

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

1. **Call to Order** -Mayor Jenkins called the meeting to order at 6:30.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner (absent), and Mayor Dee Jenkins.

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

3. **Pledge of Allegiance**-The Pledge of Allegiance was led by Councilor Moore.

Mayor Jenkins requested a moment of silence to honor Yavapai Sheriffs' Officer Lopez who was shot and killed in the line of duty last week.

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. Special Session– June 8, 2022 at 5:30 p.m.
2. Regular Session– June 15, 2022 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

1. Work Session – Wednesday July 13, 2022 at 5:30 p.m.
2. Regular Session – Wednesday July 20, 2022 at 6:30 p.m.
3. Regular Session – Wednesday August 3, 2022 at 6:30 p.m.

Town Clerk Cindy Pemberton read the consent agenda. She corrected b1, Work Session, stating it should read July 20 at 5pm.

Councilor Moore requested to pull the minutes for June 8. She explained to the audience the importance of accurate minutes and although the minutes are a condensed version of the actual meeting, they need to be thorough. She did not feel the June 8 minutes met the standards required by the Town and was not in favor of approving them.

Motion made by Councilor McPhail to approve the consent agenda except for a1, the minutes of June 8.

Second made by Councilor Whatley.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

Mayor Jenkins turned the meeting over to Councilor Moore regarding the June 8 minutes.

Councilor Moore spoke about the June 8 minutes and their apparent vagueness. She stated the Town Council and Clerks office must meet quality standards for minutes Town Council minutes. She went on to explain how much work the Town Clerk's Office does preparing for Council meetings. This includes document preparation, minutes of previous Council meetings and any research on agenda items. She explained to the audience that the June 8 minutes were not to standards and should not be approved until they were redone. She feels it is important that our Town exhibits transparency. Councilor Moore would like the June 8 minutes reworked. Councilor Moore moved to not accept the minutes of the June 8 meeting and approve them at the July 22 meeting.

Motion by Councilor Moore to not accept the June 8 minutes and direct staff to have the minutes revised and resubmitted for Council approval at the July 20 meeting.

Second by Councilor Murdock.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-abstain
Mayor Dee Jenkins-aye

Motion passes 5-1. Councilor Baker abstaining.

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, Chamber Alliance Secretary, updated the Council on recent chamber activities. We welcome Emily Hoyt as a new chamber officer. Also included on the Chamber Board; Doctor John Watson, David Love and John Smoley. The chamber website is doing very well. It is the best website in the entire area to find anything. We have purchased three more domain names. The new 22-23 chamber book is now finished, and they will be available at the Cornfest. The cost is \$2.90 per book, and we are selling ads to offset the cost. We are helping the library with their booth at the event. We would like to put up a tourist kiosk somewhere in Town. We are returning to conventional chamber mixers that include speakers and education. She went on to explain the next mixer which will be held on Thursday at the library. Community Development Director John Knight will be the speaker. We will be doing third Thursday video mixers through Alienable, a small business site.

6. Special Announcements and Presentations:

6.1. Presentation of e-Notify, a Tool to Help Community Members Stay Informed. Presenter Kathy Hellman

Kathy Hellman, the Camp Verde Library Director presented e-Notify. This venue will notify the public with regarding happenings around Town and in the surrounding areas. It will enhance traditional communication. This includes the Town website. The best way citizens can be informed is through e-notify. A citizen can sign up through the Town website. Click on e-Notify and submit your email address. This will allow the Town to send the recipient email notifications. This web provider works with local governments. This means your email and private information will not be shared with anyone. The citizen can choose which topics they would like information on. A person can sign up for news events and calendar events. There are multiple topics. This program can also update citizens on several other government agencies such as ADOT and other local cities, such as Prescott.

Councilor Moore stated she signed up and said it was great information. She appreciated the presentation by Kathy Hellman. Mayor Jenkins stated her appreciation for Mrs. Hellman putting the e-Notify presentation together.

- **Presentation and recognition of Dobie Champion who was awarded the Arizona State Citizen Forester of the Year award.** Presenter Old Guys

Angie Grubs, representing The Old Guys, presented Dobie Champion with an award in recognition of the 2022 Citizen Forester of the Year. This award comes through the Department of Forestry and Fire Management. It is awarded to a citizen that displays a commitment to forestry and land management. This citizen is a dedicated member of the community. Mrs. Grubs stated that Dobie Champion was selected for her voluntary contribution to the Tree Committee.

- Dobie Champion was a founding member of the Tree Advisory Committee
- She was an active member in drafting the Tree Advisory Committee
- Active participant in the Town's Arbor Day Celebration.
- Instrumental in getting the Town of Camp Verde into the Tree USA in 2014.
- Developed a suggested tree planting for the Town of Camp Verde.
- Sought out a \$1,100 donation to purchase a Cork Oak planted near the cook shack near the Fort.

The Celebration Tree Program has planted over 60 trees throughout the Town. Mrs. Champion raised over \$6,000 for trees and shrubs for the library. She taught classes on trees at the local school. Working with The Old Guys, Mrs. Champion has led the work landscaping Rezzonico Park, Main Street and the Town. Her biggest contribution has been her dedication to recruiting and keeping volunteers for the Tree Advisory Committee program. Dobie Champion was presented with a "Tree Cookie" from the Forestry Department as Citizen Forester of the Year for 2022.

7. **Discussion, Consideration and Possible Approval of Resolution 2022-1092, a Resolution of the Mayor and Common Council designating the Chief Fiscal Officer for Official submitting the Fiscal Year 2023 Expenditure Limitation Report to the Arizona Auditor General.** Staff Resource: Michael Showers

Town Manager Russ Martin stated this will be a regular agenda item which is required by the state.

Councilor Murdock explained that this item sets a cap on what the Town can spend. This is part of the budget/spending processes. The cap may raise or lower depending on obtaining grants or a loan.

Motion by Councilor Murdock to approve Discussion, Consideration and Possible Approval of Resolution 2022-1092, a Resolution of the Mayor and Common Council designating the Chief Fiscal Officer for Official submitting the Fiscal Year 2023 Expenditure Limitation Report to the Arizona Auditor General.

Second by Councilor McPhail.

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

8. **Discussion, Consideration and Possible Approval of Ordinance 2022-A468 an Ordinance of the Mayor and Common Council for a Zoning Map change from C2-3 (Commercial: General Sales and Services, minimum 3,000 square foot lot) to C3 (Commercial: Heavy Commercial) for approximately four (4) acres, specifically described in Exhibit A (currently parcel 403-22-019J), located off of W. Wilshire Boulevard and W. Moonrise Drive, Town of Camp Verde, Yavapai County Arizona.** Staff Resource: John Knight

Community Development Director John Knight turned the agenda item over to Planner BJ Ratlief who is familiar with this item. Ms. Ratlief told the Council that the owners of Firebird Towing, Dan and Elisa Elly, have approached the Town to rezone their property from C2 to C3. A meeting was held with Town Planning and Zoning last month to review the request. The Planning and Zoning Commission approved the request unanimously. Town staff also recommends this request. This request is in line with the General Plan. There have been several other past rezoning approvals in this area.

No further discussion by Council or public.

Motion made by Councilor Murdock to approve Ordinance 2022-A468 an Ordinance of the Mayor and Common Council for a Zoning Map change from C2-3 (Commercial: General Sales and Services, minimum 3,000 square foot lot) to C3 (Commercial: Heavy Commercial) for approximately four (4) acres, specifically described in Exhibit A (currently parcel 403-22-019J), located off of W. Wilshire Boulevard and W. Moonrise Drive, Town of Camp Verde, Yavapai County Arizona.

Second by Councilor Moore.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye

Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

- 9. Discussion Consideration and Possible Approval of an Annual renewal of Use Permit 20210297 for the purpose of operating a Bed and Breakfast on two (2) parcels comprising approximately 3.29 acres. The property is zoned R1-35 (Residential: Single-Family, 35,000 square foot minimum) and located on Schaeffer Lane, just south of East Stolen Boulevard (APNs 404-04-047G and 404-04-047H). Staff Resource: John Knight**

Mayor Jenkins requested clarification from the Town Clerk regarding the verbiage of the agenda item. Should this be a decision agenda item as opposed to a consent agenda item? Mrs. Pemberton replied that it appears to be a clerical error.

Mr. Knight spoke regarding this item. This was originally a consent agenda item. This permit has been renewed through the Use Permit Process for the next three years from inception, after which time, it could be renewed indefinitely. Mr. Knight is requesting an additional year on the extension of the Use Permit. The Use Permit has been operating for a year. Originally there was concern from the neighbors in the surrounding area about operating a Bed and Breakfast in a residential neighborhood. Since that time, there have been no complaints or problems, and the business is doing very well.

Mr. Randy Rosette, the owner of the Bed and Breakfast, spoke regarding this agenda item. He stated the property is coming along very well and business is good. They get most of their clients for the recreation this area provides.

Councilor Moore asked Mr. Knight to clarify the Use Permit. Is it because there was concern with the neighbors? Do we need to renew this into perpetuity?

Mr. Knight replied that they need to review the conditions and compliance every year for the Use Permits. He would like to see the Town move to more of a review of each Use Permit. He would like to see the Council put this on the agenda sometime in the future. He feels that the review and approval of a Use Permit is a chancy business because the property owner may have put significant financial resources into the property and is taking the chance the Council will extend the existing Use Permit every year.

Mr. Knight would like to see the Town move toward a program where the conditions of the Use Permit were reviewed annually, to ensure compliance. Perhaps that could be discussed at a future Town Council Meeting.

Councilor Moore asked if the use permit went with the property or the owners. Mr. Knight replied, with the property.

Councilor Murdock spoke in support of the resolution. She stated the neighborhood

appears in support of this project. The review process, (through the complaint process) moves the extension of the use permit. She said the reviews are very good for the business and it is nice to have something like this for our Town.

Councilor Baker asked Mr. Knight if it makes sense to approve the Use Permit in perpetuity. He stated yes it does, from what he had seen so far. However, he believes it would have to go before the Council through a resolution for modification.

Motion by Councilor Baker to approve Annual renewal of Use Permit 20210297 for the purpose of operating a Bed and Breakfast on two (2) parcels comprising approximately 3.29 acres. The property is zoned R1-35 (Residential: Single-Family, 35,000 square foot minimum) and located on Schaeffer Lane, just south of East Stolen Boulevard (APNs 404-04-047G and 404-04-047H).

Second by Councilor McPhail.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

- 10. Discussion, Consideration, and Possible Approval to order up to 11 vehicles not to exceed \$640,000.00 for the departments of Community Development, Public Works and Library. The vehicles would be ordered/purchased using 2023 FY Budgeted funds. Staff Resource: Russ Martin**

Town Manager Russ Martin explained Town staff has worked over the last several months to compile a list of required vehicles, which are all trucks. The Agenda item allows for a larger number, however, staff has assured Mr. Martin that all the required vehicles can be purchased for the above-mentioned monies. This will be a five-year lease program that evolves into a purchase through Enterprise. This is how the government process works through Enterprise. Seven trucks are needed for a cost of \$85,000 annually.

There are a variety of trucks that are needed. The expenditures are estimated. Staff has anticipated further costs by providing a cushion for unseen costs. The debt service has anticipated the needs for the next fiscal year for vehicles.

Councilor Moore asked Maintenance personnel Jeff Kobel about the F-350 that he is requesting to move heavy equipment around. You are requesting additional F-250s for the new employees being hired for grounds maintenance. In addition, the library

requested a F350 to tow the STEM lab. Is this the same F-350 you are requesting to move heavy equipment?

Mr. Martin replied, yes, this is the same truck. It would be purchased for the Maintenance department, but it will be used on an occasional basis for hauling the STEM lab. We plan to share the use of the trucks between departments.

Councilor Moore asked that staff clarify the use of the trucks and why we need so many.

Jeff replied we need a truck for every employee so they can get their job done efficiently.

Councilor Murdock asked for clarification about who maintains the vehicles if we purchase and or lease them through Enterprise.

Mr. Martin stated Enterprise takes care of all maintenance through local vendors except for tires.

Motion by Councilor Murdock to approve to order 7 vehicles at an annual cost of \$85,000 per the Town Managers recommendation for the departments of Community Development, Public Works and Library. The vehicles would be ordered/purchased using 2023 FY Budgeted funds.

Second by Councilor McPhail.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

11. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Administrative Support Manager for Public Works and Utilities Department to the Plan.

Mr. Martin introduced the new Human Resource Director, Julia Kaiser.

Mayor Jenkins asked Mr. Martin to be sure and clarify what Council is voting for on each position. Are we voting to approve the position? Or, are some of the positions existing and we need to change the Job Descriptions? Council needs to be very clear on what they are voting on.

Human Resources Director Julia Kaiser presented the new Salary Plan and Job Descriptions in addition to several revised job descriptions. These changes in descriptions are necessary for the growth of the Town. Some of the job descriptions will require review as we move forward, such as the new Utilities Department. This will assist the leadership team to hold the employees accountable for the job they do.

Agenda item 11 is the Administrative Support Manger for Public Works position. This description is new, but the position is not. This is a classification change to an existing position. We will not hire for this position. It is intended to support both Public Works and the Utilities Department.

Mr. Martin clarified the wage adjustment for the position with the revising of the job description.

Mayor Jenkins reiterated that this is not a new position, merely a revision of an old one.

Motion by Councilor Whatley to approve the salary plan for Administrative Support Manager for Public Works and Utilities job description.

Second by Councilor Moore, however she requested clarification. Is the currently going to be vacated? And we add the new position?

Mr. Martin replied yes, but they are not filling two positions, it is only one position because they do not have the budget for both. They have several positions that are not filled but are present. The positions need additional job descriptions and revisions.

Ms. Kaiser clarified that the job description stays, but the position does not necessarily have to be filled.

Councilor Moore asked if the position is being reviewed and or replaced with something else? Or is it all in the job description?

Mr. Martin replied the job description is utilized for each needed position. This is what we need to do because we are growing. Job descriptions are a tool used for budgeting.

Councilor Baker requested clarification about the job description verbiage. Is this job description for the future or what we need now?

Mr. Martin explained that some positions will be title based as opposed to the job description. We are seeking to provide better descriptions of the jobs as departments are created and divide.

Mayor Jenkins asked the Clerk if there were any cards from the public on this item?

No cards.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

12. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Building Inspector I to the Plan.

Mr. Knight spoke regarding this position. He explained that the most important thing his department can do is hire good people, the second is to keep good people. The Community Development Department is rapidly growing, with growth comes the need for additional staff, mainly Building Inspectors. They would like to create a career path for our people to advance so they can retain them. They are looking for a new Building Inspector I, Inspector II and in agenda item 20, Inspector III. Building Inspector, I and II will be needed for the future. However, the only new position we are looking for currently is in Agenda Item 20, Building Inspector III. We currently have one Building Inspector, who would qualify for the Building Inspector III if it is approved.

Mayor Jenkins asked if they had people in these positions currently?

Mr. Knight replied that all three of these positions are new. they have a human that is in the position of Building Inspector. They are creating three new job descriptions, but only one new position; Building Inspector III (agenda item 20). If our current Building Inspector moves into the position of Building Inspector III, they will need to fill his position. Their goal is to have two Building Inspectors.

Town Clerk Cindy Pemberton reminded the Mayor that Council is only allowed to speak and discuss the current agenda item. No other agenda items are allowed to be discussed.

Mr. Martin explained that If this agenda item is approved, the Town will still have one position. If they go forward with the other positions, they will not include additional staff. If all they did tonight was approve this agenda item, then this current position would change to this particular job description.

Mayor Jenkins thanked Mr. Martin for the clarification.

Motion by Councilor McPhail to approve an amendment to the Town's Salary Plan by adding the Building Inspector I to the Plan.

Second by Councilor Whatley. She would like to take each position/agenda one at a time.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

13. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Building Inspector II to the Plan.

Ms. Kaiser explained that this is a revision to the job description. This will not require a new hire. It will be the next level to the Building Inspector that was just approved.

Motion by Councilor McPhail to approve amendment to the Town's Salary Plan by adding the Building Inspector II to the Plan.

Second by Councilor Whatley.

Councilor Moore requested Mr. Knight to clarify the Building Inspector positions. Are we gearing to having three positions? Or are we creating a career path and pay increase?

Mr. Martin stated the employees will move up the ladder as they get more skills and training. Some of it is attached to salary, but some of it is a prestige and retention of quality of employees. This is to create opportunities for the employee. We want to keep our employees.

Mr. Knight explained that we are approving the positions, not filling them. This is to put more tools in our tool box. There is overlap between the positions. Our goal right now is to get all these descriptions approved.

No further discussion.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

14. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Deputy Town Manager to the Plan.

Ms. Kaiser explained this is a new position, essentially a Second In Charge to the Town Manager. This position will work under the supervision of the Town Manager and assume the duties of the Town Manger during his absence.

Mr. Martin explained that this position is very similar to the Town Manager position. This position does not directly affect any department at this time. In the Town's organizational chart, this position will sit at the top and assume some of the duties of the Town Manager. We cannot subscribe this position to any certain area at this time in our Town growth. This will be done by the current Town Manager as we move forward. It is a possibility down the road that we would have two Deputy Town Managers, but we are not voting on that tonight.

Mr. Martin's intent is to train someone for this position so that they could assume some of the supervision duties he currently performs, however, until the Town hires someone, he will not be able to assure Council what supervisory roles they will assume. This will happen in the future.

Mayor Jenkins clarified that this position would have similar duties enjoyed by the current Town Manger. The ultimate goal is to delegate some of the current Town Manger duties to the Deputy Town Manager.

Mr. Martin explained it would be an extra level for our current directors. We will have to make a change to our Personnel Manual for this position because it is supervisory. This is an extra level of supervision.

Mayor Jenkins clarified that at this time the Marshall takes over the duties if the Town Manager is not available. Where is that written?

Mr. Martin stated yes, that is correct, but we need to revise it which will be done after approval.

Councilor McPhail stated she appreciated the job description and its clarity. The Deputy Town Manager will have the responsibility of follow-up with the citizens for anything made by the Council.

Motion by Councilor McPhail to approve amendment to the Town's Salary Plan by adding the Deputy Town Manager to the Plan. Councilor McPhail stated she appreciated all the work staff had done regarding this position. One of the aspects of a Deputy Town Manager that is so attractive, is that the person in this position will be able to follow up with the public regarding Town Council meetings.

Councilor Baker said she appreciated all the work that went into this agenda item,

however with the current size of the Town, she does not feel like we need the position at this time. The current system seems to work very well with Marshall Rowley stepping in when the Town manager is absent.

Town Clerk Cindy Pemberton reminded the Council to stick to the rules regarding motions and discussion.

Second by Councilor Whatley.

Councilor Moore requested clarification about the position. Is this another level of chain of command? Does this position allow people to go to the Deputy Manager instead of the Town Manager, especially if the person has an issue with the Town Manager?

Mr. Martin explained that this is another level that will assist in management of people and departments.

Councilor Murdock stated she remembered a work session or discussion regarding the Deputy Manager. She views the position as a support position for the Town Manager. She reminded Council that we have asked Mr. Martin to explore the position and bring it before Council. She supports this agenda item.

Mayor Jenkins clarified that this is in the budget, correct?

Mr. Martin replied yes, the budget you approved.

Mayor Jenkins asked Ms. Kaiser why both positions are in the same salary classification?

Ms. Kaiser explained that it is a mirror position to the Town Manager and the qualifying employee would share similar skills and education and experience.

Mayor Jenkins reiterated the position was created this way to assist the current Town Manager to "peel" off some of his current job duties.

Mr. Martin stated that there may come a time the Town Manager leaves employment and the Deputy Town Manager does not want the position. At that time, the Town may have an issue with salary that may need to be revised.

There is no citizen input.

Mayor Jenkins called for a vote.

Vote;

Councilor Whatley-aye

Councilor McPhail-aye

Councilor Moore-aye

Councilor Murdock-aye

Councilor Baker-nay
Mayor Dee Jenkins-aye

Motion passes 5-1

Mayor Jenkins called for a ten-minute break at 8:03

The meeting resumed at 8:15

15. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Civilian Commander to the Plan.

Town Marshall Cory Rowley explained the position and its request. When Marshall Rowley came to the position there was a commander, who retired. He did not hire a replacement because he likes to promote from within, however, there were no qualified candidates in the marshal's office at that time, as a result he hired two lieutenants, one over law enforcement and one over civilians. Since that time, one lieutenant has resigned. He will not replace the lieutenant that has left. He has money in his budget. He has a job description that will fit the civilian commander. This is not additional staff. We will use the resigned lieutenant's salary to offset the position.

We need a civilian commander over the civilians because the law enforcement commander supervising civilians doesn't work well.

Mayor Jenkins asked the Marshall if he currently has a people for this position.

Marshall Rowley replied yes, we have had one interview and another coming up.

Councilor Moore asked for clarification about the level of command.

Marshall Rowley replied it is a military structure. There is a Marshall, Deputy Chief, Commander, lieutenants, sergeants, sworn personnel. He is asking for the job description to change to reflect that the position needs to be a commander position and law enforcement certified because the position will make command decisions. This is how the structure is at the sheriff's office. There needs to be a clear separation between law enforcement duties and civilian duties.

There are no cards from the public for this item.

No further discussion.

Motion by Councilor Baker to approve amendment to the Town's Salary Plan by adding the Civilian Commander to the Plan.

Second by Councilor McPhail.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

16. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Court Administrator to the Plan.

Ms. Kaiser explained this is a revision to the job description and will not require an additional employee. This is an effort to make the job description more detailed to better reflect the duties currently being performed.

Mayor Jenkins asked for clarification about an employee being supervised by a contract employee such as the magistrate.

Mr. Martin replied that all hiring, and firing is done by the department head. This includes contract employees. Contractors have the same rights as Town employees. There is a chain of command and processes that works if the person is a Town employee or a contract employee. Final decisions are made by the department head.

Mayor Jenkins clarified that the contract employee, the magistrate as head of the department, has hiring and firing capabilities and that is written into the contract.

Councilor Baker clarified the language of the agenda item. She asked if the Town manger had authority over the court employees?

Mr. Martin replied, yes, but the authority is delegated to the department heads. Just because we have that authority, doesn't mean we use them.

Councilor Baker asked how hire and fire works with the Judicial system? As I understand it, the judicial system is separate from the Town.

Mr. Martin replied the magistrate has authority over the court employees, it doesn't have anything to do with the bench or the decisions made on the dias. The Town manager has authority over all employees regardless of where they work. The magistrate has full authority over the bench. Executive and legislative decisions are the responsibility of the Town. Judicial decisions are the responsibility of the court/magistrate.

Town Clerk Cindy Pemberton reminded the mayor of the amount of time remaining in the meeting and the number of agenda items to be discussed.

Councilor Moore stated that our Town is the only Town that doesn't have a court administrator. We need this position, and it is a proper title for the position.

Motion by Councilor Moore to approve amendment to the Town's Salary Plan by adding the Court Administrator to the Plan.

Second by Councilor Whatley.

No further discussion. No cards from the public.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

17. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Library Manager to the Plan.

Ms. Kaiser explained this is a new position requested by the library manager.

Library Manger Kathy Hellman explained this is a new position, but the library currently has a person filling it through a AmeriCorps-Vista worker. She stated the standard operating procedures of the library are a better description of the job because it lists the duties people perform daily, weekly, monthly, quarterly, and yearly. We need the position for staff support, especially with the volunteers. The expectation is very high for staff performance, and it is stressful. The Library Manger supports staff in a manner Ms. Hellman does not have time to do.

Mayor Jenkins explained that this was discussed at the work session and we did not get total consensus. Her concern is that the Town has experienced a significant increase in salaries, over a million dollars in new hires. The salary is high, and she has concerns about the amount of money required, even though it appears this position is needed by the library.

Ms. Hellman stated we can put the position off for six months because the person currently performing these duties is an Ameri-Core Vista recipient and that is when her contract with Ameri-Core expires, making this a midterm hire.

Councilor McPhail asked how many employees the library currently has.

Ms. Hellman stated there are 12, 11 report directly to the Library Director

Councilor McPhail asked how not filling this position would affect the library.

Ms. Hellman said we would definitely lose the forward momentum we currently enjoy with the library volunteers. We could try and filter the duties down to current library employees, but it is problematic.

Councilor McPhail stated that the quality of our Town is dependent on our leaders and

we need to take care of them. This is not just about books, but the well-being of our community. She is supportive of this position. This is our opportunity to care for our community through the services the library provides.

Councilor Murdock feels trepidation about the position. Is supervising volunteers the only duty of this position? Can we step the position down in salary? The cost of this position is high. Currently, we are approving the salary plan. She feels the library manager position is maybe too high a job title. Can we do it with a lesser title? Will this position apply for grants etc. Can we afford this over the long term? She is having a difficult time with the "manager" title.

Ms. Hellman replied that the education and skill set for this position would greatly enhance the services the library provides. This position would step up for me when I am not available. A step down of this position would hamper that ability. The amount of duties Ms. Hellman currently provides are nearly more than she can perform. This position would assist her. Supervision of library employees would be split between the two positions.

Councilor Murdock reiterated that we are putting in these job descriptions for future growth, but are we just hiring these positions for the "what ifs" or when the Town Manger or Library Director is gone? Is this our fallback for when someone is gone? That is not why I want to fill these positions.

Mr. Martin replied that when a Town is growing and the demand of the things you want grows and we need more staff. People fill in when others are gone. As the organizations grows, the demand grows, and we need more staff to meet the need. He wants to point out that this position requires a master's degree and we are starting the salary at \$56,000 dollars which is comparable to the school district. If we knock the salary down or the job title, we lessen our ability to grow. This is a priority for Mr. Martin because we need to build a system that supports our employees and our services. This system must be based on a position not on a person.

Councilor Whatley asked how many volunteers are at the library? Ms. Hellman replied about 29 or 30. Councilor Whatley stated it is vital we keep our volunteers, and it is important to have someone that can coordinate all the volunteers. The library and Ms. Hellman does a great job for the community. She supports the position.

Town Clerk Cindy Pemberton stated there was a public request card.

Paul Schwimmer spoke regarding this agenda item. He is currently a volunteer at the library for the past two months. He has met the person currently doing this job. It would be a serious blow to the library if we dont get this position. Our country lags seriously in math and science. He supports the library and the position. To get good people, they need to be paid appropriately. If we don't get this position, it will create a big void in services. The library is the first place I went when I moved here. Many people are well served by the library.

Councilor Murdock asked if this position was budgeted for this year.

Mr. Martin replied yes, for the full fiscal year.

Motion by Councilor Baker to Approval amendment to the Town's Salary Plan by adding the Library Manager to the Plan.

Second by Councilor McPhail.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-nay
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-nay

Motion passes 4-2

Mr. Martin requested that we revise the agenda because of time. We have an executive session at the end of this meeting.

Discussion ensued regarding the remainder of the meeting.

Mayor Jenkins stated we will complete agenda items 18 and 19 and 21 and postpone the remainder agenda items and go directly into executive session

Council moved to agenda item 18.

18. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Library Specialist I to the Plan.

Ms. Kaiser clarified that this position is a revision, no additional staff will be required. The agenda item merely gives a better description of the job currently being performed.

Call the public for comments.

Mr. Schwimmer stated he will not speak on this issue.

Motion by Councilor McPhail for approval amendment to the Town's Salary Plan by adding the Library Specialist I to the Plan.

Second by Councilor Whatley

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

19. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Library Specialist II to the Plan.

Ms. Kaiser explained this is a revised position and does not require the hiring of an additional staff member.

Mr. Schwimmer recalled his request to speak.

Motion by Councilor Baker Approval amendment to the Town's Salary Plan by adding the Library Specialist II to the Plan.

Second by Councilor McPhail.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

Mayor Jenkins stated we are skipping item 20 and moving to item 21

20. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Senior Building Inspector to the Plan.

21. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Spanish Outreach Library Specialist to the Plan.

Ms. Kaiser stated this is a new job description that does not require hiring any additional staff members. It describes specifically a position with Spanish speaking abilities.

Motion by Councilor Murdock to approve an amendment to the Town's Salary Plan by adding the Spanish Outreach Library Specialist to the Plan.

Second by Councilor Whatley.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

Ms. Pemberton reminded Mayor Jenkins to address agenda item 31.

22. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Stormwater Specialist to the Plan.**
23. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Town Engineer to the Plan.**
24. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Utility Clerk to the Plan.**
25. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Utility Director to the Plan.**
26. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division Manager to the Plan.**
27. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Wastewater Division Foreman to the Plan.**
28. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Operator to the Plan.**
29. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Youth Services Supervisor to the Plan.**

30. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division Foreman to the Plan.**
31. **Discussion Consideration and Possible Approval of Town Manager to receive COLA effective June 26, 2022 in waiver of the terms of his contract.** Staff Resource: Russ Martin

Mayor Jenkins explained this is on the agenda to keep everything legal. In fairness to the manager, she put this on the agenda so the manger could receive his COLA in a timely manner. All Town employees received their COLA in June. The Town manager is a contract employee. His contract states he is to receive his COLA on his anniversary date which is in August. However, the mayor felt that in fairness, the Town manager should receive his COLA at this time.

Motion by Councilor McPhail to approve Town Manager to receive COLA effective June 26, 2022 in waiver of the terms of his contract.

Second by Councilor Whatley.

Councilor Murdock asked about supporting documents about the Town manger contract that supported the COLA. Is this reflected appropriately in our budget?

Mayor Jenkins replied that Mr. Martins' contract specifically states that he is to receive a COLA on his anniversary date. And yes, it is in the budget.

Vote;

Councilor Whatley-aye
Councilor McPhail-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

The Council moved onto agenda item 36.

Motion by Councilor Murdock to move to agenda item 36, Update, Discussion and Consultation with the Town Attorney for legal advice regarding the reporting, Supervisory and organization structure of the Town Marshal's Office and its employees. The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(3).

Second by Councilor McPhail.

Executive session commenced at 9:05.

- 32. 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))
- 33. 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.
- 34. Legislative Update**
- 35. 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.
- 36. Update, Discussion and Consultation with the Town Attorney for legal advice regarding the reporting, Supervisory and organization structure of the Town Marshal's Office and its employees. The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(3).**
- 37. Update, Discussion and Consultation with the Town Attorney for legal advice to receive an update regarding potential notice of claims. The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then**

reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(3).

38. Adjournment



Mayor Dee Jenkins

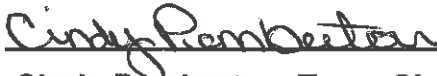


Attest: Town Clerk Cindy Pemberton

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 July 6, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25th day of July, 2022.



Cindy Pemberton, Town Clerk