

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

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

**1. Call to Order**

Vice Mayor Joe Butner called the meeting to order at 5:30 p.m.

**2. Roll Call**

Vice Mayor Joe Butner, Councilor Marie Moore, Councilor Robin Whatley, Councilor Jackie Baker, Councilor Chris McPhail, and Councilor Jesse Murdock are present. Mayor Dee Jenkins not present.

**Also Present**

Town Manager Russ Martin, Town Clerk Cindy Pemberton (via ZOOM) and Rec Secretary Chelsie Barnard.

**3. Pledge of Allegiance**

Vice Mayor Joe Butner 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 27, 2022 at 5:30 p.m.
- 2) Regular Session– May 4, 2022 at 6:30 p.m.
- 3) Work Session– May 6, 2022 at 8:30 a.m.

**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.**

**d) Approval of a letter of support for the Friends of the Verde River's Watershed**

## **Report card update Project**

Councilor McPhail made a Motion to approve the Consent Agenda as presented, 2<sup>nd</sup> was made by Councilor Moore.

### **Roll Call Vote:**

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Vice Mayor Butner: Aye

Mayor Jenkins: Not Present

**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))

Mayor Dee Jenkins joined meeting at 5:35 PM.

Jenny Dominique, Manager of the Twice Nice Thrift Store would like to build a storage shed on the dirt lot behind the park service building and asked for flexibility on zoning to help solve the storage concerns.

## 6. **Special Announcements and Presentations:**

- **Presentation of the Quarterly Reports for the Board of Adjustment and Planning and Zoning Commission.**

John Knight, Community Development Director presented his report as detailed in narrative of the packet and then turned over the presentation to Drew Faiella, the Planning and Zoning Commission Chairman who presented his report as detailed in narrative of the report. Spoke about different rezoning and development in the community.

- **Presentation of the Community Development Department Quarterly Report.**

John Knight, the Community Development Director presented his report as detailed in narrative of the packet.

**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**

Wastewater Manager, Chet Teague presented ideas for modifications needed for plant to be compliant.

Discussion among the Council occurred regarding budget, statistics, timelines, and unforeseen expenses due to inflation. Council was also concerned regarding projected community growth and infrastructure concerns.

Councilor Baker moved to approve the CIP Project. Minimum approve the expenditure of the budgeted \$250,000.00 to use as the down payment for the 3 Blowers, which takes approximately 20 weeks each to build and deliver. 2<sup>nd</sup> was made by Vice Mayor Butner.

**Roll Call Vote:**

Councilor Baker: Aye  
Councilor McPhail: Nay  
Councilor Whatley: Nay  
Councilor Moore: Nay  
Councilor Murdock: Nay  
Vice Mayor Butner: Nay  
Mayor Jenkins: Nay  
**Motion Failed: 6:1**

Councilor Murdock made motion to approve the item as presented with the exception of directing staff to fulfill or explore additional funding sources through the remainder of the projected budget.

Clerk requested clarification.

Councilor Murdock made motion to direct the expenditure as a CIP Project, Minimum approve the expenditure of the budgeted \$250,000.00 to use as the down payment for the three Blowers, which takes approximately 20 weeks each to build and deliver, with the additional funding sources through the remainder of the projected budget. Second was made by Councilor Moore

**Roll Call Vote:**

Councilor Baker: Aye  
Councilor McPhail: Aye

Councilor Whatley: Aye  
Councilor Moore: Aye  
Councilor Murdock: Aye  
Vice Mayor Butner: Aye  
Mayor Jenkins: Aye  
**Motion Carried: 7-0**

**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.**

Community Development Director of Planning and Zoning addressed the Council and spoke about various community concerns and issues that current statute and Ordinances hinder. 1<sup>st</sup> issue being Ordinance enforcement 2<sup>nd</sup> issue is camping illegally on private property.

Discussion among the Council on ideas to remedy various concerns.

Councilor Whatley inquired about the sports complex and would like a plan for people being able to commute around Town via bike.

Public Input:

David Love, President of the Chamber Business Alliance addressed the Council regarding signage for businesses on Main Street and stated is it time to revitalize Main Street and would like to add signs to direct more visitors to the area.

Community Member, Tanner McDonald addressed the Council and stated that he wants to make sure we support businesses coming into here. Spoke about inconsistencies with signage and enforcement of Ordinances.

Community Member Rob Witt addressed the Council regarding signage and stated that we need to leave it up to each business to determine their signage needs and asked for flexibility.

Town Clerk Cindy Pemberton read an email from Brian McDonald stating that the Town should review the current Sign Ordinance to make it more business friendly.

Community Member Sheila Stubler addressed Council stating signage is important to the community and encouraged Council to continue to involve the community.

The Council discussed the importance of working together to support the community, including having the citizens participate in re-writing the Sign Ordinance and promoting the Town.

Councilor Moore moved to direct staff long-range planning priorities for the Community Development Department minor and major projects as discussed at the Joint Planning and Zoning Commission/Council Meeting of March 10, 2022. Second was made by Councilor McPhail.

**Roll Call Vote:**

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Vice Mayor Butner: Aye

Mayor Jenkins: Aye

**Motion Carried: 7-0**

Mayor Jenkins thanked the public for attending and sharing ideas.

**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**

Town Manager Martin Spoke regarding traffic concerns associated with the Camp Verde School District and recommendations such as:

Option 1-New Right-Turn Lane at School Driveway and Camp Lincoln Road.

Option 2-New Right-Turn Lane at Montezuma Castle Highway and Camp Lincoln Road.

Option 3-Curb Reconfiguration at School Driveway.

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

Option 5-Student Loading Zone Improvements.

Mr. Martin stated he is asking for formal direction to set down with the school system regarding the various options and looking for feedback, including financial responsibility and what they are willing to do.

Discussion among the Council regarding the concerns about the traffic, concerns about the Towns Liability. Council discussed the possibility of the school hiring a crossing guard to assist in the traffic flow and safety, and noted that there are not enough school bus drivers. Council stated concerns as to why this is only a Town problem, and it should be more of a partnership.

Councilor McPhail made a motion to direct staff to work with the School District to help identify final options and proposals for future formal consideration. Second was made by Councilor Whatley.

**Roll Call Vote:**

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Vice Mayor Butner: Aye

Mayor Jenkins: Aye

**Motion Carried: 7-0**

**Recess at 7:29 PM**

**Resume at 7:37 PM**

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

Town Manager Russ Martin spoke about the rationale behind the changes being made to the Public Works Director Salary Classification Scale. The idea is to separate the Public Works Director job description from the Town Engineer job description.

Town Clerk Cindy Pemberton indicated the name change to Administrative Clerk instead of Executive Assistant as it would allow for certified credentials training to transition into a form of a Municipal Clerk.

Councilor Whatley moved to approve the amendment to the Public Works Director and Administrative Clerk Job Descriptions. Second was made by Councilor Baker.

**Roll Call Vote:**

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Vice Mayor Butner: Aye

Mayor Jenkins: Aye

**Motion Carried: 7-0**

11. **Discussion, Consideration, and Possible Direction to advertise for the position of Town Attorney.** Staff Resource: Russ Martin

Town Manager Russ Martin spoke about two proposals, either hire an individual or perhaps an LLC requesting to represent the Town.

Council Members requested clarification regarding the position being a contracted position working directly with Council. Council also suggested the job description should read historic, western and rural growing community with small-town atmosphere. Council indicated having issues with the verbiage 'no pressure way of life where practically everyone knows each other.'

Councilor Baker moved to direct staff to advertise and prepare a review process for potential applicants to include the discussion of the Town of Camp Verde. Second was made by Councilor McPhail.

**Roll Call Vote:**

Councilor Baker: Aye  
Councilor McPhail: Aye  
Councilor Whatley: Aye  
Councilor Moore: Aye  
Councilor Murdock: Aye  
Vice Mayor Butner: Aye  
Mayor Jenkins: Aye  
**Motion Carried: 7-0**

- 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

Manager Martin discussed possible changes at the 300 building where there is currently a 'horseshoe entrance on Holloman side of the building, this will complete Phase 1 of the remodel plan. Future remodeling will occur over the next couple of years.

Discussion among the Council occurred regarding the need to remodel and addressed concerns about the move of moving departments into new space.

Vice Mayor Butner made a motion move to approve up to \$40,000 from the CIP Fund to remodel the 300 Building at 395 S. Main for office space as presented. 2<sup>nd</sup> was made by Councilor Whatley.

**Roll Call Vote:**

Councilor Baker: Aye  
Councilor McPhail: Aye  
Councilor Whatley: Aye  
Councilor Moore: Aye  
Councilor Murdock: Aye

Vice Mayor Butner: Aye  
Mayor Jenkins: Aye  
**Motion Carried: 7-0**

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))

Sheila Stubler addressed the Council and asked them to save the date for the Veterans Welcome Home event which will be March 29 – April 3 2023.

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.

Councilor Baker attended the Verde Valley Sanctuary Event and hopes the community will continue to support this organization.

Councilor Murdock spoke about recent the promotions and graduation ceremony at Camp Verde schools.

Councilor Moore attended Camp Verde graduation ceremonies and thanked Councilor McPhail for her hep in the Turquoise Circuit block party.

Mayor Jenkins attended the Verde Valley Mayors meeting, Finance Committee meeting, and was honored to speak at the Clear Creek cemetery during the Memorial Day ceremony, also spoke the Verde Valley Sanctuary Fundraiser.

Councilor McPhail attended the Tribal Council meeting, Marshals Committee meeting. Participated in a ride along with Camp Verde deputies, and she is working with Community Development on a recycling plan.

Councilor Whatley attended various events and openings.



Councilor Murdock spoke about the soft opening of sports complex and thanked staff for all their help.

**15. Legislative Update**

Town Clerk Cindy Pemberton stated there is nothing to report.

Town Manager Russ Martin said the State budget has not been passed.

Discussion among the Council on surplus and what is causing the delay in passing a budget.

- 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.

Town Manager Russ Martin spoke about progress made in acquiring the Camp Verde Water System and thanked all staff for their efforts and contributions in making the deal happen.

- 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.**

**Vice Mayor Butner made a motion to move into Executive Session.**

**4§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) at 8:11 p.m.**

- **Reconvene Open Session at 9:10 p.m.**

**18. Adjournment**

Without objection Council adjourned the meeting at 9:10 p.m.



Mayor



Attest: Town Clerk Cindy Pemberton

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on June 8, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25<sup>th</sup> day of July, 2022.

Cindy Pemberton

Cindy Pemberton, Town Clerk