come before us and we are going to go through this as a group. We are going to do each of these through discussion. Your input will be very important regarding this issue.

Commissioner Foreman stated he felt the priorities revealed by the work session on March 10, were correct and we should approve their recommendations.

Chairman Faiella told the group we recommend staff to continue to move forward with the items as they were presented in the work session.

Commissioner Blue does not feel the Main Street downtown needs a government plan for private business. He also does not like the clear triangle and feels that 15 feet is more than adequate and feels that 30 feet is overreach. He does not support it.

The discussion was closed by Chairman Faiella.

- 8. Current Events** - Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

Mr. Knight states that we have a lot to do and not a lot of resources. He does not have enough time for the field trip that was planned. He spoke about the area plan. The area plan needs to be set up with business owners and citizens. It is up to the community to decide how things go.

Ms. Ratlief stated the first session of June is cancelled. There is no business for next week's meeting. It has been cancelled.

- 9. Staff Comments-none**

- 10. Adjournment**

Commissioner Foreman moved to adjourn. Second by Vice Chairman Scantlebury at 6:54 hours.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 7th day of April 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 7th day of April 2022.

Dana Donahue

Dana Donahue, Recording Secretary

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 18th, 2022

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

Requesting Department: Public Works

Staff Resource/Contact Person: Russ Martin/Dorie Blair

Agenda Title (be exact): Presentation on and then Discussion, Consideration and possible direction on the School Area Traffic Study conducted in partnership with the Camp Verde School District.

List Attached Documents:

- Final Draft Traffic Study

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time: 15 Minutes

Reviews Completed by:

- Department Head:** Russ Martin
- Town Attorney –** N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: Amount Remaining:

Background Information: The final study is complete and the School and Town both need to review the recommendations and determine which if any of the recommendations are feasible and to what extent we are cooperating on cost of implementation.

Kimley Horn has attached the memo, the observations, then the study, recommendations and current estimates for the cost of implementation for the solutions. They recommend after discussions with staff both the Town and School District the following options to be implemented:

Options 1, 2 and 3A

Recommended Action (Motion) : Direct staff to work with the School District to identify final options and proposed cost sharing proposals for future formal consideration.

MEMORANDUM

To: Town of Camp Verde
From: Andrew Baird, PE
Kimley-Horn and Associates, Inc.
Date: May 6, 2022
Subject: School Traffic Study

This memorandum summarizes the observations made during the site visit to the Camp Verde School Campus (Elementary, Middle School, and High School), located on the northwest corner of North Montezuma Castle Highway and Camp Lincoln Road. Observations occurred during a regular weekday morning, on Thursday, October 7th, 2021, observing regular school drop-off at the Elementary School. The following expands on observations made during the morning student drop-off, including existing geometry within the study area, queueing, traffic distribution, safety, and preliminary recommendations based on the data collected. The document also identifies recommendations to improve traffic and safety conditions during elementary school drop-off and pick-up at the school driveway and Camp Lincoln Road and the intersection of Montezuma Castle Highway and Camp Lincoln Road.

Existing Conditions

INTERSECTION OF MONTEZUMA CASTLE HIGHWAY & CAMP LINCOLN ROAD

Existing Geometry

The intersection of North Montezuma Castle Highway & Camp Lincoln Road is the main into Camp Verde Elementary School. The intersection is currently unsignalized, with a striped 30' two-lane roadway on Camp Lincoln Drive and a two-lane roadway with a two-way left turn lane and southbound right turn lane on North Montezuma Castle Highway. Intersection geometry is shown in the figure on the following page.

Southbound Right Turn Lane. The existing right turn lane on to Camp Lincoln Road has a storage length of 190 feet. There is an 11' shoulder between the right turn lane and sidewalk.

Northbound Left Turn Lane. The existing left turn lane on to Camp Lincoln Road has a storage length of 160 feet.



Queue Observations



Figure 1. Inbound & Outbound queues looking toward Montezuma Castle Hwy on Camp Lincoln Rd

North Montezuma Castle Highway

Northbound left-turn queue reached a maximum of 3-4 vehicles. No queuing observed outside the dedicated left turn lane

Southbound right-turn traffic on to generally free flow. No Queuing outside the dedicated right turn lane.

North and Southbound through were not impacted by queuing in intersection nor queuing from Camp Lincoln.

Camp Lincoln Road

Westbound (inbound) queueing extended from the entrance driveway to Montezuma Castle but did not impact north and southbound through traffic at the intersection.

Eastbound (outbound) queue on Camp Lincoln Road at the intersection had an average of 5 vehicles waiting to make a right turn onto North Montezuma Castle Highway. There were periods where traffic backed up to the school driveway. This is shown in Figures 1 and 2. The highest outbound queue was observed 18 minutes after drop-off began, with approximately 9-10 cars exiting on to North Montezuma Castle Highway. This large queue was due to a vehicle making a left turn on to Montezuma Castle Highway, impeding all traffic exiting on to North Montezuma Castle Highway until the movement was completed.



Figure 2. Eastbound Queue at Montezuma Castle Hwy & Camp Lincoln Rd

Safety Observations

During observation at the intersection of North Montezuma Castle Highway & Camp Lincoln Road, it was noted that the southbound right-turning movement onto Camp Lincoln Road is almost blind due to the grade change and the wall to the west, as shown in Figure 3. Vehicles turning right may not have proper sight distance to observe other movements at the intersection. Should westbound queue from the school driveway and Camp Lincoln Road extend to Montezuma Castle Highway, the lack of sight visibility for vehicles turning right on to Camp Lincoln Drive may cause a conflict.



Figure 3. Sight-Distance at North Montezuma Castle Hwy & Camp Lincoln Rd Looking Northbound

Key Findings & Recommendations for the Montezuma Castle Highway & Camp Lincoln Road

- Due to the wall just west of the southbound right-turn lane, vehicles turning right on to Camp Lincoln Road do not have appropriate sight distance to see if vehicles are queued near the intersection.
- Eastbound movements from Camp Lincoln Road turning on North Montezuma Castle Highway, may be delayed due to left turn movements
 - A dedicated right turn lane will alleviate this problem

INTERSECTION OF CAMP LINCOLN ROAD & CAMP VERDE ELEMENTARY SCHOOL

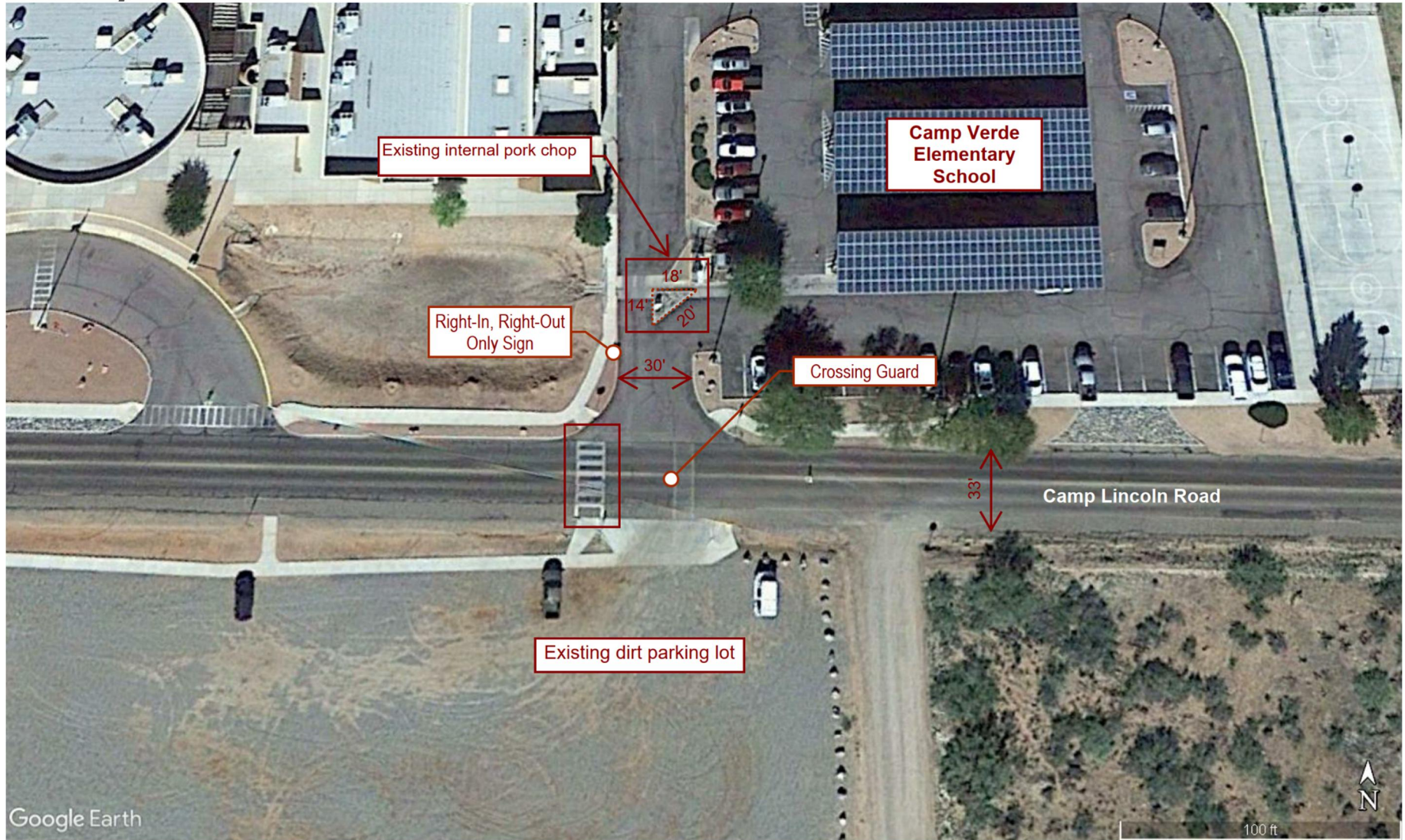
Existing Geometry

Camp Lincoln Road and Camp Verde Elementary School’s driveway is comprised of a striped two-lane roadway with no median along Camp Lincoln Road. There are no dedicated turn lanes on Camp Lincoln Road. The school driveway has an internal pork chop that forces all inbound traffic to circulate counterclockwise through the drop off area. Egress at the driveway is regulated by signage at the intersection to have a right-in, right-out movement only during morning drop off hours however the driveway geometry does not support the signage. The signage is ignored as it is controlled by a crossing guard.



Figure 4. Right-In, Right-Out Signage at School Driveway

Additionally, vehicles are also using the intersection to access the dirt lot south of the intersection where a crosswalk is also present, connecting the dirt lot to the school campus.



Queue Observations

AM DROP-OFF

It was observed that the queue in the parking lot was at full capacity at approximately 7:08 AM, 7 minutes before the school allows drop-off to begin (7:15 AM). At the time school drop-off officially began nine (9) vehicles were in queue on Camp Lincoln Road to turn right into the elementary school. The maximum queue observed in one given direction at the school entrance and Camp Lincoln Road was ten (10) vehicles from the westbound direction making a right turn (7:22 AM), and again at 7:10 AM with the highest amount of vehicles stored in both directions (eastbound left and westbound right) in all directions on Camp Lincoln Road. Observed queues are shown in Figures 5 and 6.



Figure 5. Queue at School Driveway from Eastbound View, Just west of the intersection



Figure 6. Queue at School Driveway from the Westbound View, Just west of the intersection

Egress queue lengths exiting the school were highest at 7:42, 3 minutes before school begins, with a queue of nine (9) vehicles in line to exit.

Queues at the school driveway intersection are shown below, separated by ingress eastbound left and ingress westbound right queue on Camp Lincoln Road.

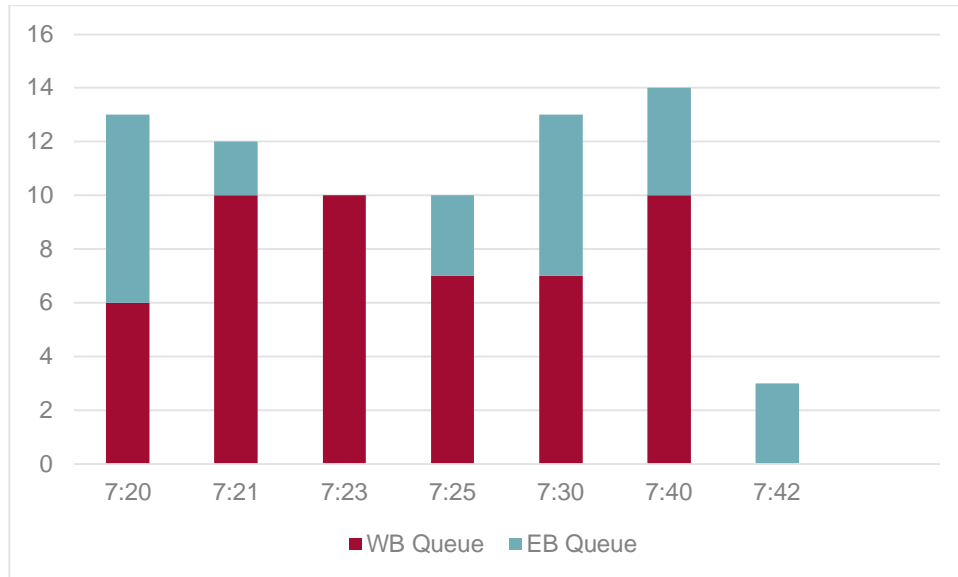


Figure 7. Queue at the School Driveway by Direction and Time

Traffic Distribution

Overall, the ingress distribution at the school entrance was most commonly higher in the westbound direction, coming from Montezuma Castle Highway. The average distribution of vehicles at the intersection was approximately 60% from the westbound direction and 40% coming from the eastbound direction.

During the observation period, the estimated distribution of the westbound, eastbound, and southbound movements is shown below. Vehicles approaching the intersection from the westbound (Montezuma Castle Highway) direction were more likely to turn right into the school than continue through on Camp Lincoln Road. Vehicles approaching from the eastbound direction were more split in movement distribution, with approximately 52% turning left into the elementary school and 48% continuing straight to N Montezuma Castle Highway. When exiting the school parking lot, it was most common for vehicles to make a left turn on to Camp Lincoln Road (with the aid of the crossing guard) even though this movement is prohibited by signage. This high number of left-turning vehicles exiting the school causes a significant conflict point between the crossing guard and the turning vehicles.

Table 1.Observed Traffic Distribution

Direction	Right-Turn	Through	Left-Turn
Westbound	72%	26%	2%
Eastbound	0%	48%	52%
Southbound (Exiting)	16%	0%	84%

PM PICK-UP

The queue in the parking lot at pick-up time starts at 2:00 PM, 45 minutes before the 2:45 PM dismissal bell. There is approximately space for 22 cars to queue in the parking lot before it extends into Camp Lincoln Road. At 2:30 PM, queuing extends to Montezuma Castle Highway but, similar to the AM drop-off, does not appear to extend into the intersection. It was observed that cars not waiting in line for student pick up will drive in the wrong lane to go around the queue and continue through in the westbound direction.

A significant number of parents choose to park in the lot on the south side of Camp Lincoln Road and walk to the school entrance to pick up their student.

Prior to dismissal, staff walks car to car to get the names of students for pick up. This starts around 2:15 PM and finishes around 2:30 PM, at which point staff all return to the main entrance to prepare for the dismissal bell. Number cards (1-5) are used to guide parents to different locations in the parking lot to pick up their student on the sidewalk. There is a time delay in staff walking to the pick up car in the lot, calling (via radio) to the staff member at the entrance to walk the student to the car.

There is no crossing guard or traffic control in the PM hour due to the limited number of through traffic coming from the west (ie No AM commuters). The Camp Lincoln Road and School Entrance intersection is not nearly as congested in the PM hour primarily due to the almost free flow left turn exits due to limited traffic from the west. The main source of the queuing is the time it takes to identify, locate and load students into the pick-up vehicles.



Figure 8 - Car traveling wrong way to bypass queue

Safety Observations

Vehicle Safety.

The internal pork-chop significantly limits the driveway width, making it difficult for larger vehicles to turn in to the school parking lot without encroaching in the outbound lane. This creates an additional hazard for vehicles exiting the school. Because of this difficult turning radius, vehicles exiting the school commonly wait behind the pork chop to avoid the possibility of collision with an inbound vehicle. This reduces the vehicles storage within the parking lot for drop off at a given time and restricts free-flow entering and exiting movements to occur simultaneously. When present the crossing guard stops all inbound traffic to allow outbound traffic to clear and vice versa. The existing driveway configuration is shown below.



Figure 9. Ingress Traffic at Driveway



Figure 10. Egress Traffic at Driveway

During typical operations with a crossing guard, vehicles are being directed toward their desired destination. Without the presence of the crossing guard, vehicles exiting would not be able to turn left out of the school due to the high number of vehicles and pedestrians at the intersection at any given time during school drop off.

Pedestrian Safety.

It was observed that many vehicles park in the dirt lot across the street from the school and use the crosswalk to walk their child into school. This adds pedestrian traffic to the intersection of Camp Lincoln Road and the elementary school. The pedestrian crossings are also managed by the crossing guard when present. If unmanaged pedestrians finding a gap in the traffic may cause delay or safety concerns.

Crossing Guard Safety.

The crossing guard controls all vehicular and pedestrian traffic at the intersection of the elementary school driveway and Camp Lincoln Road. In addition to controlling all traffic at the intersection, the crossing guard must also watch for buses to ensure that they are able to get through the intersection.

The existing intersection configuration leaves minimal space for the crossing guard to be safely separated from vehicles as they are controlling traffic. When controlling this many vehicles at once, the current intersection configuration causes a high risk of injury for the crossing guard due to the high exposure to vehicles.

Key Findings & Recommendations for the School Driveway & Camp Lincoln Road

- Due to the high number of vehicles in the westbound approach making a right-turn into the school driveway, the addition of a right-turn lane into the school may be beneficial to improving westbound queue as well as make traffic easier to control for the crossing guard.
- The current internal pork chop limits the space for ingress and egress vehicles, it may be beneficial to remove or reconfigure the pork chop to widen the driveway throat width.
- The safety of pedestrians and especially the crossing guard is a concern at the intersection. Safety mitigation should be considered to improve safety by possibly decreasing traffic at the intersection or providing a buffered space separate from vehicles for the crossing guard to guide traffic.
- If desired to eliminate the need of the crossing guard, it may be beneficial to reinforce the right in / right out signage.

Recommendations

The following outlines recommendations to improve traffic conditions for Camp Verde Elementary School at the school driveway & Camp Lincoln Road and the intersection of Montezuma Castle Highway & Camp Lincoln Road based on the observed conditions of the intersections and discussions with key stakeholders.

Recommendations are comprised of five ‘options’ that are recommended to improve traffic conditions. All improvement options are shown in **Attachment A**. Associated cost estimates with each option are in **Attachments B-F**.

Option 1: New Right-Turn Lane at School Driveway & Camp Lincoln Road

Implementation of a westbound right-turn lane into the school driveway is meant to increase vehicle storage for traffic turning right into the school driveway. The recommended right-turn lane design is 12-feet wide and can store 10 vehicles. Vehicle queues to the east of the school driveway on Camp Lincoln Road should be reduced. Westbound through traffic on Camp Lincoln Road can also get through the intersection with less impact by traffic turning right into the school. The new right-turn lane is shown in **Figure 11**.

The associated cost estimate for Option 1 is \$111,850 and is shown in **Attachment B**.

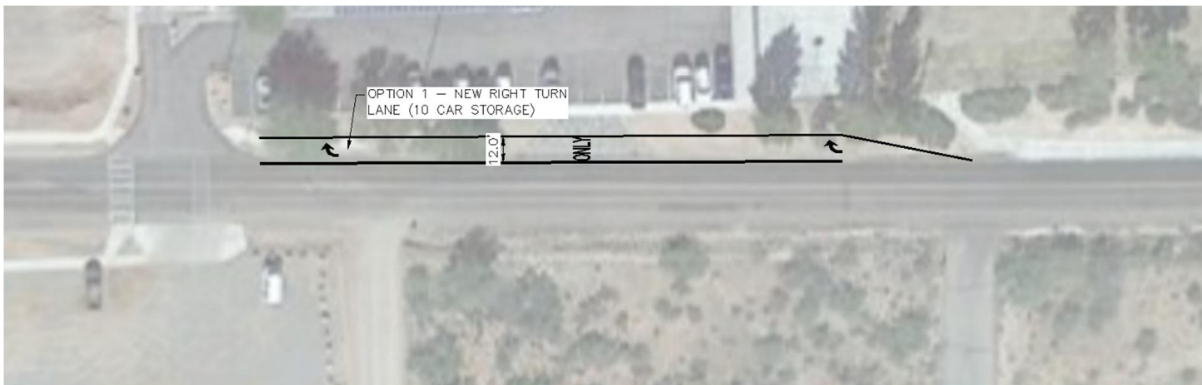


Figure 11. Option 1

Option 2: New Right-Turn Lane at Montezuma Castle Highway & Camp Lincoln Road

The addition of an eastbound right-turn lane at the intersection of Camp Lincoln Road and Montezuma Castle Highway is intended to limit vehicle queue at the intersection and allow vehicles turning right to move through the intersection more easily. The separate right and left turn lanes span 12 feet each, with the westbound lane reducing to an 11-foot width. The right-turn lane provides 3 vehicles of storage. The new right-turn lane design is shown in **Figure 12**.

Construction of the new right-turn lane is estimated to cost \$116,963. The cost estimate for Option 2 is shown in **Attachment C**.

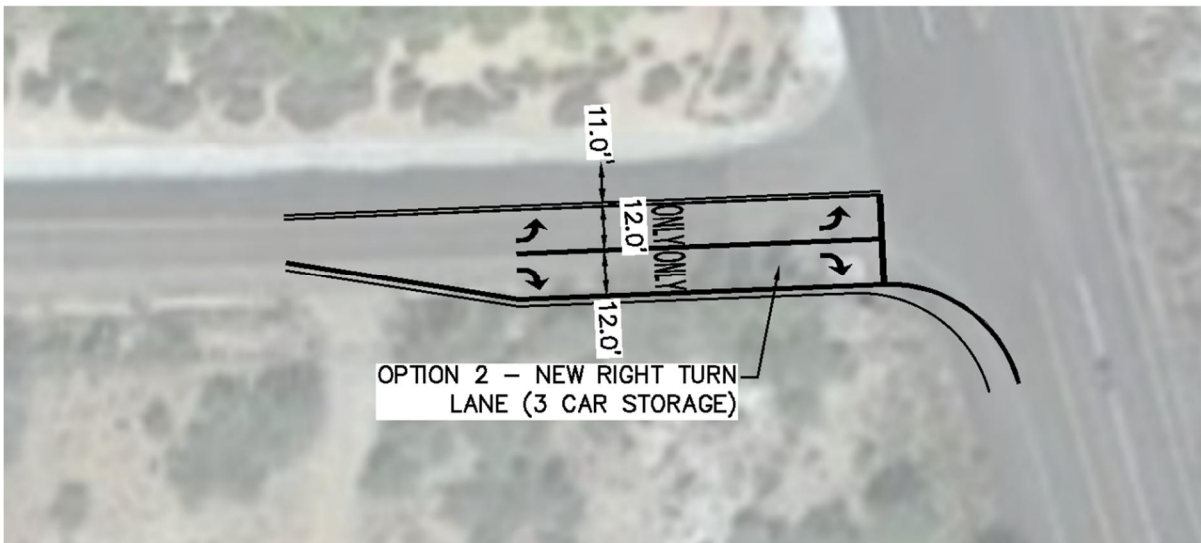


Figure 12. Option 2

Option 3: Curb Reconfiguration at School Driveway

Two recommendations are made to address the traffic circulation existing the school driveway at Camp Lincoln Road. This includes reconfiguration of the school driveway to prohibit left turns onto Camp Lincoln Road and reuse of the existing parking lot to the south of Camp Lincoln Road as a one-way access road. Options A and B are shown in **Figure 13** below. It is estimated the recommended improvements will cost \$112,426 and \$177,680 for Options A and B, respectfully. The cost estimate for Option 3 is below in **Attachment D**.

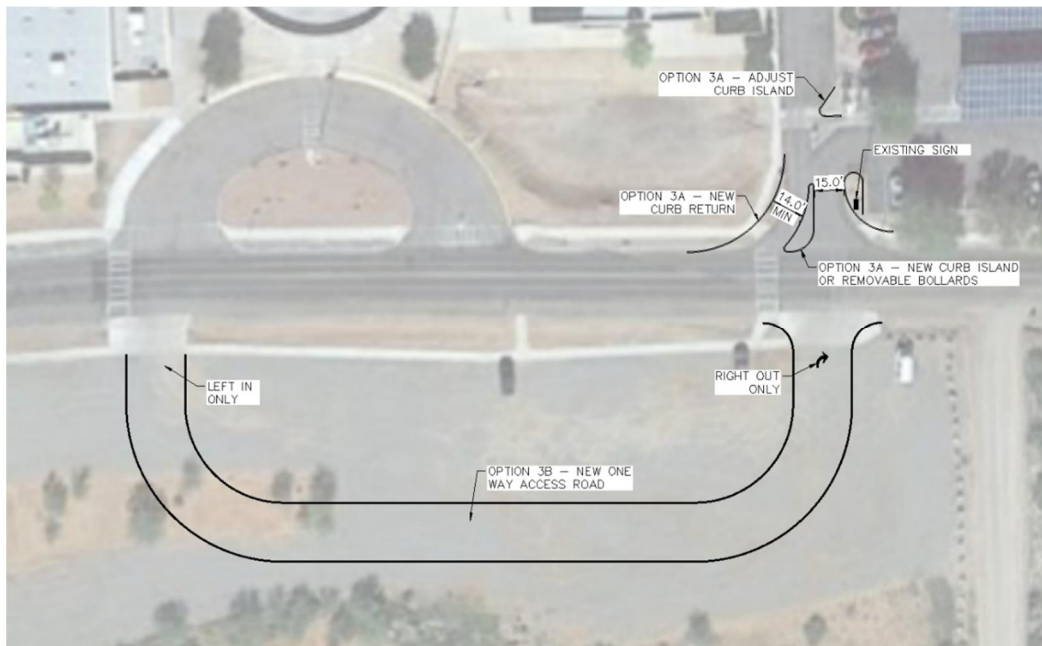


Figure 13. Option 3

Option A: Curb Reconfiguration at the School Driveway

Reconfiguration of the school entrance is recommended to increase space and safety for vehicles. New curb return along the driveway and a curb island are recommended. The curb island may either permanent or with removable bollards. The improved driveway configuration is recommended to have a 15-foot northbound lane and a minimum width of 14-feet for the southbound lane. These improvements will allow vehicles to have a wider turning radius when turning into the driveway and reduce conflicts with vehicles exiting in the southbound direction.

Option B: New One-Way Access Road

The proposed one-way access would be implemented if the school driveway were to be limited to right-in right-out. The new access road would allow vehicles wanting to exit to Camp Lincoln Road in the eastbound direction to make a left on to the new access road and loop back east of the school driveway intersection to turn right on to Camp Lincoln Road.

This recommendation would allow for right-in-right-out configuration at the school driveway without limiting exiting traffic from accessing the intersection of Camp Lincoln Road and Montezuma Castle Highway.

Option 4: Eastbound Left-Turn Lane at Camp Lincoln Road & School Driveway

Implementation of a left-turn lane on Camp Lincoln Road into the school driveway provides eastbound access to the school driveway without limiting vehicles continuing straight in the eastbound direction from moving through the intersection. Vehicles will be able to turn left into the school when appropriate. Removable bollards are also recommended with this improvement to prohibit left turns into the school when traffic control is needed.

The designed left turn lane can store 4 vehicles. The left-turn lane is 12-feet wide and will result in the through lanes on Camp Lincoln Road to be 11-feet wide.

The recommended improvement is shown in **Figure 14**. The associated cost is estimated to be \$193,261. Cost estimates for this improvement are shown in **Attachment E**.

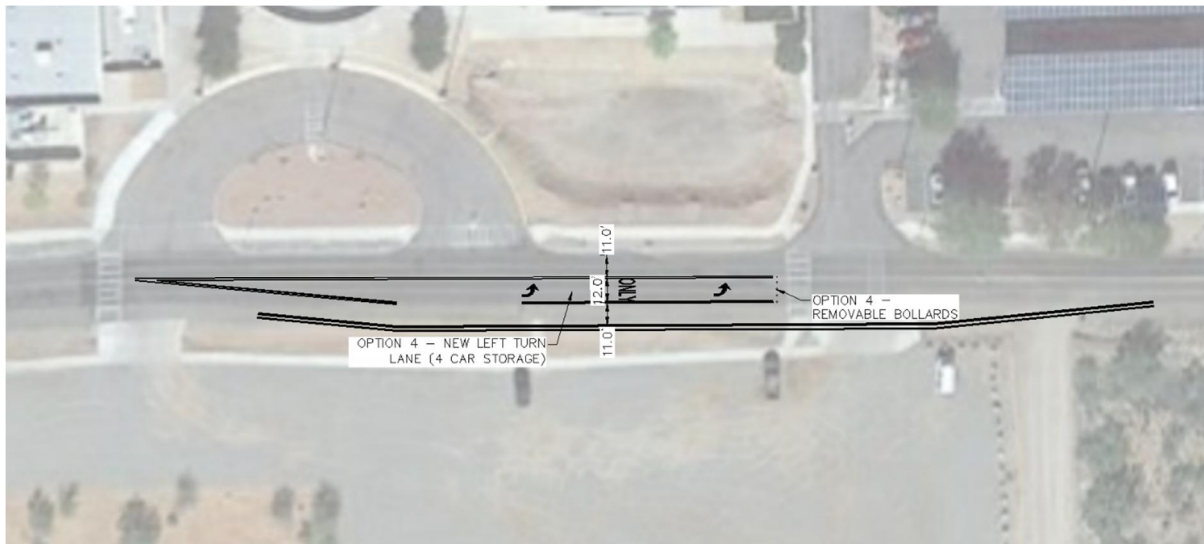


Figure 14. Option 4

Option 5: Student Loading Zone Improvements

On-site improvements are recommended to progress the afternoon pick-up process. Relocating student pick-up to the basketball courts, located to the south of the site, will allow for students to be picked-up quicker rather than waiting for vehicles to make it through the queue at the existing pick-up location. The addition of a canopy or shade structure will allow for students to safely wait for parents at this location.

The recommended improvements are expected to cost \$47,500. Cost estimates for this improvement are in **Attachment F**.



Figure 15. Option 5

Summary of Recommended Solutions

From the observed existing traffic and safety conditions, five improvements are recommended in two phases. Phase 1 should consist of Options 1, 2 and 3A. Upon Phase 1 completion and operation, the school and Town of Camp Verde shall monitor the improvements to determine if Phase 2 (Options 3B, 4 and 5) should be implemented.

Each improvement and the associated cost are summarized in **Table 2** below.

Table 2. Recommendations Summary

<i>Option</i>	Description	Cost
<i>Option 1</i>	New right-turn lane at school driveway & Camp Lincoln Rd	\$111,850
<i>Option 2</i>	New right-turn lane at Montezuma Castle Hwy & Camp Lincoln Rd	\$116,963
<i>Option 3</i>	Option A: Curb Reconfiguration at School Driveway	\$112,426
	Option B: New One-Way Access Road	\$177,680
<i>Option 4</i>	Eastbound Left-Turn Lane at Camp Lincoln Road & School Driveway	\$193,261
<i>Option 5</i>	Student loading zone improvements	\$47,500



CAMP VERDE SCHOOL TRAFFIC STUDY SITE PLAN



THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGN PRESENTED HEREIN, IS AN INSTRUMENT OF SERVICE, IS INTENDED ONLY FOR THE SPECIFIC PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED, REUSE OF AND IMPROPER RELIANCE ON THIS DOCUMENT WITHOUT WRITTEN AUTHORIZATION AND ADAPTATION BY KIMLEY-HORN AND ASSOCIATES, INC. SHALL BE WITHOUT LIABILITY TO KIMLEY-HORN AND ASSOCIATES, INC. COPYRIGHT KIMLEY-HORN AND ASSOCIATES, INC. 2022

ATTACHMENT B

Camp Verde School Traffic Study
 Roadway Improvements
 Engineers Opinion of Probable Cost
 Option 1



	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1 SITE IMPROVEMENTS					
1.1	Remove Existing Pavement	SY	85	\$ 8.00	\$ 680.00
1.2	Remove Existing Concrete Hardscape	SY	73	\$ 10.00	\$ 730.00
1.3	Salvage and Relocate Existing Sign	EA	3	\$ 500.00	\$ 1,500.00
					\$ 2,910.00
2 ROADWAY IMPROVEMENTS					
2.1	4" Asphalt Concrete Pavement	SY	480	\$ 30.00	\$ 14,400.00
2.2	Aggregate Base Course, 6"	SY	480	\$ 16.00	\$ 7,680.00
2.3	Subgrade Preparation, 8"	SY	480	\$ 3.00	\$ 1,440.00
2.4	Thermoplastic Pavement Marking	EA	3	\$ 50.00	\$ 150.00
2.5	6" Vertical Curb and Gutter, MAG Std. Dtl. 220-1, Type 'A'	LF	100	\$ 30.00	\$ 3,000.00
2.6	6" Solid White Stripe	LF	270	\$ 1.00	\$ 270.00
2.7	New Traffic Sign and Post	EA	1	\$ 500.00	\$ 500.00
					\$ 27,440.00
Subtotal Construction:					\$ 30,350.00
3 MISCELLANEOUS					
3.1	Mobilization, Bond, Insurance	LSUM	1	\$ 20,000.00	\$ 20,000.00
3.2	Construction Staking	LSUM	1	\$ 5,000.00	\$ 5,000.00
3.3	Environmental Control Measures	LSUM	1	\$ 3,000.00	\$ 3,000.00
3.4	Traffic Control	LSUM	1	\$ 5,000.00	\$ 5,000.00
3.5	Quality and Testing Control	LSUM	1	\$ 6,000.00	\$ 6,000.00
3.6	Design	LSUM	1	\$ 7,500.00	\$ 7,500.00
3.7	Construction Administration	LSUM	1	\$ 10,000.00	\$ 10,000.00
3.8	Contract Allowance	LSUM	1	\$ 25,000.00	\$ 25,000.00
					\$ 81,500.00
Subtotal Miscellaneous:					\$ 81,500.00
Total Costs:					\$ 111,850.00

ATTACHMENT C

Camp Verde School Traffic Study
 Roadway Improvements
 Engineers Opinion of Probable Cost
 Option 2



	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1 SITE IMPROVEMENTS					
1.1	Remove Existing Pavement	SY	32	\$ 8.00	\$ 256.00
1.2	Salvage and Relocate Existing Stop Sign, ADOT Std Det S-3	EA	1	\$ 500.00	\$ 500.00
1.3	Salvage and Relocate Existing Sign	EA	1	\$ 500.00	\$ 500.00
1.4	Remove/Relocate Storm Drain Inlet	EA	1	\$ 4,500.00	\$ 4,500.00
					\$ 5,756.00
2 ROADWAY IMPROVEMENTS					
2.1	4" Asphalt Concrete Pavement	SY	475	\$ 30.00	\$ 14,250.00
2.2	Aggregate Base Course, 6"	SY	475	\$ 16.00	\$ 7,600.00
2.3	Subgrade Preparation, 8"	SY	475	\$ 3.00	\$ 1,425.00
2.4	Thermoplastic Pavement Marking	EA	6	\$ 50.00	\$ 300.00
2.5	6" Solid Double Yellow Stripe	LF	310	\$ 1.00	\$ 310.00
2.6	18" Single White Stripe	LF	24	\$ 1.00	\$ 24.00
2.7	6" Solid White Stripe	LF	298	\$ 1.00	\$ 298.00
2.8	New Traffic Sign and Post	EA	2	\$ 500.00	\$ 1,000.00
Subtotal Construction:					\$ 25,207.00
					\$ 30,963.00
3 MISCELLANEOUS					
3.1	Mobilization, Bond, Insurance	LSUM	1	\$ 20,000.00	\$ 20,000.00
3.2	Construction Staking	LSUM	1	\$ 5,000.00	\$ 5,000.00
3.3	Environmental Control Measures	LSUM	1	\$ 5,000.00	\$ 5,000.00
3.4	Traffic Control	LSUM	1	\$ 7,500.00	\$ 7,500.00
3.5	Quality and Testing Control	LSUM	1	\$ 6,000.00	\$ 6,000.00
3.6	Design	LSUM	1	\$ 7,500.00	\$ 7,500.00
3.7	Construction Administration	LSUM	1	\$ 10,000.00	\$ 10,000.00
3.8	Contract Allowance	LSUM	1	\$ 25,000.00	\$ 25,000.00
Subtotal Miscellaneous:					\$ 86,000.00
Total Costs:					\$ 116,963.00



	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1 REMOVALS - OPTION 3A					
1.1	Remove Existing Pavement	SY	292	\$ 8.00	\$ 2,336.00
1.2	Remove Existing Concrete Hardscape	SY	35	\$ 10.00	\$ 350.00
1.3	Salvage and Relocate Existing Stop Sign, ADOT Std Det S-3	EA	1	\$ 500.00	\$ 500.00
1.4	Salvage and Relocate Existing Sign	EA	2	\$ 500.00	\$ 1,000.00
1.5	Relocate Existing Fire Hydrant	EA	1	\$ 2,000.00	\$ 2,000.00
					\$ 6,186.00
2 ROADWAY IMPROVEMENTS - OPTION 3A					
2.1	4" Asphalt Concrete Pavement	SY	260	\$ 30.00	\$ 7,800.00
2.2	Aggregate Base Course, 6"	SY	260	\$ 16.00	\$ 4,160.00
2.3	Subgrade Preparation, 8"	SY	260	\$ 3.00	\$ 780.00
2.4	6" Vertical Curb and Gutter, MAG Std. Dtl. 220-1, Type 'A'	LF	250	\$ 30.00	\$ 7,500.00
2.5	New Traffic Sign and Post	EA	1	\$ 500.00	\$ 500.00
					\$ 20,740.00
3 ROADWAY IMPROVEMENTS - OPTION 3B					
3.1	4" Asphalt Concrete Pavement	SY	1,870	\$ 30.00	\$ 56,100.00
3.2	Aggregate Base Course, 6"	SY	1,870	\$ 16.00	\$ 29,920.00
3.3	Subgrade Preparation, 8"	SY	1,870	\$ 3.00	\$ 5,610.00
3.4	Thermoplastic Pavement Marking	EA	1	\$ 50.00	\$ 50.00
3.5	New Traffic Sign and Post	EA	1	\$ 500.00	\$ 500.00
					\$ 92,180.00
Subtotal Construction - Option 3A:					\$ 26,926.00
Subtotal Construction - Option 3B:					\$ 92,180.00
4 MISCELLANEOUS					
4.1	Mobilization, Bond, Insurance	LSUM	1	\$ 20,000.00	\$ 20,000.00
4.2	Construction Staking	LSUM	1	\$ 5,000.00	\$ 5,000.00
4.3	Environmental Control Measures	LSUM	1	\$ 3,000.00	\$ 3,000.00
4.4	Traffic Control	LSUM	1	\$ 5,000.00	\$ 5,000.00
4.5	Quality and Testing Control	LSUM	1	\$ 7,500.00	\$ 7,500.00
4.6	Design	LSUM	1	\$ 10,000.00	\$ 10,000.00
4.7	Construction Administration	LSUM	1	\$ 10,000.00	\$ 10,000.00
4.8	Contract Allowance	LSUM	1	\$ 25,000.00	\$ 25,000.00
Subtotal Miscellaneous:					\$ 85,500.00
Total Costs - Option 3A:					\$ 112,426.00
Total Costs - Option 3B:					\$ 177,680.00

ATTACHMENT E

Camp Verde School Traffic Study
 Roadway Improvements
 Engineers Opinion of Probable Cost
 Option 4



	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1 SITE IMPROVEMENTS					
1.1	Remove Existing Pavement	SY	1,417	\$ 8.00	\$ 11,336.00
1.2	Remove Existing Concrete Hardscape	SY	350	\$ 10.00	\$ 3,500.00
1.3	Salvage and Relocate Existing Sign	EA	2	\$ 500.00	\$ 1,000.00
					\$ 15,836.00
2 ROADWAY IMPROVEMENTS					
2.1	4" Asphalt Concrete Pavement	SY	1,865	\$ 30.00	\$ 55,950.00
2.2	Aggregate Base Course, 6"	SY	1,865	\$ 16.00	\$ 29,840.00
2.3	Subgrade Preparation, 8"	SY	1,865	\$ 3.00	\$ 5,595.00
2.4	Thermoplastic Pavement Marking	EA	3	\$ 50.00	\$ 150.00
2.5	Removable Bollard	EA	5	\$ 500.00	\$ 2,500.00
2.6	6" Solid Double Yellow Stripe	LF	840	\$ 1.00	\$ 840.00
2.7	6" Solid White Stripe	LF	550	\$ 1.00	\$ 550.00
2.8	New Traffic Sign and Post	EA	1	\$ 500.00	\$ 500.00
					\$ 95,925.00
Subtotal Construction:					\$ 111,761.00
3 MISCELLANEOUS					
3.1	Mobilization, Bond, Insurance	LSUM	1	\$ 20,000.00	\$ 20,000.00
3.2	Construction Staking	LSUM	1	\$ 5,000.00	\$ 5,000.00
3.3	Environmental Control Measures	LSUM	1	\$ 3,000.00	\$ 3,000.00
3.4	Traffic Control	LSUM	1	\$ 5,000.00	\$ 5,000.00
3.5	Quality and Testing Control	LSUM	1	\$ 6,000.00	\$ 6,000.00
3.6	Design	LSUM	1	\$ 7,500.00	\$ 7,500.00
3.7	Construction Administration	LSUM	1	\$ 10,000.00	\$ 10,000.00
3.8	Contract Allowance	LSUM	1	\$ 25,000.00	\$ 25,000.00
					\$ 81,500.00
Subtotal Miscellaneous:					\$ 81,500.00
Total Costs:					\$ 193,261.00

ATTACHMENT F

Camp Verde School Traffic Study
 Roadway Improvements
 Engineers Opinion of Probable Cost
 Option 5



	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1 SITE IMPROVEMENTS					
1.1	Shade Structure	EA	4	\$ 7,500.00	\$ 30,000.00
Subtotal Construction:					\$ 30,000.00
2 MISCELLANEOUS					
2.1	Mobilization, Bond, Insurance	LSUM	1	\$ 2,500.00	\$ 2,500.00
2.2	Construction Staking	LSUM	1	\$ 1,000.00	\$ 1,000.00
2.3	Environmental Control Measures	LSUM	1	\$ 2,000.00	\$ 2,000.00
2.4	Quality and Testing Control	LSUM	1	\$ 2,000.00	\$ 2,000.00
2.5	Construction Administration	LSUM	1	\$ 5,000.00	\$ 5,000.00
2.6	Contract Allowance	LSUM	1	\$ 5,000.00	\$ 5,000.00
Subtotal Miscellaneous:					\$ 17,500.00
Total Costs:					\$ 47,500.00

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 18, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Special Session

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, Consideration, and Possible Approval to amend the Public Works Director and Administrative Clerk Job Descriptions and Salary Classification Scale.

List Attached Documents:

1. Draft revised Job Descriptions

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 10 Minutes

Reviews Completed by:

Department Head: Russ Martin

Town Attorney

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund:

Fiscal Impact: Estimated \$120,000 (new Town Engineer position with Wages/Benefits/Operations) Administrative Clerk had already been budgeted for 4th Quarter 2022.

Comments: Changing the Job Description that will potentially separate the job of Public Works Director from Town Engineer would incur the cost of two positions where only one is currently budgeted.

Background Information:

The Town currently needs additional staffing in Public Works to complete the ongoing operational oversight as well as the incoming growth. The Town Engineer position could be focused more by being separated from the PW Director to allow for better work with development and even our own projects that need engineering or an engineer review as well as they could work through updates to our standards.

Additionally, by not being required to assist in reviews and as much in project development the Director will be able to assist with other day to day departmental needs that currently rely on the Division Managers who also have difficulty getting to long term issues within their areas.

The Clerk's office is requesting to change the name of our assistant position to Administrative Clerk. This position as administrative clerk instead of executive assistant allows for certified credentialed training to transition into a form of a municipal clerk

The request simply separates the job descriptions, until Town Council considers reorganizational considerations the Town Engineer job can be still tied to the Director position.

Recommended Action (Motion):

Move to approve the new Public Works Director and Administrative Clerk job descriptions.



PUBLIC WORKS DIRECTOR / TOWN ENGINEER

Department:	Public Works	Revised Date:	August 2008 <u>May 2022</u>
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GENERAL PURPOSE: Under general supervision, directs the Public Works Department through effective planning, staff management, and resource allocation; assures the effective completion of Public Works projects, and compliance with state and Federal regulations, and Town policies and goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, and directs Public Works Department operations including streets, storm water systems, drainage, traffic control, and engineering; serves as the principal advisor to the Town on Public Works programs and technical issues; develops and directs plans and policies to meet Town goals and objectives; identifies problems, interprets concerns, defines desired results, and develops solutions; determines scope and priorities of programs and special projects; develops and manages construction projects and contracts.
- Monitors department operations and evaluates programs and services to assure they are meeting the needs of the community; evaluates and analyzes issues, and recommends and implements solutions; interprets and explains Federal and state rules and regulations; develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, and goals.
- Evaluates local transportation system and regional transportation issues; develops and updates transportation plans, and assures effective communication and coordination of transportation planning issues and strategies with other departments and regional organizations.
- Represents the Public Works Department to other Town departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and regulations; coordinates strategies to integrate services with other programs, departments and agencies; assures the integrity of the Public Works work products, processes and procedures; reviews technical documents for accuracy, completeness, and compliance with standards and practices; reviews status reports, and recommends appropriate actions.
- Reviews and approves contracts, agreements, plans and reports; manages the collection, analysis and reporting of operational data; assures effective communication of Public Works issues; monitors and reviews trends in regional civil engineering programs, and recommends operational and policy improvements; assures that appropriate services are provided.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.

- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises managers and staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Engineering, [Business Administration, Public Administration or similar](#), and seven year's [of management/supervisory](#) work experience in [construction/civil engineering](#) and project management, preferably in the public sector; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- ~~Registration as a Civil Engineer by the Arizona State Board of Technical Registration is required.~~

Required Knowledge of:

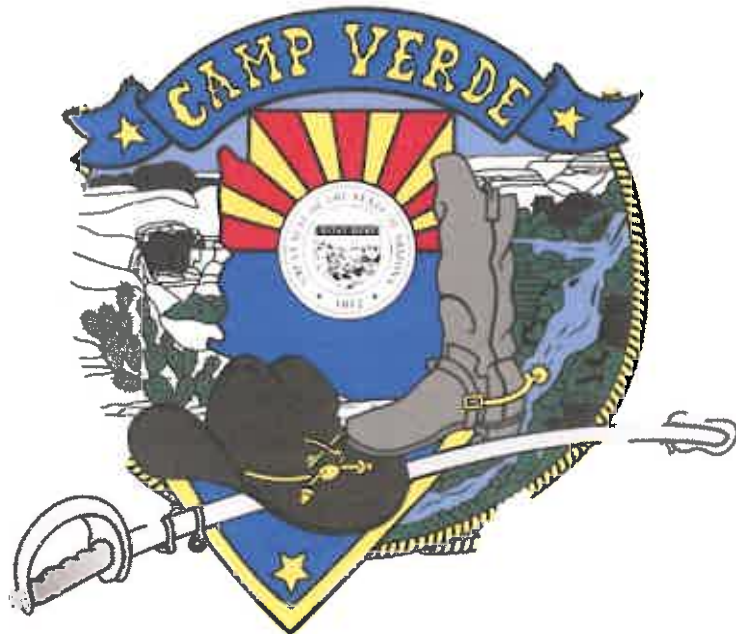
- Town policies and procedures.
- ~~Fundamentals of civil engineering, mathematics and physics.~~
- Principles of design, construction and maintenance of public works projects.
- Methods, materials and equipment used in public works construction, maintenance and repair.
- Principles and practices of government project management and contract compliance.
- Federal and state codes and regulations governing public works infrastructure.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Principles, practices and procedures of transportation and mass transit planning.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying engineering standards and Federal and state regulations and procedures.
- Developing and implementing procedures for cost effective management of allocated resources.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting technical instructions and analyzing complex variables.
- Reviewing and verifying mathematical calculations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Effectively supervising and leading staff, and delegating tasks and authority.
- Assessing Town needs and developing and promoting effective solutions.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment, and outdoors at Public Works job sites.



TOWN OF CAMP VERDE
 Established Date: Jan 1, 2020
 Revision Date: Jun 2, 2021

SALARY RANGE

\$18.00 - \$22.00 Hourly
 \$37,440.00 - \$45,760.00 Annually

GENERAL PURPOSE:

Under general supervision, performs a wide variety of administrative and office functions of a highly responsible nature. This position serves the public and must provide customer service by dealing tactfully and courteously with public and staff of Town of Camp Verde, while upholding all policies.

The Administrative Clerk provides direct support to the Town Clerk, Town Manager, Mayor, and Council by coordinating meetings, events, preparing reports, manuals, proclamations and various other documents.

This position requires exceptional customer service skills in responding to concerns from Town citizens and serving as liaison to the public. The Administrative Clerk responds to requests from public officials in other governmental agencies and regional organizations.

The ideal candidate is strongly committed to the profession of local government, has a positive record of achievement and a history of building relationships with internal and external stakeholders. He or she will have the ability to earn respect and to foster innovative solutions through sound administrative practices.

PRIMARY DUTIES & RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, or all responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Oversees Department administrative workflow; depending on area of assignment, applies specific knowledge of policies and procedure and applies judgment to resolving problems, analyzing data, and making decisions.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies; processes technical documents and other communications; maintains department files and database; collects and compiles statistical tracking systems; creates management reports; coordinates special projects and assignments; may administer grants and process applications; maintains technical and administrative records; researches records and computer databases; provides advice and assistance to Department on regulations; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains department records; coordinates and arranges meetings; reserves and arranges facilities; prepares agenda packets for Town Council and committee meetings.
- Assist in performing Deputy Town Clerk duties in her/his absence.
- Processes Business License Applications
- Provides information and assistance to visitors and customers; provides customer services and resolves complex customer service issues; screens and routes calls to appropriate individuals, takes and delivers messages.
- Receives and processes invoices, statements, and payment vouchers; monitors and evaluates expenditures and budget; orders supplies and maintains inventory.
- Responsible for maintenance and supplies of printer and postage machine.
- Distribution of incoming mail for all departments and council
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM & PREFERRED QUALIFICATIONS:

Education and Experience:

Associates Degree (Preferred), High School Diploma, or GED.

Three (3) years of increasingly responsible clerical, office, and administrative work, including public contact, office support and computer support. Must include at least one of the following : office management, supervisory, or serving as the primary support for management at a division. A combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Additional technical certifications and training may be required for some incumbents in this job class.

Knowledge of:

- Town Code.
- Policies, procedures, regulations, operations, and services of the assigned Department.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Must be experienced in the use of the following: Microsoft Word, PowerPoint, Excel, and Publisher
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and fine discrimination.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the requirements of the job may change.



Agenda Item Submission Form – Section I

Meeting Date: May 18, 2022

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, Consideration, and Possible Direction to advertise for the position of Town Attorney.

List Attached Documents:

1. Final Draft Job Advertisement

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 25 Minutes

Reviews Completed by:

- Department Head: Russ Martin
 Town Attorney

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: Current Budget proposals include the minimum amount of this advertisement.

Comments:

Background Information:

A slightly revised version of the advertisement is included for any word revisions/changes once considered by Town Council staff would be looking for formal direction to advertise.

Recommended Action (Motion):

Move to direct staff to advertise and prepare a review process for potential applicants.

Job Title: Town Attorney - Contract Position

Closing Date/Time: First Review June 13th, 2022 Continuous

Salary: Hourly

Job Type: Attorney

Location: 473 S. Main Street, Suite 102, Camp Verde, Arizona

Department: Town Attorney

Part-time (approximately 16 hrs. per week) Town Attorney, Camp Verde, AZ (12,000 pop.) Anticipated starting wage 75-95/Hr. DOQ; The Town Attorney is appointed by and reports to the Town Council.

This position is a professional level position that Town Council expects to require approximately 16 hours per week with flexibility at any given time. The Town Council will expect to have the Town Attorney available for Town Council meetings that are normally 2 to 3 times a month in addition to office work. The Town is open to candidates or firms that can dedicate to Camp Verde the expertise needed from the Town Attorney. The Town seeks applicants who have municipal law or legal experience as an attorney with excellent communication skills. The position includes will be a contracted position working directly for the Town Council.

First review June 13th, open until filled. Submit cover letter/proposal, and resume to: Town of Camp Verde 473 S. Main Street, Suite 102, Camp Verde, AZ 86322, Attn: Town Council

About Us:

Town of Camp Verde, Arizona

A growing community that is a quiet, safe place to raise your children, with a small-town atmosphere, a friendly relaxed, no-pressure way of life where practically everyone knows each other. Additionally, we have wide-open spaces, the Verde River, a mild 4-season climate and panoramic views from the vistas above our valley.

Description of Position:

This position is appointed by the Town Council, and serves at their pleasure, under the general supervision of the Mayor. The Town Attorney works closely with the Council and Department Heads to provide overall legal advice concerning Town operations.

Duties:

- Ensures Town operations are consistent with applicable law
- Provides legal advice to Council and Staff on issues concerning the Town
- Reviews all pending litigation involving the Town and makes recommendations on the disposition
- Prepares and presents civil cases and litigation including administrative hearings
- Coordinates Town interaction with Town contract attorneys, if any
- Coordinates with AMRRP and assigned attorneys re: litigation
- Reviews contracts, agreements and other documents for legal sufficiency
- Prepares and administers budget and operations of office of the Town Attorney

Minimum Qualifications:

- Graduation from an American Bar Association accredited law school
- Admission to the State Bar of Arizona prior to the start of job duties
- Working knowledge of tools and procedures required to complete appropriate legal research
- Working knowledge of computers/keyboarding and Windows based software systems
- Ability to work and communicate effectively with a variety of people

Desired Qualifications:

- 1 year experience as an attorney with an Arizona county or municipality

Required Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills
- Job requires exposure to extended periods of high stress and public/group contact

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 18, 2022

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, Consideration, and Possible Approval of up to \$40,000 from the CIP Fund to remodel the 300 Building at 395 S. Main for office space.

List Attached Documents:

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 10 Minutes

Reviews Completed by:

Department Head: Russ Martin

Town Attorney

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund:

Fiscal Impact:

Comments: This would come from Fund Balance

Background Information:

The office space in the 300 Building has run out and with Finance not moving at this point the need to continue to remodel the area between the new offices just completed and conference room is necessary immediately to accommodate Phase 1 of a remodel plan for the 300 Building.

Staff is expecting to need to remodel the remaining areas over the next couple of years but will be presenting a plan for that this fall along with a greater plan for office needs for all departments. The remodel can be done mostly in house like the other two projects so the anticipated costs include mostly materials only with the expectation that items such as electricity will be done with our regular vendors as necessary per building code requirements.

Recommended Action (Motion):

Move to approve use of up to \$40,000 from the CIP Fund to complete remodel of 300 building for office use.