

MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 3, 2022 AT 6:30 PM.

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

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 (via Zoom), Vice Mayor Joe Butner, and Mayor Dee Jenkins.

Others present; Town Manager Russ Martin, Town Clerk Cindy Pemberton, Assistant Clerk Jadie Edwards, Transcriptionist Dana Donahue.

3. **Pledge of Allegiance-** the Pledge of Allegiance was led by Councilor Moore.
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 – July 20, 2022 at 5:00 p.m.
- 2) Special Session – July 20, 2022 at 6:00 p.m.
- 3) Regular Session– July 20, 2022 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Work Session – Wednesday August 10, 2022 at 5:30 p.m.
- 2) Regular Session – Wednesday August 17, 2022 at 6:30 p.m.
- 3) Regular Session – Wednesday September 7, 2022 at 6:30 p.m.
- 4) Regular Session – Wednesday September 21, 2022 at 6:30 p.m.

Mayor Jenkins informed the Council of errors regarding names, in the minutes of June 20 regular session and special session that need to be corrected prior to approval and requested they be pulled from the consent agenda.

Councilor Moore moved to accept the consent agenda except for items 4a2 and 4a3.

Seconded by Council McPhail

Vote

Councilor Baker-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Whatley-aye
Vice Mayor Butner-aye
Mayor Jenkins-aye

Motion passes 7-0

Mayor Jenkins read specific items from the minutes of July 20 that needed correction. The Town Clerk acknowledged the corrections.

Councilor Moore moved to approve consent agenda items 4a2 and 4a3 with the corrections as noted for the clerk. Seconded by Councilor McPhail.

Vote

Councilor Baker-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Whatley-aye
Vice Mayor Butner-aye
Mayor Jenkins-aye

Motion passes 7-0

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 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))

Town Clerk Cindy Pemberton stated that two members wished to speak about Agenda item 7 of the agenda and she believed it has been rescheduled for August 17th.

Mayor Jenkins advised the audience that Agenda item 7 regarding approval of the FY23 Budget, has been rescheduled for August 17th. Anyone wishing to speak on agenda item 7 could do so now or wait for the August 17 meeting.

Ms. Pemberton replied there were several requests to speak cards regarding item number 7.

Dr. Robert Noone spoke regarding the budget. He has been a resident of Camp Verde for over 30 years and owned a business in Town. Dr. Noone talked about the Town budget and the "taxable privilege assessment" which, he told the Council its essentially sales tax. He felt this verbiage was deceptive. He went on to say that deception is a legal lie. The entire thing (the budget) is predicated by lies. He feels that it (the budget) is not transparent.

Kendra Noone spoke regarding the towns budget. She told the Council that trying to find the budget on the town website was problematic. She was unaware the council was voting on the budget. It was her understanding that the budget was to be published in the newspaper, at the library and at the town prior to voting. As of last week, it was nowhere to be found. Ms. Noone finally went to the library and requested a copy of the budget from the library staff. The staff was able, after several attempts, to find the budget and print it out. She feels there is no transparency in the budget for the people that are paying for it. She requests that the council publish the budget in a timely manner for the citizens to view prior to voting on it.

Paul Lundy spoke regarding issues involving code enforcement. He lives in Verde Lakes. He told the Council his neighbor is a hoarder. The neighbor is currently living in a non-functional motor home that has no water or sewer because he is unable to live in his trailer. Mr. Lundy is concerned about the fire hazard this property presents. He mows the weeds in front of his neighbor's house and in the alley between the houses to reduce the fire danger. Mr. Lundy made a complaint to Town Code Enforcement. The enforcement officer has come to the property but has not contacted the owner.

Mr. Lundy gave several addresses in his neighborhood (within a quarter mile) with code enforcement issues, mainly people living in trailers, or travel trailers with no working utilities, mainly sewer. He wants to know how the sewage is being addressed on these properties. His primary concern is the potential fire hazard.

Cheri Wischmeyer spoke regarding the Council minutes. She had reviewed the minutes of the public budget hearing where she had spoken extensively. Ms. Wischmeyer said the minutes are not correct. She is aware Council has spoken to staff regarding the importance of accuracy in the minutes. It is important that the minutes be accurate, and she feels that the minutes are getting worse. She would like them improved.

Ms. Wischmeyer is not confident that the blue forms (request to speak cards) are being read properly. There is a box on the blue form that states "would like to speak on items not on the agenda". She does not feel that she should have to tell the Clerk of the subject matter she is wanting to speak about when this box is checked. She went on to say, that's because the Council are elected officials, a request should be sufficient to speak to them.

Town Clerk Cindy Pemberton addressed the concerns regarding the minutes. She told the Council that there have been several recently hired transcriptionists who are unfamiliar with staff names. The Town Clerk and Deputy Town Clerk were also out of Town last week for Elections training and were unable to review the minutes. Regarding Ms. Wischmeyer's request to speak comment, Ms. Pemberton stated it is up to Council to consider Public requests to speak. She further clarified that the Clerk's office needs to be aware of the subject matter of said requests for transcribing and record keeping purposes.

6. Discussion, Consideration and possible approval of funding of the Meals on Wheels program for Camp Verde residents operated by the Verde Valley Senior Center in an amount up to \$50,000. Staff Resource: Russ Martin

Town Manager Russ Martin informed the Council that in 2019 the Town gave \$7,500 dollars to the Meals on Wheels program. In 2020 the Town contributed \$15K to operations but also assisted monetarily for a vehicle in the amount of \$12,500 dollars. In 2021 we contributed \$20k to Meals on Wheels.

Ms. Elaine Bremner spoke regarding the Meals on Wheels program. She is here to request \$50K from the Town. She gave the following statements;

- The program has served nearly 11,000 meals to residents of Camp

Verde

- They covered over 10,000 miles to deliver the meals.
- The cost is \$10.79 per meal
- There is currently a waiting list for service

Ms. Bremner encouraged Council members to participate in a ride-a-long with Meals on Wheels to see how much the program benefits the people of Camp Verde. They have four routes in the area. She continued, stating that if the Council would like to see the real plight of the people that live in this community, who would not live without this service, please come along with us. This is a lifesaving community service.

She is requesting \$50k because it will cost her a little over \$110k for the program for the next year. Ms. Bremner informed the Council that food is in short supply. The program is having problems getting bread. Fuel costs are uncertain. Shamrock Dairy is experiencing continuous delays due to labor shortages

There was a shortage of canned pears, which the program uses when fresh fruit is not available. She is requesting \$50k so Camp Verde can pay their fair share of what it costs to service its' residents.

Councilor Moore asked Ms. Bremner about the \$50k she is requesting from the town. She wanted to know if it costs \$110k for the program, and Camp Verde participates with \$50k, where is the remainder of the money coming from?

Ms. Bremner replied that NACOG (Northern Arizona Council Of Governments) provides a portion of the money. Meals on Wheels participates in fund raisers and some of the recipients can contribute. Funds from Camp Verde residents last year totaled less than \$4,000 dollars. NACOG's contribution pays for the first thousand meals. The program raises the money for the remainder.

Councilor Moore clarified that NACOG does pay for the first thousand meals.

Ms. Bremner replied yes, for the first thousand meals.

Mayor Jenkins asked Mr. Martin about the appropriation of the budget for Meals on Wheels. She wanted to know what the town has dispersed and what remains.

Mr. Martin answered, saying that currently monies are being spent for the Vietnam Memorial Traveling Wall. The town committed a thousand dollars several years ago for the event, but it is possible more will be requested, however the event is not until March. The town also committed \$9,500, that

brings the amount down to less than \$50k of the \$60k budgeted. The town has \$49.5k as a max it can spend. There are 11 months remaining in the budget. Council and staff might have an opportunity to come back and review this again.

Councilor Baker stated the \$60k is in the non-departmental discretionary budget. She asked Mr. Martin about the money in the discretionary budget.

Mr. Martin stated the non-departmental budget contains a myriad of items. He was unsure of the total dollar amount in the account. It contains expensive items and simple ones.

Councilor Baker asked again if the Town has any more money for community outreach, besides the \$60k.

Mr. Martin stated, not at this time because we are only one month into the budget and subsequent expenditures. The end of the year would be much better to make that assessment.

Mayor Jenkins clarified that the amount in the Towns' non-departmental budget is \$559k. However, it includes elements such as insurance and other items.

Councilor Moore asked Mr. Martin about the monies the Town has given to Meals on Wheels in the past. She suggested splitting the costs; giving a smaller amount than Ms. Bremner is requesting, then come back to it in six months and see where the town is with the budget. Perhaps, if the town has funding left compared to where Ms. Bremner is with her fund raising, that the town give the program more than what we have given in the past, but not dry up funding the town has set aside.

Mr. Martin replied it is important to wait until we know what our revenues are. Last year the town had \$40k in that budget item. He suggests the town wait to see what the revenues coming in reveal. Last year it was \$20k. That is exactly what the council did last year.

Ms. Bremner stated the program has been providing meals to Camp Verde residents for over 20 years, most of those years without any financial contribution from the town. She stated the program is paying for meals, containers, insurance and one paid driver and gasoline. The program needs volunteers.

Councilor Baker clarified with Ms. Bremner that Yavapai County does not financially contribute to Meals on Wheels.

Ms. Bremner replied that is correct; Cottonwood takes care only of

Cottonwood, Clarkdale contributes nothing, neither does Lake Montezuma. The program takes care of all those areas regardless of funding.

Councilor Murdock spoke regarding Councilor Moore's idea to split the financial contribution to the program. She recommends \$25k immediately, and the item reviewed after the first of the **year** to see where the budget lies.

Mayor Jenkins agreed.

Councilor Murdock moved to approve \$25K from the Community Outreach Budget for Meals on Wheels funding to the Verde Valley Senior Center and then direction to staff to look at the budget in January to fulfill the donation after the first of the year.

Seconded by Councilor Moore.

Vote;

Councilor Baker-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Whatley-aye
Vice Mayor Butner-aye
Mayor Jenkins-aye

Motion passes 7-0

- 7. Discussion, Consideration a possible approval of the Town of Camp Verde FY23 Final Budget.** Staff Resource: Mike Showers

This item has been rescheduled to August 17th.

- 8. Discussion, Consideration and possible approval for the Town Finance Director to sign the attached IGA with the City of Glendale for access to the Glendale Tax Application software at a cost of \$3500 for the first year and \$1500 annually.** Staff Resource: Mike Showers

Finance Director Mike Showers, via Zoom, spoke regarding this issue. He stated the Glendale program will allow the Town to look at tax information as it comes in. He recommended purchasing this software. The software is fast and

reliable. This request is already budgeted, but we need an IGA with the City of Glendale. The IGA must be approved by council. In the past the town has used software from the City of Phoenix. The fees for the City of Phoenix software have declined, but the program itself is severely limited and extremely slow.

Mayor Jenkins asked Mr. Showers about the advantages of the Glendale software.

Mr. Showers told Council the software will streamline the process of researching where tax revenue is coming from, and how much to expect. It will allow the town to keep track of the taxes business pay, such as who is paying too much and who is paying too little. It will also help identify the type of revenues the business produces as opposed to the amount of taxes paid. The new software is incredibly fast. It keeps track of revenues and who is paying them. This can be done with the Phoenix software, but the Glendale software is much better and contains more options. Having access to this program is valuable. We can go back to the Phoenix software if cost is too much of an issue.

Mayor Jenkins stated the costs for the program appears reasonable. The advantage is not only in keeping track of who is paying, but what type of businesses pay. This would be a plus for Economic Development.

Councilor Baker asked Mr. Showers how often his office would use the software.

Mr. Showers stated they would use the program several times a week, without setting aside an entire day, like they do now. The software will save staff time. It will not be used every day, but several time a week. This is beneficial and efficient.

Councilor Baker agreed that efficiency is important. However, she feels the cost is four times higher than the current cost. Does the speed justify the costs?

Mr. Showers stated yes. Speed is critical but more importantly, the new software gives us more search options. The program gives far more information than the Phoenix software.

Councilor Moore asked Mr. Showers if this was only for sales tax.

Mr. Showers stated yes, it is only for sales tax. He reminded the council that when the town started with the Phoenix software, there was an initial fee for set up, then an annual maintenance fee which decreased each year. Mr. Showers anticipates the Glendale software will follow the same model.

Councilor Moore asked if the new software would require a lot of time and

training.

Mr. Showers stated no, the software is very user friendly. He feels his staff will have no trouble learning it.

Councilor McPhail made a motion for approval for the Town Finance Director to sign the attached IGA with the City of Glendale for access to the Glendale Tax Application software at a cost of \$3500 for the first year and \$1500 annually
Seconded made by Councilor Baker.

Vote;

Councilor Baker-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Whatley-aye
Vice Mayor Butner-aye
Mayor Jenkins-aye

Motion passes 7-0

9. **Discussion, Consideration, and Possible Approval of digital radios and laptops to complete the upgrades to the communication systems in the Marshal's Office in the amount not to exceed \$175,000 from Capital Improvement Funding.** Staff Resource: Corey Rowley

Marshall Corey Rowley spoke and stated the Marshal's Office has completed the first phase of switching from analog to digital in the dispatch center. The next phase concerns the patrol radios and laptops. He assured the council that the upgrades are going well. The Panasonic laptops in the patrol vehicles are between 7 and 10 years old. They are no longer current, and don't correlate with the citation program. The new laptops are more current. They contain a GPS tied into dispatch that tracks town officers and keeps them safer.

The new radios are essential because the Marshal's office has switched from analog to digital. Some of the radios were able to be reprogrammed, but not all of them. A rebate is available on the old laptops, but not the radios.

Councilor McPhail said it appeared we have had "holes" in our radio coverage. She clarified that this is the final step, so we don't have any "holes". This change will also benefit the mutual aid system.

Marshal Rowley stated the handheld and car radios need to be replaced because they could not be upgraded. It is a good investment for officer safety.

The Tribe is also performing the same upgrade.

Vice Mayor Butner motioned to approve digital radios and laptops to complete the upgrades to the communication systems in the Marshal's Office in the amount not to exceed \$175,000 from Capital Improvement Funding.
Seconded by Councilor McPhail.

Vote;

Councilor Baker-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Whatley-aye
Vice Mayor Butner-aye
Mayor Jenkins-aye

Motion passes 7-0

10. **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))

Charlotte Salsman spoke regarding the online option to pay the water bill. This option is not yet available. The water bill will also be based on usage, but that has not been done. She would like this issue placed on the agenda.

Paul Lundy, spoke again, stating he felt the Town Code enforcement officer is doing a great job. He feels that the officer is hampered by processes and procedures. He said there is a need to speed things up to avoid tragedies. His biggest concern is making the process faster. He stated the Town Code is difficult to read. He is impressed with the information given him by the Code Enforcement Officials, however he would like the process sped up.

11. **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 Whatley; nothing to report.

Councilor McPhail continues to attend the Tribal Council meetings. She also attended the West Clear Creek planning meeting.

Councilor Baker; nothing to report.

Councilor Murdock; nothing to report.

Councilor Moore; nothing to report.

Vice Mayor Joe Butner; nothing to report.

Mayor Jenkins attended the regional housing meeting in Cottonwood. She also attended a breakfast with several Verde Valley Mayors and the APS president regarding power service to the Verde Valley. She attended an informational session with Yavapai County regarding flood control issues. Mayor Jenkins also attended the Verde Valley Mayor Manager meeting.

12. Legislative Update. Final Report

Town Clerk Cindy Pemberton stated the Leagues of Cities and Towns released the 2022 New Laws report. The report will briefly summarize the bills that affect cities and towns. Ms. Pemberton will be forwarding the link for the report to Council members. This link will also be uploaded to our website for members of the public. Any bills that impact cities and towns will be added to this report.

- 13. 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.

Marshal Corey Rowley spoke about the first day of school and how the lack of bus drivers is affecting traffic. Every parent brought their kids to school today. Traffic was backed up from the school, down Fort Lincoln, and past Hauser's farm.

The Marshal has been working very hard to get school resource officers. These are volunteers and are put through firearms training, MATFORCE training, background checks and a polygraph. The Marshall's office is running into problems with red tape regarding insurance. There are other states that use volunteer resource officers without issues. Marshall Rowley stated the volunteers are retired law enforcement from all disciplines. It is very important to have the resource officers in the schools to keep the students safe. The school resource officers are volunteers, they don't cost the town anything. The school board will be addressing this issue at their next meeting.

Councilor Baker stated we have always had resource officers. She wondered why we are having trouble with insurance at this time.

Marshall Rowley stated that the issue is that the state wants the officers to be certified by the State of Arizona. We are trying to keep the officers in the schools, but it is difficult with the red tape. He would like the council to intercede with the insurance company and the school board.

Mr. Martin spoke regarding the recent election. It went very well. The clerk's office and volunteers did an outstanding job.

- 14. Discussion regarding applicants for Town Attorney with possible direction on the hiring process and next steps. The Council may, by majority vote, recess the regular session, hold an executive session and then reconvene the regular session for discussion and possible action on this item as covered by A.R.S. §38.431.03 (A)(1).**

- **Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(1)**

Councilor McPhail moved the Council recess into Executive Session.
Second by Councilor Murdock.

Vote;

Councilor Baker-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Whatley-aye
Vice Mayor Butner-aye
Mayor Jenkins-aye

Motion passes 7-0

Council reverted to Executive Session at 7:35 pm.

- **Reconvene Open Session**

15. Adjournment

Without objection Mayor Jenkins adjourned the meeting



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 27, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25th day of August, 2022.



Cindy Pemberton, Town Clerk