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**AGENDA  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, SEPTEMBER 7, 2022 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/81348757248?pwd=TDZFbnY1aS93U0VPTHZNBGNuRGxhZz09>

**Phone: 1-669-444-9171 or 1-669-900-9128**

**Meeting ID: 813 4875 7248**

**Passcode: 491472**

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) Special Executive Session– August 10, 2022 at 4:30 p.m. (recorded on file) Pg 5
    - 2) Work Session – August 10, 2022 5:30 p.m. Pg 7
    - 3) Special Session – August 17, 2022 at 6:00 p.m. Pg 19
    - 4) Regular Session – August 17, 2022 at 6:30 p.m. Pg 25
    - 5) Executive Session – August 17, 2022 at 6:30 p.m. (recorded and on file)
  - b) **Set Next Meeting, Date and Time:**
    - 1) Work Session – Wednesday September 14, 2022 at 5:30 p.m.
    - 2) Regular Session – Wednesday September 21, 2022 at 6:30 p.m.
    - 3) Regular Session – Wednesday October 5, 2022 at 6:30 p.m.
  - c) **Approval for the Finance Director to make the attached budget adjustments labeled BAFY22-02 for the FY22 budget year.** Staff Resource: Michael Showers Pg 47
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:**

- **Arizona Community Foundation** Jennifer Perry, Regional Director, Arizona Community Foundation Page 49
- **Proclamation Declaring September 2022 as Library Card Sign-up.** Staff Resource Kathy Hellman Page 75

**7. Discussion, Consideration and Possible Approval for funding for 2022 Turquoise Circuit Finals Rodeo Sponsorship in the amount up to \$12,000.** Staff Resource Mayor Jenkins Page 77

**8. Discussion, Consideration and Possible Appointment of 1 member to the Board of Adjustments and Appeals for a term that Expires January 2023 to replace Ken Krebbs.** Staff Resource: Cindy Pemberton Page 101

**9. Discussion, Consideration and Possible Approval of Planning and Zoning Commissioner Robert Foreman to take a three (3) month leave beginning September 8 not to exceed past December 7.** Staff Resource: John Knight Page 109

**10. Discussion, Consideration, and Possible Direction to direct the Planning and Zoning Commission to reconsider the proposed amendment to the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District.** Staff Resource: John Knight Page 111

**11. Discussion, Consideration, and Possible Approval of Ordinance 2022-A469, an Ordinance, of the Mayor and Common Council, for a Zoning Map Change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) for 0.87 acres, located at 2802 and 2804 South Twin Leaf Circle, a part of the Preserve at Clear Creek Subdivision, Town of Camp Verde, Yavapai County, Arizona (APNs 404-13-500 and 404-13-501).** Staff Resource: John Knight Page 123

**12. Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Assistant to Town Engineer to the Plan.** Staff Resource: Ken Krebbs/Troy Odell Page 165

**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. 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.
- 16. 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)).*

*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 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.

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 Bashas on 09-01-2022 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk



**DRAFT MINUTES  
TOWN OF CAMP VERDE  
SPECIAL SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, AUGUST 10, 2022 AT 4:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/88615587202?pwd=Mmgwc01aaFZtbW1CRmpvRjN2WDIwQT09>

**One Tap Mobile: 1-669-900-9128 or 1-669-444-9171**

**Meeting ID: 886 1558 7202**

**Passcode: 088120**

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

**1. Call to Order**

Mayor Jenkins called the meeting to order at 4:30 p.m.

- 2. Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Vice Mayor Joe Butner, and Mayor Dee Jenkins. Councilor Robin Whatley was not present.

**3. Pledge of Allegiance**

Mayor Jenkins led the Pledge of Allegiance

- 4. Interviewing applicants for Town Attorney with possible direction on the hiring process and next steps. 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)(1).**

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

On a motion by Moore seconded by McPhail Council voted to go into Executive Session for the purpose of interviewing applicants for Town Attorney with possible direction on the hiring process and next steps.

Vice Mayor Butner Recused himself and left the meeting.

**Roll Call Vote:**

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Absent

Vice Mayor Butner: Recused himself

Mayor Jenkins: Aye

**Motion Carried: 5:0**

**Moved to Executive Session at 4:35 p.m.**

**Reconvene Open Session at 5:29 p.m.**

**Staff Comments:** None

**5. Adjournment**

Mayor Jenkins adjourned the meeting at 5:29 p.m.

\_\_\_\_\_  
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 August 10, 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

**DRAFT MINUTES  
TOWN OF CAMP VERDE  
WORK SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, AUGUST 10, 2022 AT 5:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/85419587901?pwd=OU5pUm9OeXhKL2JMT0VHdkhUWWNPZz09>

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

**Meeting ID: 854 1958 7901**

**Passcode: 444079**

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 5:32.
- 2. Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins

**Also Present.** Town Manager Russ Martin, Finance Director Mike Showers (Zoom), Public Works Analyst Dorie Blair, Parks and Rec Supervisor Shawna Figy, Maintenance Manager Jeff Kobel, CIP Manager Jim Watters, Town Clerk Cindy Pemberton and Transcriptionist Mary Frewin.

- 3. Pledge of Allegiance** Councilor McPhail led the Pledge of Allegiance.
- 4. Update and Discussion regarding the Sports Complex including but not limited to project timelines and budget.**

Mayor Dee Jenkins thanked the public for coming to the meeting and reminded them that they cannot interact. She invited them to come to a future Council meeting to ask questions.

Town Manager Russ Martin spoke, giving an update on expectations, timelines, and finance for the remainder of the year for the Camp Verde Sports Complex. He also said he'd discuss issues that both he and Council are facing. Martin stated there have been many financial complications that have arisen in the past few years, staff members and current contractors are here in case Council has questions for them. He invited Public Works Analyst Dorie Blair to read a handout she had created regarding the Sports Complex timeline, starting in the late 90's, early 2000's until now, August 2022.

Ms. Blair read the handout in its entirety. She said there was a small soccer tournament scheduled at the Sports Complex on August 20<sup>th</sup>. Dave Castillo clarified that the soccer tournament at the end of August had been cancelled.

Mr. Martin explained the point of this meeting is to give clarity what bits and pieces are left to be done. He introduced Ben Bassous, CEO of Tierra Verde, who was here to update Council regarding the current conditions of the park.

Mr. Bassous stated the monitoring plan part of the grant was not in place initially, so they could not get moving with excavation. Backstops had been installed, but also had to be taken back down. When construction was resumed, he called in the sub-contractors and let them know they had the green light. Bassous was told by Yavapai Fence they were 6 months out. He requested they come to the Sports Complex if any of their current projects get delayed. Yavapai Fence has been able to do parts of the fence, and project the fencing should be done by November, and they have not charged a single change order. Bassous stated the supply chain has been an issue. Materials were purchased before they got shut down, so they have avoided a lot of price increases. Bassous informed Council that the first shipment of Stabilize mix went out yesterday, so they are on track to get the stabilize mix done by October. With this, the infield will have water and decomposed granite. Fences will be completed at this time as well as the bases. Lights being up at the soccer fields makes it very necessary to be able to get more done as well. Unfortunately, the issue is they now must track out into the turf with equipment to drill holes and bring a crane to set it all. They aren't having to dip into the playing field part of the turf. There is a lot they must do in the grass, and he'd rather do it all at once, rather than disturb it several time. In order to do it all at once, he needs equipment to come in.

A big issue they are facing is they have no power because APS has not given them an approved plan. He said APS has quoted his business 12 weeks on a project like the Sports Complex where they need 3 phase transformers. Best case scenario is APS will be there with power at the end of December.

Mayor Jenkins questioned why they don't have the plan approved by APS and requested clarification regarding why they haven't had it approved when the Town submitted plans two years ago.

Mr. Bassous stated he works with APS a lot on different projects, they had employee taking plans and sticking them in a folder for weeks at a time. Additionally, APS has had a lot of turnovers with their employees.

Mayor Jenkins asked if the Town had priority from APS since their plan was submitted two years ago. Mr. Bassous didn't think so.

Mr. Martin stated there is no approval yet, but they have APS's attention and received an email stating they have someone working to do whatever they can to get it done. The Town has the lights, but he's not sure APS will put their 3-phase power plan above other things they have going on.

Mayor Jenkins asked Mr. Bassous if he's going to need change orders because it is going to cost more money than Council had originally approved. Mr. Bassous said yes. The granite is very expensive, without even trucking it and spreading it.

Mayor Jenkins wanted to make sure what Mr. Bassous was talking about today was all

approved by Council. Mr. Bassous indicated APS is always the longest part of getting a big project completed, APS gives high priority to projects like this, but once they get power, they still have a month of work left. This is because everything is running off battery right now, and they system they have is a wireless system. Everything will need to be rewired to run off their iPad.

In response to Councilor Moore's questions regarding scoreboard and goal posts. Mrs. Bassous stated they have found donors for the scoreboards, including himself. Scoreboards have been ordered, it is not part of the contract, but will not be delivered until December. The goal posts are on site, but he prefers to only disturb the ground once so he is waiting until he can do other things as well.

Mr. Bassous said a big load is coming in October for the baseball and softball fields, and by the end of the year the park will look great, minus everything that needs power and everything that comes after power. Councilor Moore clarified that, yes, it'll look good, but kids won't be able to play on it without power at that time of year because it gets dark so early.

Mr. Bassous said best case scenario, January is when this project could be complete. But that's IF APS gave approval in the next two weeks.

Councilor McPhail said that sports have seasons, soccer will likely not take place at the park, but by baseball and softball season it's reasonable to say they will have fields up and running. Mr. Bassous said absolutely.

McPhail requested Parks and Recreation Supervisor Shawna Figy when the different seasons start for the Town.

Town Clerk Cindy Pemberton told Mayor Jenkins that Ms. Figy has to come up to speak. Ms. Figy clarified when the baseball season starts. She also said Yavapai Soccer has been practicing at the field without lights, and she has a meeting with AYSO as well to talk about getting them on the fields as well.

Councilor McPhail clarified that next baseball and softball season we will be in good shape. Ms. Figy said yes.

Councilor Murdock stated, even though it's a light issue, there are other activities that they'd like to do without lights, such as daytime activities.

Mr. Bassous agreed and said yes, daytime activities can absolutely happen. However, daytime softball and baseball will have to wait until the end of the year when the granite is delivered. He said the crew is already lined up to do it.

Councilor Murdock asked about the infields being granite. Mr. Bassous said it's a stabilized, decomposed granite, like the Arizona Diamondbacks use on their infield. Councilor Murdock asked if it's just red dirt, not gravel, and Mr. Bassous said yes.

Mayor Jenkins asked Ms. Figy to clarify what fields are out at the Sports Complex, and who can play on those? Are they regulation size?

Ms. Figy said the fields are regulation size and can be played on by high school baseball and softball, Little League, middle school baseball and softball, and rec league softball. She said they went with the type of field they did so it can be a multiuse field, they can move mounds in and out and put in temporary fencing in the back to make each field more flexible for each sport. The backstops are designed to work for every sport.

Mayor Jenkins asked if any teams are excluded with how it's set up? Ms. Figy said no.

Mr. Bassous said there are three locations for the bases. The bases are made to be easily moved for each sport. Ms. Figy responded and said it's the same for the pitching mounds and each sport that uses different distances.

Mayor Jenkins wanted to know what the plans are for restrooms. Will they need porta potties if facilities aren't done yet? Mr. Martin said that the next step is that they've complete their design for the restroom. It's ready to go out to bid. He said hopefully they can look at bids in October. By next opening day, though construction has probably been started, they may not have it ready for use. Working through winter conditions is hard. He also said there are niceties they need to work on. Things such as trash cans, finishes for the walkup from the parking lot, etc. But those will only be done to the level at which they can afford them. He said in March they hope to have a well-constructed facility for the public, but they may still be using porta potties. He said it'll be roughly finished, but it will be usable to the public for sports. He talked about the upgrades to the park- things like landscaping and sidewalks being added to also enhance esthetics of the facility. He is hopeful to have these done in the next phase.

Mayor Dee Jenkins asked about pickleball courts and tennis courts, indicating they were originally part of the first phase.

Mr. Martin said they are still planned, but they need to re-orient the budget that's left. He said they have opportunities to go after additional resources. He said what the people are looking for in a basic sports facility should be ready for opening day. They've been chasing the fact that they budgeted for an amount and then they get delayed and are getting surprised by numbers. He said they need to reevaluate the total budget. Arizona State Parks has told him that they expect us to come back and ask for more money. When they give us money as a grant, it's a 1 to 1 match.

Mayor Jenkins said that Finance Director Mike Showers told her they have \$1.8 million left, but they have \$2.5 million they can draw from at the state if they must. She wonders if they have enough money so they will be able to match it 1 to 1, if they choose to use that money from state.

Mr. Martin said yes, but it won't be enough to finish the projects that are still left at the level we want. In October, they'll get a better look at things when they get a financial number from the bid. He will present how much it costs to complete the restroom and concessions, as well as what they need for the rest of the budget based on what they've seen costs to be currently with inflation. They will be able to see how much more than the \$2.5 they'll need. Yes, they have \$1.8, but they also look at the \$2.5 they can ask for as well. We do, essentially have the

\$5 million dollars we intended to have in Sept. 2021 when we got the go ahead. We are expending the resources but haven't gone after the match. We can do it at any time. So, the question is, how much budget is there if we have \$1.8, but haven't gone after the \$2.5 match yet?

Mayor Jenkins said there are outstanding bills. How do they have \$1.8 left? She knows they owe the archeologist lady \$40,000; they have Tierra Verde to pay as well. She asked where the lights are coming out? She wanted to know how much is left of the \$1.8 from what they've already committed.

Mr. Martin said he gave out the budget paper, that's what they had available, but projects have since been completed, and things have come up where they've had to do change orders. These things are reimbursable in the 1 to 1, but they're still costs against the total budget available. Since the budget came out, they've had to pay Tierra Verde, they've had to pay for lights, and between those two, it brings them to \$1.5. Additionally, they've had to pay to get the grant, the archeologist, some engineering for the pond and the pumps. These are all things that are making improvements in the park, but nothing anyone can see. He went back to talk about what next year looks like. April brings playable fields, but what's left to accomplish? Sometime between now and when they get the result of the bid in October, they'll be able to refigure the budget with what they've been awarded from the grants and decide how much more they'll need to adjust the amount they're asking for. They may not need to, but they can ask for more. When they see the results of the bid, they'll be able to look at additional costs such as pickleball and tennis courts. Those can be done very quickly. But he doesn't want to move forward with those until they have the budget set for it them. They are wanting to do a pond and pump station as well. He wants the public to know they do have water for a pond and irrigation. He listed heavy expenses for the pond and water.

Councilor Murdock has lots of questions on the change orders and wants to know about contract issues. Tierra Verde bid x amount of dollars, and they awarded them the bid, why is Tierra Verde not honoring the original bid price? She wanted Mr. Bassous to answer for the public.

Mr. Bassous said they were awarded the bid in February 2020. They worked all the way until they were told to stop for grant. Before it was awarded, there was not sufficient funds for what they bid on Phase 1B so they did as much as they could to minimize. They did a deductive change order and pulled out some items that were not on the originally contract. It was 18 months before they were finally set to go from the grant. However, COVID issues have led to many price increases and supply demands. He said they've given very few change orders to the Town because of these supply price increases. They did the best they could with the budget they had. Their expenses went way over. He knew he couldn't bill the Town for that because it was grant money. He said he held onto a large outstanding bill that he had to pay contractors for but billing the Town would jeopardize the grant.

Councilor Murdock said that holding the grant is a big deal. During the time the grant was held, lots of inflation happened. They were so excited about receiving the grant, but were immediately told no, and it threw a huge wrench into the whole process.

Mr. Bassous said no one knew what was going to happen in the world. He told a story of how

APS had given them a quote that was good for 24 hrs. 3 weeks later he got a sign change order from Council, and in those 3 weeks, APS's quote doubled. He tries to negotiate them down, but APS's take is that if they don't want it, they'll give it to the next person who does. Change orders are happening for many reasons. Fuel truckers are raising expenses because of what fuel costs have become.

Councilor Baker asked Mr. Martin what the total match guestimate is. He replied that it's 1 to 1.

Mayor Jenkins wanted to suggest they cut down some costs of the expensive maintenance building at the sewer plant and give the difference of the money to the Sports Complex. Councilor Moore agreed and wanted to talk more about that.

Mr. Bassous interjected and said the maintenance building cannot be placed at the wastewater treatment plant because the gear that was ordered causes it to need to be placed next to a building.

Councilor Moore thanked Mr. Bassous for getting the scoreboards for the community. She thought it was amazing that he paid for two of them himself. She asked about the walking trail and wanted to know why it's not maintained. It's been brought to her attention many times. She's not sure who's responsible for the maintenance of it. There's a tumbleweed problem. There's more to the park than just the fields, and what's available out there isn't being maintained.

Mr. Bassous said during construction there were no weeds. When the project got put on hold, weeds came. They weren't supposed to maintain it, who was? He said in the 18 months pause he hired someone twice to go out there since it's his name on the project. Unfortunately, they found that someone would have to be out their full time maintaining it.

Jeff Kobel Maintenance Division Manager said they weren't expecting to do maintenance on it in this amount of time. He said they had staffing shortage as well. They did hire someone. It's the worst it's been because of monsoon. He said that with price increases, they are spending a lot of money. He suggested waiting until monsoons are over to get it going. They also got granted another Town employee to hopefully keep it up. By next year they hope to have two full time employees out there.

Mr. Martin took over and said that the next steps are getting the restrooms and concessions out to bid and in time they'll have a better understanding of price.

Mayor Jenkins said she's getting concerned with prices going up and she wants to get things out to the citizens, specifically pickleball and tennis courts. She'd rather see those done than a fancy maintenance shed.

Mr. Martin said they do have balances that haven't been spent. They need to decide what they want to spend money on. There are small things like landscaping and the entryway that will add up quickly. Though they have a \$10,000 tree grant, they must get the trees water. He's hesitant to go to State Parks and asking for additional funding. After they evaluate what priorities they have, they can decide whether to build a cheaper maintenance building, and if



they save funds from that, they'll have a better understanding of what they'll need from State Parks. Mayor Jenkins clarified the rule of the match grant.

Mr. Martin said yes, if they spend a certain amount of money, half of it is reimbursable. They use their funds before they ask for reimbursement. Therefore, things are operating 'as you go'. Once they reach their final scope for the grant, they can go back to them and decide if they want to go for additional money. But, again, before they do, make sure they've come up with what is priority. He said the grant companies know what happened in the process of building this and the extra costs involved, we don't have to compete for the money, it's there.

Mayor Jenkins asked why they haven't drawn anything back on the \$2.5 million.

Mr. Martin said cash flow. What they put out; they'll eventually go after. They write the check up front, then the ask for the reimbursement.

Councilor Murdock said it's very tricky to hold the grant. It's hard to wait for it. They can easily spend money. \$1 million is really \$2 million with the match, but they must wait for it. They got the land water grant, but they were bound by the hands who gave it out. Archeologists who went out there got a \$40,000 paycheck to do so, and people questioned why they did that. The community has lots of questions about why it's taking so long. With an entire Town to also run, and many financial factors coming up, the timeline of the Sports Complex and costs associated with it have become substantially more than anyone thought. It's emotional. She apologized to the community for not necessarily knowing all that it would take to complete. She's proud of the progress made, but it's been a hard one to navigate.

Mr. Martin wanted to put a fine point on where they are. He said in a perfect world they could wait for Ben to be done and wait for their reimbursement for that part of the complex, and then they could move forward with another part. What's happening though, is they're overlapping. They're starting on other projects before current ones are done. So, a cash flow exchange is happening. The goal is to 1 to 1 everything they do, even though they're paying for a lot of it up front and then moving on to more before reimbursement. He brought up asking members of the community to take on some of the projects that are left to be done. It would be a way to spend money on some things, but not on other little things. He suggested a 'wedding registry philosophy', where they come up with wish list items and have members of the community commit to labor or materials. He said they're at a critical point to ask for that.

Mayor Jenkins said they can go after grants that don't require a match. She has concerns about the match, are they eating it all up in inflation? Mr. Martin agreed and said there must be a balance.

Mayor Jenkins said they all agreed on the \$2.5, but now they need to really make sure they weigh out how much inflation is adding to the final cost. She again reiterated going for grants that don't require matches.

Mr. Martin said they can spend money, but they must decide which projects they want to spend it on and when. He again said the amount of money they know they can spend needs to match up with the amount of work they know they need to do, so it's critical to decide how much they can spend on things that need to get done like restroom and concession, and how

is it going to affect the budget moving forward. They're working fine without a pond. Do they have their staff keep working toward a pond? He wondered if the public could help with the pond?? There are things they'll need to contract out to do, but there are things the staff and public can work on.

Mayor Jenkins said she mentioned pickleball, tennis courts, and the walking track because there are people in this community that want to use those. She doesn't want those to take a side chair to the sports fields.

Mr. Martin said it would be nice to have the gym available for the rest of the public. The sooner they get the maintenance facility, they can remodel the spaces it has taken up.

Councilor McPhail said she wants to know what's left over after the restroom and concessions are taking to bid. Additionally, she wants to know what the cost is of the different components they've talked about adding. They can all be subtracted from the total. This will show how much they have leftover for the small things. They have made a commitment to the community to build this phase with all the components they promised, and they need to provide those in a reasonable fashion, that are nice, and stand the test of time. She commended Mr. Bassous for giving them a cut rate price and going above and beyond with his work and not charging them for every little thing.

Vice Mayor Joe Butner also commended Mr. Bassous. He told Mr. Martin that he talks about numbers, and he talks fast, but it's not clear. He clarified that there's \$1.8 million dollars left, wondering what it's left from.

Mr. Martin said it's left from what they borrowed, their cash match.

Vice Mayor Butner clarified they had acquired \$2.5 million to match, which is a grant they waited over a year and a half for, a waiting timeline which no one anticipated. Mr. Martin said yes.

Vice Mayor Butner asked whether their holding an additional \$2.5 million dollars?

Mr. Martin said they can go ask for reimbursement of the money that is roughly \$700,000 of expenses to date.

Vice Mayor Butner clarified that it's \$700,000 from the original \$2.5 that we're waiting to match. Mr. Martin said correct.

Vice Mayor Butner asked whether there was \$2.5 million dollars not in our possession yet.

Mr. Martin said yes, it's been pledged to us. Vice Mayor Butner asked who pledged it to us, and Mr. Martin said it's a Federal Grant through the State Parks of Arizona.

Vice Mayor Butner and Mr. Martin clarified that the \$2.5 million dollars that isn't in our possession yet is a \$2.5-million-dollar match that will be a reimbursement that we haven't gotten yet. He also clarified that it's going to cost half a million dollars for a concession stand and bathrooms at the Sports Complex.

Mr. Martin said yes, that was the original budget.

Vice Mayor Butner continued clarifying numbers with Mr. Martin, including the cost of Pickleball and tennis courts, the new maintenance building, the pond, pump station, lift station, and drinkable water.

Mr. Martin said that the drinkable water is for the concession stand. They want to pull from the closest line. They could drill a well but would likely deal with arsenic. The closest water line is 2500 feet, which is from the water company that they now own. The water will be already treated. It wouldn't have to be a big line because we're doing fire suppression with reuse water. He said all the things Vice Mayor Butner listed is where they get the \$2.5 million dollars of projects.

They both agreed it would likely be more than that, its just how things go.

Mr. Martin stated they also have the Sports Complex entry, which is a paving job. Some of it is there, but it's not finished yet. Landscaping is not finished, and as mentioned before, there are 'wedding registry' type items.

Vice Mayor Butner said there may be more grants available for some of these things, or maybe more generous people in the community who can donate more stuff.

Mr. Martin mentioned a playground. He said it's not on the plan because it's a Sports Complex and not a park, however, they will want to continue to enhance the Complex. They've tried to go after grants through State Parks for things to enhance it, but they are 1 to 1.

Vice Mayor Butner clarified they're estimating half a million dollars for concession and restrooms, but out at the rodeo they budgeted restrooms and concessions for much less. He knows it's obviously a much different quality level, and they do want it to last for 50 years, but can they do it for less?

Mr. Martin said if they're going to do it right, they're likely going to have to spend that. There are decisions they can make about changing their budget for other things, but for this specifically, he rather they spend the money to do it right. It might mean they sacrifice some of the little things.

Vice Mayor Butner said they stepped up on the lights and got the best lights available. They wanted the best for the neighborhood and sports leagues. They also want them to last a long time. They also kept the economy in mind. He said this Sports Complex has been hard on everyone involved, and they've seen that through some of the emotions of Council members this evening.

Councilor Baker asked regarding the entrance to the park on 260, is that addressed in the budget at all? She wants him to make an educated guess on what the budget will look like for the cost of that. Will they have to have a lane entrance?

Mr. Martin said they don't need an excel lane right now on Highway260, but that will change over time. That could be a cost that comes up. It's not necessary with the conditions of the park right now. It might come up on the next phase.

Ms. Blair wondered if ADOT is wanting them to eventually put in the third lane, is that something the treatment plant and rodeo arena would be willing absorb the cost of? Mr. Martin said it's just them, they won't put money in.

Councilor Moore said she's having a hard time swallowing the price of concessions and restrooms. She wants to know why they're so expensive. She wasn't on Council when it was approved.

Ms. Figy said it's not a fancy building. She said it's made from concrete. It has a men's and women's restroom with stalls in each. They have unisex restrooms to allow for overflow. There will be changing stations. There's a small office for tournament directors and parks and recreation staff, including solar panels on the top to help with cost.

Mayor Jenkins asked them to separate the cost of solar panels.

Ms. Figy said in her opinion it's not an over-the-top building. Mayor Jenkins said that's why it makes it worse.

Councilor Moore said she appreciated the clarification. She asked if there needs to be a project manager for the park moving forward. She wonders if that's been considered. She knows it may add to the cost. Have they put too much on staff? They've asked a lot of their staff, when they already have a lot going on, and they're looking for the same outcome from staff as they would a contractor who builds they parks every single day.

Mr. Martin said he doesn't want to hire someone and pay them to sit and wait on things. A project manager was once discussed, but it's not necessary. He said Mr. Bassous has been holding his own, and it's been a team effort. Different employees become project managers in their own areas. He said the downside of not hiring someone as a project manager is likely having to wait on things, and he asks for patience.

Councilor Moore asked that when phase 1 is done, will they consider bringing someone in to oversee phase 2, so it's not Shawna just focusing on it. She asked Ms. Figy the hours of the park.

Ms. Figy said it's open M-Fri 8-8 and it's not open on the weekends, they can make some exceptions, but they haven't put in the effort to have it open more. With additional staff, they will be able to make it open more. She said they work hard and will continue to do so because it's important to them to provide for their community.

Councilor Moore wants to make sure they're taking care of their staff and doesn't want to see staff burnt out over doing their daily duties, in addition to building a sports complex.

Councilor McPhail said they hired Jim Watters CIP Manager to take the construction management off public works and the recreation department. He's doing an amazing job. A

few volunteers have worked with him as well. She asked Mr. Bassous if \$250/ square ft is reasonable for a T1-11 sheet rock building. Mr. Bassous said plumbing will be the most expensive. He doesn't think \$500,000 is unreasonable because of the water they have to get out there. He suggested connecting all the water lines.

Mr. Martin talked about phase 2 and said Mr. Watters is here for this project and several more later in life moving forward for this Town. He said they're ready to go out to bid because Mr. Watters brings lots of things to the table. He did extra work for it. Mr. Waters will assume roles like a project manager would.

Mr. Waters said it's a concession stand they're building, but it's more than that. It's a building within a building. It has a water capturing roof, which they'll use for landscaping. He described the building in depth. He said they're trying to add longevity to the Town. He wants to build things that will last long after he's gone. He said the architect that drew the plans worked closely with him to get it right. The plans are stamped and signed, and he's ready to get it out to bid.

Vice Mayor Butner stated his questions regarding financial clarification weren't critical. It's important to have an explanation for the general public as to why they can put a \$50,000 bathroom at the rodeo arena, and a \$500,000 bathroom at the Sports Complex, especially when they're less than a quarter mile away. He thanked Mr. Watters for his clear explanation.

Councilor Murdock acknowledged some people in the room. She introduced Yavapai Soccer Coach, Dave Castillo, who was the first group to play on the field. They love the field, and their organization is willing to help in anyway. She introduced Bri Murdock and her mom who are working on a nonprofit to support the Sports Complex. They put together a group to help with small things, including the 'wedding registry list'. She also mentioned Mary Phelps who works with the rodeo arena, who she feels would also be helpful to the Sports Complex. She thanked Ben for being able to explain himself and for working hard. Other Sports Complexes in Arizona aren't built by their own community, but Ben and his company are local to Camp Verde. She said, though it's emotional, she's thankful for the open conversation they've been able to have.

Mayor Jenkins said it has been great information for people who haven't been around since they bought the land. She was thankful for the handout read in the beginning. She thanked Mr. Bassous and apologized for being hard on him. He said he understood. She said she's thrilled Mr. Watters is getting involved in the Sports Complex. It's his expertise. She asked Mr. Martin about someone coming back to Council with the bids.

Mr. Martin said timing being what it is, once they get past the bid and have it in hand, they'll have a Work Session or Special Session to get a scope going and get numbers updated to get a more accurate cost. He apologized for forgetting an item on the agenda that will be postponed until September.

Mayor Jenkins asked if they're working on any change orders, and Mr. Ben. Mr. Bassous replied, there will be some. He doesn't want to send in several change orders, he'd rather keep track of them till the end. He said everything is fully transparent with the numbers. Mayor Jenkins verified everything he was saying. She gave Council a heads up about the change

orders.

**5.Adjournment:**

Without objection, Mayor Jenkins adjourned the meeting at 7:30pm.

\_\_\_\_\_  
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 August 10, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_ day of September, 2022.

\_\_\_\_\_  
Cindy Pemberton, Town Clerk

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**SPECIAL SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, AUGUST 17, 2022 AT 6:00 P.M.**

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

1. **Call to Order-** Mayor Jenkins called the meeting to order at 6:00 pm.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.  
**Others present;** Town Manager Russ Martin, Town Clerk Cindy Pemberton, Assistant Clerk Jadie Edwards, Finance Director Mike Showers, Transcriptionist Dana Donahue.
3. **Pledge of Allegiance-** led by Vice Mayor Butner.
4. **Public Hearing Followed by Discussion, Consideration and Possible Approval of the Town of Camp Verde FY 23 Final Budget.** Staff Resource: Michael Showers

**Staff Comments-**

Finance Director Mike Showers spoke regarding the final budget. As requested, the budget is updated as much as possible to what the budget document will be when finished.

**Public Hearing Open-** Mayor Jenkins opened the Public Hearing at 6:03 pm.

Candra Faulkner, member of the public, spoke regarding the Town Pool. She is a resident of Camp Verde and represents the pool community (The Mermaids). Ms. Faulkner encouraged the Council to keep the pool in good condition. She stated the pool community recognizes maintenance to the pool is challenging with the new park and other responsibilities of Town staff. The pool community is very grateful for all the recent upgrades to the pool. The group prepared a one-page flyer outlining the benefits of the pool to the community. This flyer also includes possible ideas that will offset pool costs. The group wants the pool to be an asset and not a drain.

Councilor Moore asked Ms. Falkner about the possibility of the pool group (The Mermaids) becoming lifeguards.

**Ms. Faulkner** stated she and several of her group are interested in keeping the pool up. The Mermaids are a great resource for the pool. The group met at the pool this

morning to work on ideas, one of those ideas included members of the pool group becoming lifeguards and volunteering their time. At this morning's meeting, 22 people signed up for that possibility. Ms. Faulkner stated she has been a Camp Verde resident for 30 years and came to Town when the pool was new. The pool provides an activity for all community members regardless of age or physical condition. The Mermaid group is a great volunteer resource.

Town Clerk Cindy Pemberton clarified to Council that any concerns regarding Council speaking to members of the public, this is a public hearing which allows Council to speak to the public.

Mayor Jenkins told the Mermaid group that there will be further discussion in the next meeting on an agenda item regarding a Parks and Recreation Commission. Mayor Jenkins encouraged anyone interested to attend the regular session meeting tonight at 6:30.

**Calliandra Brooks**, a member of the public, spoke regarding the pool. She is originally from Globe, which had a community pool built in the 1950's. In the 2000's, the Globe pool was shut down and neglected for a significant time and had to be rebuilt at significant cost; between three and four million dollars. The rebuilt Globe pool will be essentially what Camp Verde currently has in its pool. She encourages Council to consider the cost of redoing a pool because of neglect.

**Cheri Wischmeyer**, a member of the public, spoke regarding Public Records requests and other processes. She thanked the Town Manager for meeting with her. She stated the meeting was very productive. Ms. Wischmeyer made public records request one month ago and has not received them. She states it is important that the Town Code be followed. She read the Town Code and understands it to say that Public Hearing are held during Regular Session Council Meetings. After the Public Hearing, the Town is supposed to have a Special Session which would allow for the approval of the budget. She stated Special Sessions should not be held on the same day as a Regular Session because it is confusing to the public. She stated that it would be helpful moving forward to follow the State Statute. It is important the public has the opportunity to be involved in the process. Ms. Wischmeyer thanked Town Staff for placing the budget at the library and on the front page of the Town website.

Mayor Jenkins requested Town Clerk Cindy Pemberton follow up with Ms. Wischmeyer regarding her concerns.

**Mayor Jenkins closed the Public Hearing at 6:13**

### **Council Discussion and Possible Approval of The Camp Verde FY-23 Final Budget.**

Councilor Baker asked Town Manager Russ Martin about the location of the pool. She understands it is on school property. She wanted to know the time limit on the agreement between the Town and the School District and what can be placed on School Property (with their permission).



Mr. Martin replied that is correct, the Town has an agreement with the School District. The School District provides filtered water, everything else is Town responsibility. As far as the property the pool is on, it is on school property and the Town would need to have an agreement with the school to make any changes.

Mayor Jenkins addressed Mr. Showers, suggesting the Town needed to include the five-year agreement with Turquoise Circuit as part of the narrative.

Mr. Showers agreed.

Mayor Jenkins had a question about page 9, regarding the top ten employers of the year. She wanted to know is it 2022 or 2021.

Mr. Showers replied that it had not been updated yet and should read 2022.

Mayor Jenkins referred to the Strategic Plan Summary on pages 16-18. She suggested the Council attend the exercise for Strategic and CIP (Capital Improvement Projects) planning. She would like it included in the process next year.

Mr. Showers replied Strategic Planning is normally done every two years. He prefers to rotate different views of the Strategic Planning process.

Mayor Jenkins stated she liked the narrative in each section of the budget. However, there were a few departments that did not submit anything. Mayor Jenkins would like the missing narratives included. She also requested a new picture of the Municipal Court.

Mr. Showers replied he would address the Mayors' requests.

Mayor Jenkins requested clarification regarding pg. 96, Capital Project Funds. In the middle of the page is a statement regarding the cost of the Sports Complex. It states the cost is estimated at \$14 million. Is this a current number? Or an estimate stated in 2016?

Mr. Showers replied that is an estimate of what the Town has spent to date on Phase I, and what the Town could potentially spend in the next year or two.

Mr. Martin replied the Town has spent \$10 million to date.

Mayor Jenkins asked Mr. Showers if the Town was going to spend the \$5.4 million as listed on pg. 99. She wanted to know if the Town was going to spend this amount this year. She asked how this money is broken down regarding grants, ARPA and CIP monies.

Mr. Showers replied there is \$2.5 million matching grant. \$800K is potential new funds coming in from two CIP items; \$120K transfer for the \$120K fee. \$6K is the allowance for the possibility to match another \$500k if that was approved. There is \$1.8 the Town is aware of. Mr. Showers budgets for the upper maximum.

Mayor Jenkins clarified that not all the \$5.4 million is available.

Mr. Showers replied that is correct.

Mayor Jenkins asked Mr. Martin about the Water and Wastewater Study that is budgeted for this year. She wanted to know if the expense was in the Wastewater budget.

Mr. Martin replied it is a Wastewater expense for a Wastewater fee set.

Mayor Jenkins wanted the Wastewater Study clarified for the public because of a promise the Town made to the public that when the Town assumed the Water Company, a study would be performed for rate set. Mayor Jenkins also clarified with Mr. Showers that the final budget document will contain all the changes and clarifications discussed.

Mr. Showers stated several items need to be adjusted, clarified, and added to the final budget document.

Mayor Jenkins asked how and if Council will be able to review the changes before the budget is published.

Mr. Showers stated Council is approving the budget numbers. The Finance Department is putting out the budget document. All budgets, past and present, are available online. The Finance Department would be able to send out an email that the document is finished and available for viewing.

Councilor Moore asked if the budget document will be edited for changes and punctuation.

Mr. Showers replied yes.

Councilor McPhail clarified for the audience that the Town is budgeting for possible projects but does not spend the money unless it is available.

**Motion by Councilor Moore to Approve of The Camp Verde FY-23 Final Budget.**

**Seconded** by Councilor McPhail.

Vote;

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

Motion Passes 7-0

**5. Adjournment-** The meeting was adjourned at 6:30.

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

\_\_\_\_\_  
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 August 17, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
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, AUGUST 17, 2022 at 6:30 P.M.**

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 pm.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.  
  
**Others present;** Town Manager Russ Martin, Town Finance Director Mike Showers, Town Clerk Cindy Pemberton, Assistant Jadie Edwards, Transcriptionist Dana Donahue.
3. **Pledge of Allegiance** was led by Councilor Baker.
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 27, 2022 at 5:00 p.m.
    2. Regular Session – August 3, 2022 at 6:30 p.m.
    3. Executive Session – August 3, 2022 at 7:35 p.m. (recorded and on file)
  - b) **Set Next Meeting, Date and Time:**
    - 1) Regular Session – Wednesday September 7, 2022 at 6:30 p.m.
    - 2) Work Session – Wednesday September 14, 2022 at 5:30 p.m.
    - 3) Regular Session – Wednesday September 21, 2022 at 6:30 p.m.
  - c) **Acceptance of a Mitigation Grant in the amount of \$109,000 from AZ State Parks and Trails and award of the contract to Tierra Verde Contractors per Job Order Contract # 17-123 to construct improvements to the Box T Trailhead requiring no Town financial match.** Staff Resource: Steve Ayers

- d) **Approval of a Letter of Support for the Prescott National Forest for a Land and Water Conservation Grant that will be used to purchase and protect 52,000 acres on the Upper Verde River Watershed.** Staff Resource: Steve Ayers
- e) **Approval to adjust the wage scale for the Deputy Town Manager position from salary range 35 (\$136,741 Minimum) to salary range 32 (\$118,122 Minimum).** Staff Resource: Russ Martin

Councilor Whatley requested the Council pull Work Session Agenda item 4a1.  
Councilor Baker requested pulling Agenda Items 4c and e.

Mayor Jenkins would like to schedule an Executive Session at 5:30 pm on September 7.

Vice Mayor Butner and Councilor McPhail stated they would not be available on that date.

Mayor Jenkins withdrew her request.

**Motion by Councilor Moore** to accept the Consent Agenda except for items 4a1 and 4c and 4e.

**Seconded by Councilor Baker.**

Vote:

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

Motion passes 7-0

Councilor Whatley addressed the changes to the July 27 minutes, specifically page 11. Councilor Whatley requested the sentence changed from "Camp Verde's Budget" to "Cottonwood's Budget was presented." Councilor Whatley also requested the minutes changed to, "Councilor Whatley liked the way *Cottonwood's Budget* was presented. She requests more narration "in our *Camp Verde Budget* and a few more visuals." Two paragraphs down, Councilor Whatley requested the verbiage changed to "the *Cottonwood Budget* documentation was very simple."

Mayor Jenkins clarified with the Town Clerk that changes to the minutes had been submitted to the Clerk's office.

Town Clerk Cindy Pemberton replied yes.

Councilor Baker referred to Agenda Item 4c, specifically page 65 of the State Parks document. She stated that the Town *may* be providing \$28,211.60 in volunteer staff and cash match. Councilor Baker wanted to make sure that documentation is correct for the public.

Councilor Baker continued, referring to item 4e. She stated large amounts of money such as those listed, should be on a Regular Agenda item, as opposed to a Consent Agenda item, because of the monetary amount being discussed.

**Motion by Councilor Baker** to accept agenda items 4a1, 4c and 4e, with the noted changes.

**Seconded by Councilor Moore.**

Vote;

Councilor Baker-aye  
Councilor Murdock-aye  
Councilor Moore-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 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))

**Jeffery Noonan**, a member of the public, spoke concerning Parks. He stated he was a Park Ranger in New York for 30 years. One of the parks in New York had a war memorial with names of the war dead including those in the Civil War. He would like to propose naming the Equestrian Center, The Camp Verde Memorial Park. He suggested finding a location to place a plaque with a stone for military veterans at the Center and involving various youth groups to participate in the dedication. VFW and other organizations could participate in the development of the memorial. He stated that it is important for the youth to understand the history of this country.

**Brianna Murdock**, a member of the public, spoke regarding the Sports Complex and the Work Session last week, which she attended. She wanted to know the status of APS (Arizona Public Service) in relation to the Sports Complex. At the Work Session it was stated that APS was sitting on the submitted plans. She reached out to a friend at APS who told her the plans were approved and submitted to the Town in March of this year. She stated APS had not heard back from the Town until last Thursday.

Mayor Jenkins requested Mr. Martin to follow up on the APS issue.

## 6. Special Announcements and Presentations:

- **Quarterly Report from Town Clerks Office.** Staff Resource Cindy Pemberton  
Town Clerk Cindy Pemberton spoke regarding the Clerk's Office Quarterly Report. She stated the following.
  - The Town issued 25 new business licenses to date.
  - Approved 4 specialty liquor licenses.
  - Over 200 public records requests were submitted to the Town.
  - Hired Administrative Clerk, Jadie Edwards.
  - Preparation for the 2022 primary elections with the new location being the Towns Community Center (gym). Outstanding feedback from the community.
  - Town Clerk personnel attended various training.
  - Reminder; Clerk personnel will be out of the office attending the League of Cities and Towns Annual Conference from August 30 to September 2.
  - Preparing for the General Election in the next few months.
  - Conducting internal training with staff.
- **Quarterly Report from Public Works.** Staff Resource Dorie Blair

Town Manager Russ Martin spoke, representing Dorie Blair. He stated the Town has hired a new Public Works Director. Welcome the new Public Works Director.

- **Streets Division** has spent a lot of time cleaning up from storms and additional work at Verde Lakes and the pond. There have been issues with downed trees, creating an emergency. Town Staff has spent considerable time cleaning up the fallen trees. Several citizens have taken the cut wood for woodburning stoves. This is a great help to the Streets Crew.
  - Salt Mine Road had an issue with recent flooding. There is a



retention area above the road needing review.

- **Storm Water** is working at mowing, to keep areas clean and free of weeds.
  - Creating bar-diches along Main Street to direct storm water runoff.
- **Maintenance** is working hard to keep the weeds around Town cut and the Town Pool free from algae. The Town is advertising for additional staff for the Maintenance Division.
  - Building Conference room- remodeled by staff.
  - Building Utility offices also remodeled by staff.
- **Wastewater-**
  - 90% complete on the Design of the State Route 260 Sewer Extension Project (toward Cottonwood). Council will work through this throughout the fiscal year. Rick Engineering and the Utility Division meet weekly. Meetings with the commercial neighbors are being scheduled.
  - Separation of commercial extensions (JOC # 22-157)
  - Rebuilding some existing sewer lines damaged by storms north of I17(JOC # 22-159).
- **Water Division** is brand new.
  - Work is commencing on a water service line on Main Street.
  - The department is also working to prepare for next years budget.
  - Preparing a three-to-five-year plan for any Capital needs in the future.
- **Parks and Rec-**
  - Sports Complex soft opening was on June 6, joint effort of Streets, Maintenance, Parks and Rec and Marshalls office.
  - **Events** are successful and staff is working on future events. Staff is trying to catch up.

Councilor Moore asked Mr. Martin about the online payment option for sewer and water services. Mr. Martin replied it is a software issue that staff is working on. The two software programs between Water and Wastewater are trying to be reconciled. Getting Water's billing system merged with the Town's billing system software is taking some time.

Councilor Moore stated this option is not coming anytime soon.

Mr. Martin replied that is correct. Billing and meter reading must be merged for each account. This needs to be put together so there is consistency in the process. It is hoped by the end of the year, that Water and Sewer will be combined. Mr. Martin stated the biggest issue is the meter read and how it reconciles to each account. It is desirable

for the Town to have the online option.

Mayor Jenkins reiterated that this issue was addressed by Mr. Showers in the previous meeting. She stated Mr. Showers told her the issue is being addressed and may take six or seven weeks.

Mr. Martin returned to the discussion of Events, referring to the recent Cornfest.

- Cornfest went well. The Town should encourage local Non-Profits to participate in Town Events.
  - 75 vendors and 5500 people participated and attended this year's Cornfest.
  - Meals on Wheels benefited from the sale of over 570 ears of corn.

Mayor Jenkins asked about the Cornfest data. According to the metrics, Cornfest had a thousand less visits this year than last year.

Ms. Pemberton corrected the conversation stating that discussion will be addressed in the Economic Development portion.

- **Engineering**
  - Busy with plan reviews, and resident concerns regarding stormwater and drainage issues.
  - Recent retirement of Ron Long.
  - The new Director of Engineering will arrive soon.
- **Quarterly Report from Economic Development.** Staff Resource Steve Ayers

Economic Development Staff Member, Crisi Clark spoke representing Economic Development.

- Funding for the meat processing plant has been approved by the State for \$9.7 million dollars. The facility will be 10k square feet. The University of Arizona has put together a committee to include Camp Verde.
- The Frentec Company closed on the two parcels on Cherry Creek Road. This will be a 80K square foot facility and a \$40 million dollar investment. The facility will create up to 215 competitive wage jobs.
- A meeting has been scheduled for September 7th with Yavapai College to promote a Workforce Program.
- Business and Innovation Resource Center, BRICK, will officially open on August 25<sup>th</sup>.
- Workshop for business owners and those looking to open a business is scheduled for September.
- NACOG and Yavapai College provided computer equipment for

- people in the area to find jobs.
- Sedona Now, a radio station in Sedona, will be airing a special on Camp Verde September 15<sup>th</sup>.
  - Arizona Congress Authority will promote Camp Verde in the film industry. Arizona State Legislation has approved \$75 million dollars in tax credits to the film industry.
  - Camp Verde was nominated for Business Leadership Awards for promoting career development and Camp Verde's excellent employee retention.
  - A new, streamline version of Visit Camp Verde website will be available in October.
  - Trails are being completed, specifically the Circle Trail which encompasses Camp Verde, Cottonwood, Clarkdale, Sedona and Rimrock. Trail maps are being created.
  - Staff Involvement with the West Clear Creek Recreation and Restoration Program stewardship program sponsored by the Nature Conservancy.
  - Staff attended the Arizona Governors Conference on Tourism.
  - Staff attended the Rural Policy Forum sponsored by Local First in Winslow Arizona.
  - Staff met with candidates of the grow facilities to discuss their particular economy, water conservation and future plans.

Economic Development Staff Member, Sean Brooks spoke representing Economic Development.

- Staff is working with Economic Collaborative of Northern Arizona, ECONA to promote regional attraction.
  - Utilization of "Buckston" a data software designed to gather data.
- Staff utilizes Golden Shovel, an Economic Development tool that specializes in creating websites.
- Staff is working with retail owners and developers, utilizing 'AI' to leverage Camp Verde's location.

Mayor Jenkins asked Mr. Brooks what Economic Development is doing about obtaining another grocery store.

Mr. Brooks replied the Town is working with software called 'Placer' and ECONA to gather data to entice a grocery store to this area. The Town must build a pursuit package, additionally the Town needs a location for an additional grocery store.

Mayor Jenkins clarified that Economic Development is actively working to obtain another grocery store for Camp Verde.

Mr. Brooks replied yes, Economic Development has identified, through data gathering, what type and size of grocery store might best fit the community. This takes time.

- Cornfest this year saw less people. It was hotter this year. Although there were less people, those attending stayed longer.

Councilor Baker asked Mr. Brooks who the members of the ECONA Collaborative included.

Mr. Brooks replied members are professionals, not necessarily members of the community.

Councilor Baker clarified that this is a single person that provides contacts within different communities.

Mr. Brooks replied yes, through Steve Ayers.

Councilor Whatley attended the Cornfest. She said the vendors were very happy, and several sold out. It was a wonderful time for everyone.

Mr. Brookes agreed, the vendors were happy with the Cornfest. The Economic Development Department received several inquiries through the website from vendors asking how they can participate in the future. Economic Development is working hard to gather data to do additional targeted advertising.

Councilor Moore stated Economic Development is doing an excellent job.

**7. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division job descriptions to include the Water Division Manager, Water Division Foreman, Water Operator and Utilities Clerk to the Plan.** Staff Resource: Russ Martin

Mr. Martin spoke regarding page 137 of the salary plan, explaining that additional qualifications were added to the job descriptions.

Charlotte Salsman, a member of the public, spoke regarding Titles and Division Heads. She stated she does not agree and does not find titles for employees necessary. She also wanted to know when the Water and Sewer billing will be combined, how will a person be billed if they have water but not sewer. Ms. Salsman is opposed to the employee titles being created. She then spoke regarding the recent flooding of Salt Mine Road. Ms. Salsman relayed to the Council of a friend of hers on oxygen who was distressed because of the delay of her husband due to the flooding on Salt Mine. Ms. Salsman stated the issue should be fixed as soon as possible.

Councilor Baker spoke regarding the job descriptions and salary levels. She asked if the salary stated is an increase from when the Water Company was private, or an increase since the employees now work for the Town.

Mr. Martin replied the salaries were equivalent between the private water company and

the Town Salary. The Town gave the new Water employees an 8% increase because they are behind on retirement and did not receive a COLA or merit increase. It is same with Wastewater.

Mayor Jenkins asked about the net impact of the Water employees' take home pay.

Mr. Martin replied the 8% was intended to make sure the employees take home pay was roughly equal to what they were making before the transition.

Councilor Baker asked if the previous Water Company employees had a retirement plan.

Mr. Martin replied yes, but their matching requirement (retirement contribution) was lower with a private company.

Councilor Moore asked about the Rate Study. She wanted to know if the Rate Study will address the billing issues mentioned previously, specifically if a citizen was on Town Water, but not Sewer, or Sewer, but not Water.

Mr. Martin replied that each issue will be addressed when the Rate Study is done. There will have to be an alternative for those folks that don't use water but have sewer. These are separate funds for separate accounts to pay for separate staff.

**Motion by Councilor Baker** to approve an amendment to the Town's Salary Plan by adding the Water Division job descriptions to include the Water Division Manager, Water Division Foreman, Water Operator and Utilities Clerk to the Plan.

**Seconded** by Councilor Whatley.

Vote;

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

Motion passes 7-0

8. **Discussion, Consideration and Possible Revision of Ordinance 2022-A467, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a Zoning Map Change, subject to Stipulations, from RR-2A and PAD to C2-PAD for 87 acres located at 3445 S. Grapevine Way, Camp Verde, Arizona which is also known as Alcantara Winery and Resort.** Staff Resource: John Knight

Economic Development Director John Knight spoke via zoom. He referred to page 149 of the packet. At the bottom of the page is the corrected motion. He told the Council that this is not a change to the Ordinance; this is changing the motion, so the motion accurately reflects the title of the Ordinance. This is a technical error.

**Motion by Councilor Moore** to approve a Revision of Ordinance 2022-A467, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a Zoning Map Change, subject to Stipulations, from RR-2A and PAD to C2-PAD for 87 acres located at 3445 S. Grapevine Way, Camp Verde, Arizona which is also known as Alcantara Winery and Resort

**Seconded** by Councilor Baker.

Vote;

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

Motion passes 7-0

**9. Discussion, Consideration, and Possible Direction to the Manager to prepare and submit the 2022 Election Ballot for two (2) members from candidates around the state to serve on the Board of Trustees for the Arizona Municipal Risk Retention Pool.** Staff Resource: Russ Martin

Town Manager Russ Martin spoke regarding this item. There are seven candidates. He is the voting delegate and is requesting direction from Council to vote for two.

Mayor Jenkins would like to put forward William Oster.

Councilor Baker approved Mary Jacobs.

Council Baker approves both Mary Jacobs and William Oster.

Mr. Martin clarified that Mr. Oster is the Risk Manager for Surprise Arizona and Ms. Jacob is the Town Manager for Oro Valley.

Mayor Jenkins clarified that the agenda item did not require a vote, merely direction for the Town Manager.

**10. Discussion, Consideration, and Possible Direction to reestablish the Parks and Recreation Commission.** Staff Resource: Russ Martin

Mr. Martin spoke regarding this request. He told Council the Parks and Recreation Commission was eliminated prior to his (Mr. Martin) arrival because of a drop in Town Staffing levels. This has currently changed. The Town has the staff to support this item, but if approved, will take time away from the regular duties of Town Staff.

Councilor Baker informed Council that the Town eliminated the Commission in the past because of the amount of time it required. Since the Town has grown, the Parks system has grown. In the past, it was difficult to obtain volunteers for the board. However, it is possible people will volunteer. She stated it would be a good idea to reestablish the Parks and Rec Commission with input from Town Staff.

Councilor Whatley stated Council should not move on this item until Parks and Rec Director Mike Marshall is consulted. Councilor Whatley was part of the Parks and Rec Commission in the past, and states the Commission was burdensome because of rules associated with the open meeting law. She stated a Commission will cause additional work for Staff. It may take some decisions away from Parks and Rec Director Mike Marshall. Councilor Whatley referred to page 187, stating these are items that staff needs to take care of, not a Commission. It would be better to have Committees. Committees would allow for open and free discussion. There are too many rules with a Commission. In the past it was decided to do away with the Commissions, except for Planning and Zoning, because they were so burdensome and involved more work for Staff.

Councilor Murdock stated she worked for the Town in the 2008 when the Town had a Parks and Rec Commission. She stated the Commission worked well, but it was more work for Staff. She asked Mr. Martin the difference between a Committee and a Commission.

Mr. Martin replied Commissions are restricted and formal. Members of Commissions are appointed by Council. Committees are informal, such as the Tree Committee, which meet, discuss and bring requests to the Town Manager or Council.

Councilor Murdock asked if any person of the public had requested a Parks and Recreation Committee/Commission.

Town Clerk Cindy Pemberton stated there was a member of the public on Zoom wishing to speak on this matter. She also stated the copy of the resolution in the packet was merely reference from a previous resolution several years ago.

Councilor Murdock stated she worked for Parks and Rec in the past. The Commission was more work and structured, requiring much the same documentation and rules as the Council. If the Council moves forward, Councilor Murdock would like to see a Parks and Rec Committee before a Commission.

Shaylee Brady, a member of the public, stated (via written document read by Ms.

Pemberton) she was in favor of this item and wanted to be involved.

Mayor Jenkins stated this item is an attempt to get the public more involved in Parks and Rec.

Councilor Moore stated she researched other Towns that have Parks and Rec Commissions vs Committees. She read several descriptive narratives of Cottonwood, Chino Valley and Clarkdale from their Committees, Commissions and Boards descriptions. Councilor Moore stated our Town is growing and having a Committee and or Commission for Parks and Rec could get people more involved. It will give the public more of a voice. She is aware a Commission is more work for staff, but it could mean more help for staff as well. She stated it really comes down to the public and what they can do for the Town.

Ms. Pemberton clarified that Commissions, Boards and Committees are all appointed by Council and adhere to the same policies, standards and rules.

Councilor Baker stated Council does not appoint Committees. Commissions report to Council on a regular basis. This gives Council more information about the Town and the needs of the community. She is in favor of a Parks and Rec Commission.

Ms. Pemberton stated she would do further research into this area because every municipality is different. Ms. Pemberton will submit her findings to Council.

Councilor Whatley is in favor of Committees. She stated that Committees are specific to each area. Committees are also not appointed. People that join Committees do so for each area that they are interested in. The public can form a Committee to address issues that can be presented to the Council. Councilor Whatley stated Commission members are appointed, and that can leave some people out. Committees involve more people.

Councilor McPhail stated she is on the Tree Committee. The Committee is successful because it is informal and has good leadership. The leader is the one that gets things going. Councilor McPhail approves of forming a Parks and Rec Commission. Let the Commission determine what they need to address. The Town has been trying for quite some time to do a Master Plan, input from a Parks and Rec Commission for long term planning would be invaluable. Councilor McPhail supports a Parks and Rec Commission.

Vice Mayor Butner stated he was on the Trails Committee that was established by Steve Ayers. It was very successful.

Councilor Moore stated that Cottonwood had a Youth Advisory Commission. She read the Commissions narrative. She stated this program involves the youth and is overseen by the Parks and Rec Commission. She stated the Parks and Rec Commission will potentially address multiple topics and needs people that would be



committed to it.

Councilor McPhail stated there was a Youth Advisory Commission in Camp Verde that was devastated by Covid.

Jeffery Noonan, a member of the public, suggested that having a commission for everything, it will get bogged down. Perhaps having a Town Commission could oversee the Committees.

Councilor Whatley stated there was a Youth Advisory Committee and it was strong prior to Covid. They were involved in many activities.

Councilor Murdock asked for direction from Staff regarding involving the public. She wanted to know the best way this could be accomplished.

Mr. Martin replied that Staff will eventually need a formal decision from Council on this matter. If Council is not going to decide now, he requested Council give Staff some direction on how they would like to proceed regarding a Parks and Rec Commission.

Mayor Jenkins stated a Commission is more formal, which will give it a voice to Council. A Commission is a positive thing. Mayor Jenkins stated a Committee may not have the 'weight' a Commission would carry.

Ms. Pemberton replied that according to Town code, that both Commissions and Committees possess the same legal requirements. Any committee will be held to the same standards. There are only minor differences between the two in Town Code.

Councilor Whatley stated Council should not decide this matter until consulting Parks and Rec Director Mike Marshall.

Ms. Pemberton told Council a member of the public, Daniel Doria, is requesting to speak via zoom, regarding a question about his business, not the current issue. Ms. Pemberton stated he should be heard during a Call to the Public.

Ms. Pemberton reiterated to Mr. Doria that the Council cannot respond in an ongoing Council meeting.

Councilor Whatley stated she disagrees with the statement that a Commission has more 'weight'. Any person in Camp Verde coming before Council is heard regardless of their position.

Mayor Jenkins called for the citizen on Zoom to speak.

Ms. Pemberton addressed Mr. Daniel Doria, a member of the public, via Zoom to speak about this agenda item.

Mr. Doria stated he is a resident of Camp Verde. He requested the Council summarize in two sentences, what the goals of the Parks and Rec Commission/Committee would be. Mr. Doria wanted to know what the measurable goals are of the Parks and Rec Commission, especially in relation to trees and recreation. The following is a record of the 'chat' portion of the Zoom encounter between the Town Clerk and Mr. Doria.

19:09:12 From Daniel Doria: If any local non-profits need assistance applying for their Google Ad monthly benefit (\$10,000), Brookdale Senior Canine Care will assist any party that would benefit. There is not cost but your business must be tax exempt classified for approval. - Economic Development

19:09:24 From Daniel Doria: 928-362-1168

19:15:16 From Town of Camp Verde: I Daniel, I can mention your statement during our call to the public if you would like me to relay your message.

19:19:35 From Daniel Doria: Along the lines of attracting more retail and service businesses Plan to attract more citizens. The concern with food businesses is that Camp Verde has appx 7000 homes and its reasonable to believe that between the discount grocer on Finnie Flat, Bashas and others, the spectrum of income ranges is spoken for. So, while competition may become more healthy, profits and tax income would likely remain the same, with less satisfied vendors.

When the number of citizens goes up, depending upon the cause for the rise, the amount of local money and business demand will naturally rise, with the core of the change being the rising consumer/citizen count.

My non-profit is therefore focused on claiming all AdGrant money available, including but not limited to Google's \$10,000 per month of ad spend, to attract bodies from around the U.S. to Camp Verde for reasons such as their love for animals.

19:19:39 From Daniel Doria: That would be excellent

19:19:45 From Daniel Doria: Thank you :)

19:38:31 From Shannalee Brady: I would like to state my support for this item and my interest in being involved and volunteering.

19:39:21 From Town of Camp Verde: Thank you Shannalee, I'll relay your message to the Council

19:55:26 From Daniel Doria: What is the measurable Standard Operating Procedure and end goals of the committee OR commission?

20:01:31 From Daniel Doria: Does Camp Verde's population affect its ability to maintain commissions, in comparison to more populated Towns like Cottonwood?

20:10:03 From Daniel Doria: Sorry. I've never dealt with a city Council that doesn't allow public questions or involvement, like the gentlemen in the blue shirt.

Councilor Baker asked Ms. Pemberton about the Town Code and how Committees and Commissions are selected. She asked what the Town Code said about how many members on each Committee or Commission. She understood it to be 7 members.

Ms. Pemberton read the answer from the Town Code chapter 4 on Committees and Commissions.

Councilor Murdock stepped away from the podium at 8:15.

Councilor Baker asked if the rules are the same as far as minutes and rules for Committees and Commissions.

Ms. Pemberton replied yes, that is overseen by the Town Manager.

Councilor Murdock returned at approximately 8:18.

**Motion by Councilor Baker** to appoint a Parks and Rec Commission at the Town's earliest Convenience.

**Seconded** by Councilor Moore.

Councilor Murdock would like to postpone this item until we have more staff input and additional information. She requested a Work Session for further discussion that includes the Public Works Director, members of the community and Town Staff.

Vice Mayor Butner stated it is important to have more input from Staff before establishing this Commission. He stated the Town has had difficulty in the past acquiring volunteers to sit on Commissions and or Boards.

Councilor Baker stated she felt the Commission would give good support to Parks and Rec and Public Works. She stated Council has had input from Staff to make this decision.

Vote

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

Motion passes 4-3

Councilor Murdock excused herself from the meeting at 8:20 p.m.

Mayor Jenkins adjourned the meeting for a ten-minute break at 8:21.

The meeting resumed at 8:30

**11. Discussion, Consideration, and Possible Direction for the Mayor to approve The League of Arizona Cities and Towns proposed Resolutions on behalf of the Town**

**of Camp Verde Town Council.** Staff Resource: Mayor Jenkins

Mayor Jenkins clarified that this is something the Town does every year. She is the person that votes on these items and is looking for input from Council on how they would like to address each item.

Regarding the first item, Budget and Finance Committee. Mayor Jenkins is a member of this Committee. This item will remove Special Meetings for adopting a budget. Mayor Jenkins supports this item. She asked the Council how they would like her to vote.

- Item 1 BFED1- all Council, yes.

Mayor Jenkins read the item GAHRE 1 from Sedona. The item deals with General Plan submission. Councilor Whatley stated the item was proposed by the Town of Sedona, but according to the documentation, it failed by Committee.

Mayor Jenkins stated Camp Verde does not fall within the definition of the item.

Councilor Whatley stated Camp Verde does not fall under the definition, however, voting for it would show support for another municipality.

- Item GAHRE 1- all Council, yes.

Item GAHRE 3- Mayor Jenkins explained this allows cities and Towns to post public notices either on a website or newspaper or both.

Vice Mayor Butner stated no to this item because many people in the Town do not have computers or internet access. This might work for large municipalities, but it does not work for Camp Verde. Vice Mayor Butner is against this item.

- GEHRE 3- all Council, no.

Item GAHRE 4-Mayor Jenkins explained this item concerned exhibits.

- GEHRE 4- all Council, no.

Item GEHRE 5-Mayor Jenkins explained this item deals with rules on political signage.

Councilor Whatley supports this item. It is important to know who is putting the signs out and how to contact them.

Mayor Jenkins agreed.

- GEHRE 5- all Council, yes.

NSQL 1- Mayor Jenkins explained this item deals with supporting the Housing Trust Fund.

- NSQL 1- all Council, yes.

Councilor Moore clarified that this item would allow staff to advocate for additional funding beyond the unclaimed property proceeds.  
Mayor Jenkins replied yes.

NSLQ 2- Mayor Jenkins explained this item deals with Liquor Licenses.

- NSQL 2- all Council, yes.

**12. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Records Specialist II job description to the Plan.** Staff Resource: Corey Rowley

Staff member Darby Martin spoke representing Marshall Rowley. She stated this request will not require any additional personnel. It will outline the certifications and qualifications required of the Records Specialist II Position.

**Motion by Councilor Moore** to approve the revisions to the Town's Salary Plan by adding the Records Specialist II job description to the Plan.

**Seconded** by Councilor McPhail.

Vote;

Councilor Baker-aye  
Councilor Murdock-not present  
Councilor Moore-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

Motion passes 6-0

(Councilor Murdock not present)

**13. DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF RESOLUTION 2022-1094, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING AND ADOPTING THE RESULTS OF THE PRIMARY ELECTION HELD ON AUGUST 2, 2022.** Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton explained that this is a resolution to adopt the results of the Primary Election held on August 2, 2022. Ms. Pemberton gave the following statistics;

- 3,204 ballots were cast
- There are 7,040 registered voters in Camp Verde
- Voting turnout was 45%
- 15 ballots were rejected, 7 provisional ballots and 8 early ballots
  - Rejections occurred largely due to voters forgetting to place their ballots in the envelope provided, the voter failed to be a registered voter, the voter signed their name wrong.

Ms. Pemberton brought to the Council's attention, a change in the date in the resolution from August 4 to August 2. This was a clerical error and has been rectified.

Ms. Pemberton requests the Council adopt the Resolution as presented and amended.

**Motion by Councilor McPhail approval of Resolution 2022-1094, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the Regular Election held on August 2, 2022.**

**Seconded** by Councilor Baker.

Mayor Jenkins asked for clarification, stating it was the *Primary* Election not the *Regular* Election.

Ms. Pemberton stated the Primary Election.

Vote;

Vote;

Councilor Baker-nay  
Councilor Murdock-absent  
Councilor Moore-nay  
Councilor McPhail-nay  
Councilor Whatley-nay  
Vice Mayor Butner-nay  
Mayor Jenkins-nay

Motion fails 6-0

**Motion by Councilor McPhail approval of Resolution 2022-1094, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the Primary Election held on August 2, 2022.**

**Seconded** by Councilor Baker.

Vote;

Councilor Baker-aye  
Councilor Murdock-not present  
Councilor Moore-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

Motion passes 6-0

**14. PRESENTATION OF CERTIFICATE OF ELECTION TO DEE JENKINS (1 MAYORAL SEAT - ELECTED IN PRIMARY). MARIE MOORE, ROBIN WHATLEY, WENDY ESCOFFIER (3 COUNCIL SEATS – ELECTED IN PRIMARY).** Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton spoke regarding this item. This item requires no action by the Council. This is to inform and certify candidates of the results of the August 2 election by the Town's voters. Also, the Town will be adhering to Town Code Assumption of Office, Section 2-1-3 stating that any office(s) up for election that are filled in the Primary election, will assume office at the first regular meeting of the Town Council in November, following the date of the General Election. This years' election will be held on November 8, 2022 the candidates will be taking their seats on November 16, 2022.

Ms. Pemberton presented Mayor Dee Jenkins with a Certificate of Election electing her as Mayor of Camp Verde for two years, beginning November 16, 2022.

Ms. Pemberton presented Wendy Escoffier with a Certificate of Election for the Town Council for a term of four years, beginning November 16, 2022.

Ms. Pemberton presented Marie Moore with a Certificate of Election for the Town Council for a term of four years, beginning November 16, 2022.

Ms. Pemberton presented Robin Whatley with a Certificate of Election for the Town Council for a term of four years beginning November 16, 2022.

Ms. Pemberton stated she looks forward to working with all the candidate elects. This recently elected Council is historic, as it will be an all-female Council.

**15. 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))

None

- 16. 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 stated that John Hughey has resigned as Tribal Chairman. Elections for a new Chairman will be in September. Tanya Luis will assume those duties. She attended the Verde Valley Sanctuary Transitional Housing opening with Mayor Jenkins.

Vice Mayor Bunter, nothing to report.

Councilor Baker, nothing to report.

Councilor Moore, nothing to report.

Mayor Jenkins attended the bi-weekly Verde Valley Managers Meeting and the Verde Valley Sanctuary Transitional Housing opening.

Councilor Whatley told the Council that a former Town Council member, Mike Perry, passed away due to Covid.

- 17. 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 stated he will be out of Town for two weeks, returning on September 11. He encourages the Council to work through the Clerk's Office during his absence. The Town is sponsoring the Water Shed Conference. The Town gets five seats. The dates are September 26-29. If any Council member would like to go, please let Staff know.



Councilor McPhail, Councilor Baker, Vice Mayor Butner and Councilor Whatley will be attending. There is no fee for the first five members. Mr. Martin encourages any Council member going to the conference sign up as soon as possible.

Town Clerk Pemberton stated she will reach out to Council for volunteers for showcasing duties at the League of Cities and Towns.

- 18. 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).**

Vice Mayor Butner recused himself from the Executive Session.

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

**Motion by Councilor Whatley** to convene into Executive Session.

**Seconded by Councilor McPhail.**

All in favor; **Aye**

Council adjourned to Executive Session at 8:56 p.m.

- 18.2. Reconvene Open Session**

Council reconvened into Open Session at 9:13 p.m.

Directed state to draft a generic contract for Town Attorney for the Council to review.

- 19. Adjournment**

Without objection Mayor Jenkins adjourned the meeting at 9:21 p.m.

\_\_\_\_\_  
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 August 17, 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

DRAFT



**Agenda Item Submission Form – Section I**

**Meeting Date:** September 7, 2022

*Consent Agenda*       *Decision Agenda*       *Executive Session Requested*

*Presentation Only*       *Action/Presentation*

**Requesting Department:** Finance      **Staff Resource/Contact Person:** Mike Showers

**Agenda Title (be exact):** Approval for the Finance Director to make the attached budget adjustments labeled BAFY22-02 for the FY22 budget year.

**List Attached Documents:** 1) Budget entry sheet BAFY22-01

**Estimated Presentation Time:** N/A      **Estimated Discussion Time:** N/A

**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:** These budget adjustments allow the Finance Director to make corresponding entries for the operating transfers detailed in the \$888,556.79 and \$125,000 adjustments within FY22 financials. The expense adjustment of \$28,975 is already coded in Non-Departmental and just needs the corresponding budget to cover that expense which is located in the Finance Department budget where it is no longer needed.

**Recommended Action (Motion):** Approval for the Finance Director to make the attached budget adjustments labeled BAFY22-02 for the FY22 budget year.

**Instructions to the Clerk:** None.

Date: June 30, 2022

Account Number	Description	Increase (+)	Decrease (-)
<b>Budget Adjustments</b>			
01-000-49-550300	Operating Transfers Out to CIP	\$ 888,556.79	
03-000-49-500101	Operating Transfers In fm Gen		\$ 888,556.79
	* - Move balance of AzCares money into CIP from		
	General Fund. FY21 audit moved remaining		
	unrestricted AzCares funds into the General Fund.		
	This puts the funds into CIP to cover FY22 and FY23		
	expenditures.		
01-999-20-722111	Firefighter Cancer	\$ 28,975.00	
01-130-20-710000	Consulting		\$ 28,975.00
	* - In FY22, the State removed the State fee to		
	reimburse sales tax collection costs but created a		
	new fee to reimburse Cancer claims for firefighters		
	which Camp Verde has to pay even though we don't		
	have the fire dept. within the Town structure. This		
	adjustment moves the originally budgeted fee for		
	sales tax collection within the Finance budget to		
	the Non-Departmental budget where the firefighter		
	cancer fee is located.		
01-000-49-550400	Operating Transfer Out to Parks	\$ 125,000.00	
04-000-49-500101	Operating Transfer In fm Gen		\$ 125,000.00
	* - The matching federal grant for the Sports Park		
	required a \$125,000 admin fee that could not be		
	included within the grant. This transfer would cover		
	funding for the \$125,000 for obtaining the grant which		
	is expensed within the Parks Fund.		
Journal Entry Totals		\$ 1,042,531.79	\$ 1,042,531.79

Journal Entry #: BAFY22-02

Approved By/Date: \_\_\_\_\_

Packet #: GLPKT -

Entered By/Date: \_\_\_\_\_



ARIZONA COMMUNITY  
FOUNDATION  
OF SEDONA

# Camp Verde City Council Presentation

**Jennifer Perry**  
**Regional Director**  
**Arizona Community Foundation**

## Objectives

1. Overview of the AZ Community Foundation
2. Regional Assets and Impact
3. Examples of how people and organizations work with ACF
4. Other Initiatives



# Mission

Lead, serve, and collaborate to mobilize enduring philanthropy for a better Arizona.

# ACF Snapshot

501<sub>c3</sub>

44 Years in Business

4 Star Rating with Charity Navigator for 12 years

\$1.5 Billion in Charitable Assets Under Management

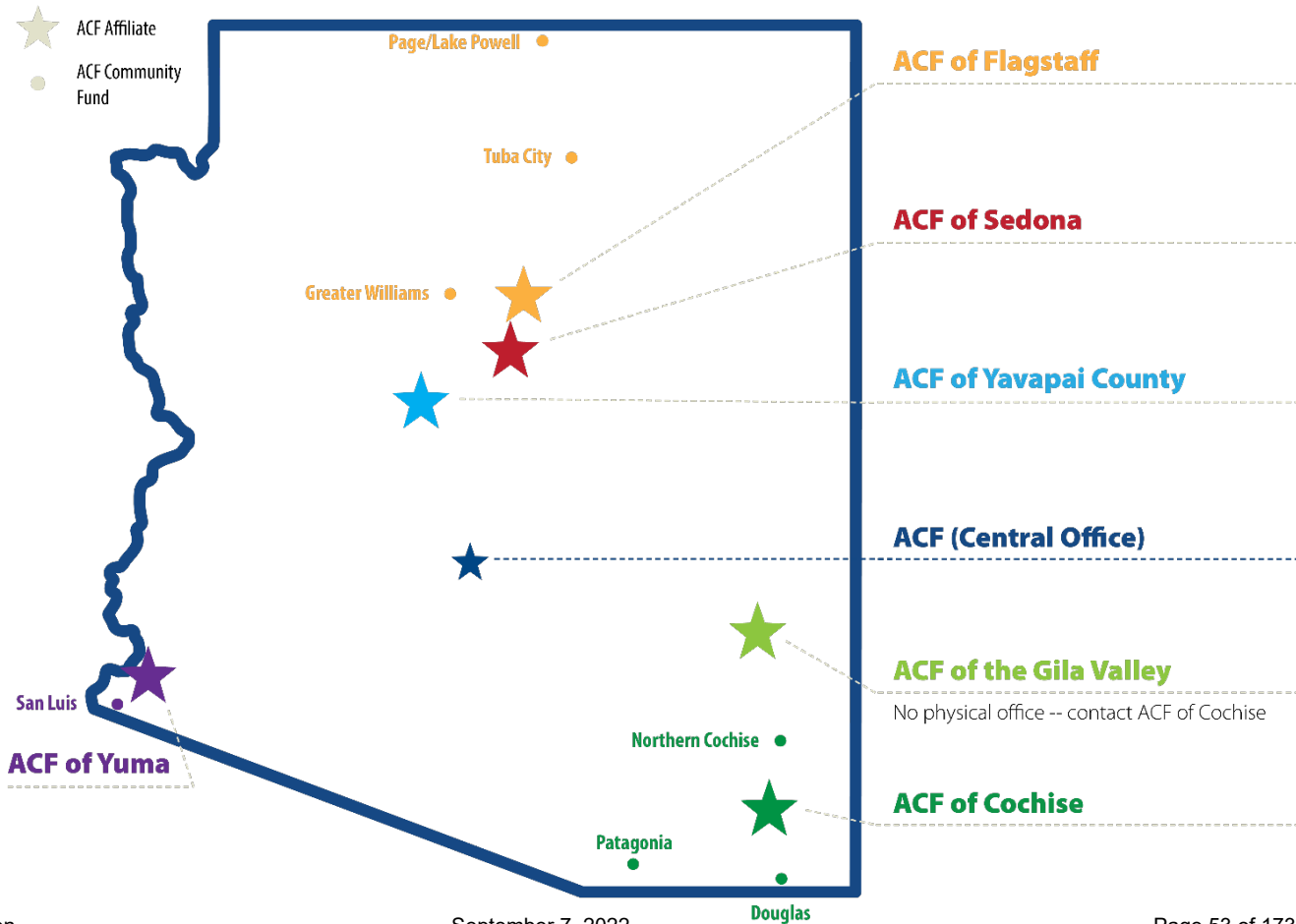
Top 25 Community Foundations in U.S.A.

Central Office in Phoenix, local expertise here





## In 2021, ACF granted a record **\$196 million!**





We transform donor passions into permanent revenue supporting local communities.

- 1) We bring charitable dollars in
- 2) We endow and invest them
- 3) We give charitable dollars out





## Greater Sedona Community Fund

1991, fund began with **\$1,000**

Today, fund balance is **\$2,396,554**

30 years, **\$2,110,409** in grants,



**\$1,000 Initial**

Council Regular Session  
**Gift**

**\$2,110,409 Grants**

September 7, 2022

**\$2,396,554 Fund Balance**

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# Philanthropic Tool Kit





**Primary objective of ACF's investment program is to preserve and grow our endowment by generating returns greater than our spending on grants, social investments and administrative costs.**

- Average return is 7.5%
- Spending Rate on Endowed Funds is 4.25% of earnings
- Spending rate calculated on fund average balance for past 12 quarters
- We operate on a 1% administrative fee





## All ACF funds are donor driven

### We Fund:

- 501c3 NPOs
- Government Agencies including schools, parks and recreation, police and first responders
- Tribal Entities
- Religious Organizations
- Anywhere in the world
  
- 42 competitive grant cycles per Year
- Donor designated grants







- Established in 1991
- \$15+ million in assets under management
- 71 Funds
- Distributed over \$11 million in grants and scholarships
- Now mobilizing an average of \$1M a year to the region

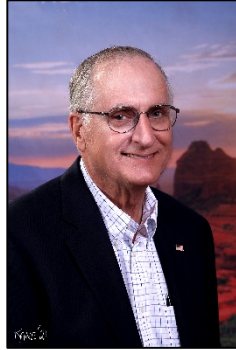




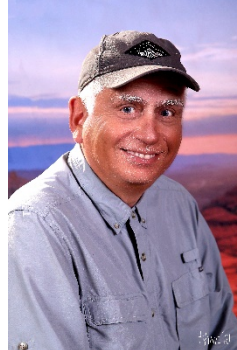
# Local Board of Advisors



**Carol Kurimsky**  
**Chair**



**Bill Murto**  
**Vice Chair**



Kevin Adams



BJ Davis



Lisa Glinsky



Sandi Heysinger



Jill Iurato



Dr. Bruce Peek



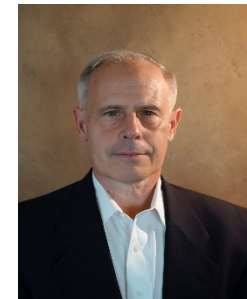
Nancy Williams



Chris Williams



Val Wilson



Richard Zahner





## 15 Funds Designated to Support our Region worth \$3M+

- Greater Sedona Community Fund
- Sedona Health Care
- Greater Sedona Fund for the Environment
- Sedona Business Give Back
- Sedona Arts
- Rappaport Community
- Martinez Family
- Sedona Animal Welfare
- Glenys and Gerald Wilson Family
- A Roof For All
- John Boone Kincaid III
- Dixie Carlson
- Nolan Family
- Miracle Leadership
- Tolerance Learning

**Anyone can give to a Community or Field of Interest Fund**

**Leave the decision making to ACF and create your own Fund**

# Worthy Project List

**Never Enough Money to  
Fulfill Requests**

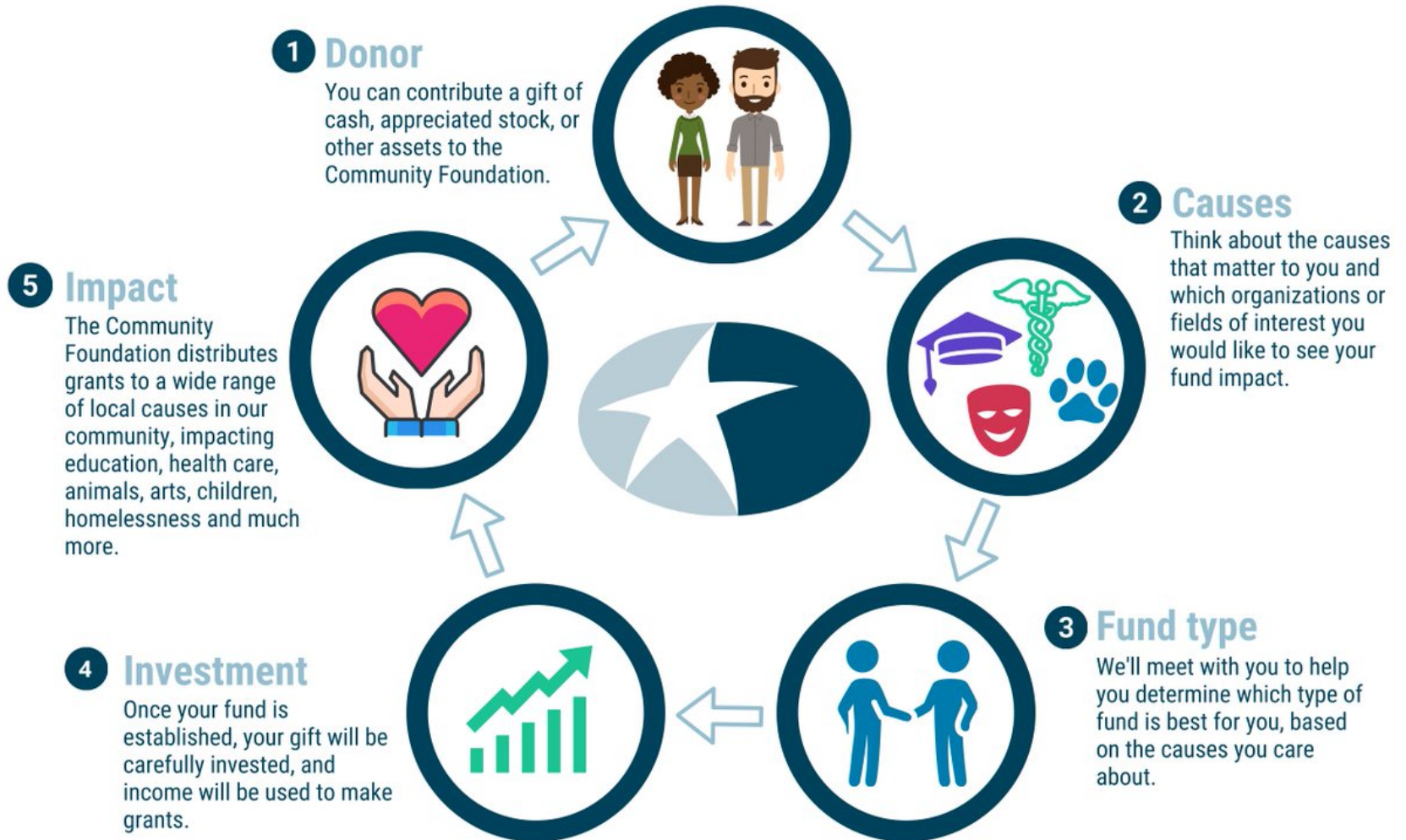
**A free service to  
community**

**Mobilizes \$200k + Year  
in Local Giving**

**Give where you live  
with confidence**



# How People Work with ACF



## Give Today

- Cash
  - Stocks, bonds and mutual funds
  - Life insurance
  - Closely held stock
  - Real estate
  - IRA Distributions
  - Charitable Lead Trusts
- Bequest
  - Charitable Gift Annuity
  - Charitable Remainder Trusts
  - Life Insurance
  - Life Estate
  - Retirement account assets



# How Individuals Work with ACF



**Bill & Susan Cammock**

## **Options Include:**

- Giving to an existing fund
- Setting up a new fund
- Establishing a scholarship
- Working with ACF to identify organizations or projects to support
- Gift planning help.

## **Bill and Susan**

- Set up a Donor Advised Fund
- Established the Pathway to Careers Scholarship Fund
- Established a Planned Gift to continue their giving when they pass

## Forest Highlands Foundation



- Pool donations
- Establish Community or Field of Interest Funds
- Giving Circles

### **Forest Highlands Foundation**

- Collaborative Fund
- Members contribute
- Work with ACF to determine projects to grant to
- ACF Manages the fund and administration and grant making

## **Eligible to receive grant funding**

- Through competitive grant cycle or as a designated beneficiary of a fund

## **Work with ACF to Manage Your Grants Process**

- Grant Opportunity Promotion
- Back Office Support
- Customer Service
- Application Review and Vetting
- Check Processing

## **Philanthropic Loan Funds**

## **Emergency/Disaster Funding**

## **Cities and Counties**

- Maricopa County
- City of Phoenix
- City of Goodyear
- City of Chandler
- Town of Gilbert
- City of Peoria
- City of Tempe
- City of Yuma
- Phoenix IDA
- Yavapai IDA

## Services Include:

- Corporate Donor Advised Funds
- Grant Awards Management

## Businesses

- Cox Charities
- Arizona Public Service (APS)
- Blue Cross Blue Shield
- Enchantment Resort
- Fiesta Bowl
- Arizona Coyotes
- Arizona Super Bowl
- Phoenix IDA
- Maricopa County IDA
- Snell & Wilmer Law
- Arizona Republic
- Health First Foundation
- Route 66



## Boynton Canyon Preservation Fund

Corporate Donor Advised Fund for Enchantment  
Council Regular Session

September 7, 2022

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## Not Just Recipients of Grants

# ACF Partners with 27 NPO Funds in Sedona and the Verde Valley to Manage their Endowments

Camp Verde Public Library  
Christ Lutheran Church  
Fine Art Museum of Sedona  
Humane Society of Sedona  
Keep Sedona Beautiful  
Manzanita Outreach  
Northland Cares  
Sedona Arts Center  
Sedona Community Food Bank  
Sedona Historical Society  
Sedona International Film Festival

Sedona Public Library  
Sedona Red Rock Trail Fund  
Sedona Women  
VV Archaeology Center  
VV Habitat for Humanity  
VV Humane Society  
VV Imagination Library  
VV Sanctuary  
Unify Sedona

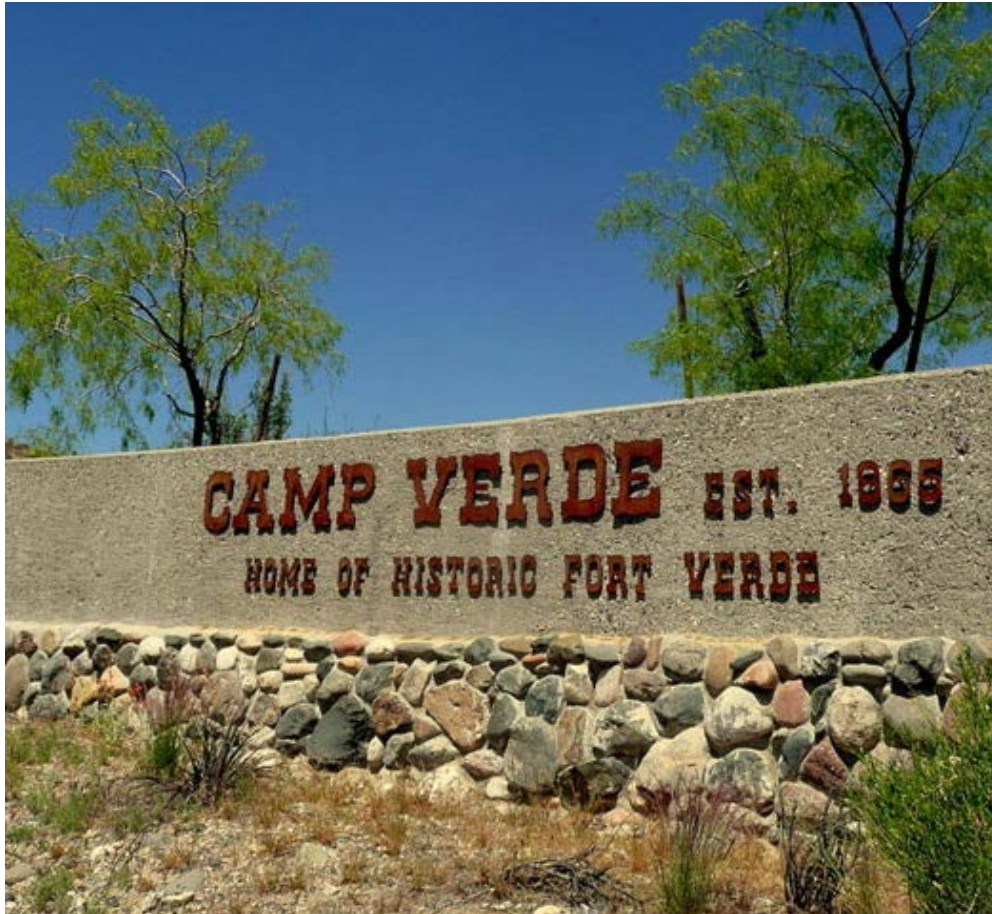
# Flexibility of Planned Gifts

---

- Give to more than one NPO
- Give to a region
- Give to certain causes
- Create scholarships
- Reduce estate taxes
- Make changes at any time at no charge



# Camp Verde Projects



- Jobs for Arizona Graduates CV High School
- Teacher Certification and Retention Program
- AED's for the CV Marshalls Office
- Transportation and Job Training - Rainbow Acres
- Food Assistance - Senior Citizens of Camp Verde
- New Library -YAN
- Montessori Preschool



ARIZONA COMMUNITY  
FOUNDATION  
OF SEDONA

# Other ACF Initiatives

- **Pathway to Career Scholarship Fund**
- **A Roof For All Housing Fund**
- **Philanthropic Loan Funds**
- **Giving Circles**
- **Arizona Endowment Building Institute**



# Thank You

Jennifer Perry  
928-399-7218  
[jwperry@azfoundation.org](mailto:jwperry@azfoundation.org)

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Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: September 07, 2022

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

Requesting Department: Library

Staff Resource/Contact Person: Kathy D Hellman

Agenda Title (be exact): Proclamation of September 2022 as Library Card Sign-up Month

List Attached Documents: Proclamation

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

**Reviews and comments Completed by:**

- Town Manager: \_\_\_\_\_  Department Head: Kathy Hellman
- Town Attorney Comments: \_\_\_\_\_
- Risk Management: \_\_\_\_\_
- Finance Department  
Fiscal Impact:  
Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
Comments: \_\_\_\_\_

**Background Information:** Since 1987, Library Card Sign-up Month has been held each September to mark the beginning of the school year. During the month, libraries unite in a national effort to encourage families and children to sign-up for a library card.

**Recommended Action (Motion):** Proclaim September 2022 as Library Card Sign-up Month in Camp Verde, AZ

**Instructions to the Clerk:** Please have the mayor sign the proclamation provided with this submission.

# Proclamation

*be it proclaimed by the Mayor*  
**Town of Camp Verde**

**Whereas**, the library card is the most important school supply of all;

**Whereas**, libraries play an important role in the education and development of children;

**Whereas**, libraries bridge the learning gap by offering a wide range of digital and print resources;

**Whereas**, libraries offer free access to technology and innovative educational programming;

**Whereas**, libraries continue to transform and expand their services in ways that meet the needs of the communities they serve;

**Whereas**, a free library card is the coolest card you can own;

Whereas, be it resolved that I, Mayor Dee Jenkins, proclaim September Library Card Sign-up Month in Camp Verde, AZ and encourage everyone to sign up for the “smartest card” @your library.

**NOW, THEREFORE**, be it resolved that I, Dee Jenkins, Mayor of the Town of Camp Verde, do hereby proclaim September 2022 Library Card Sign-Up month and encourage everyone to sign up for the “smartest card” @your library.

## *Library Card Sign-Up Month*

*I encourage everyone to sign up for the “smartest card” @your library.*



*dutifully executed this day September 7, 2022*

\_\_\_\_\_  
Mayor  
Town of Camp Verde  
State of Arizona





**Agenda Item Submission Form – Section I**

**Meeting Date:** September 7, 2022

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

**Requesting Department:** Administration

**Staff Resource/Contact Person:** Cindy Pemberton/Mayor Jenkins

**Agenda Title (be exact):** Discussion, consideration and possible approval for funding for 2022 Turquoise Circuit Finals Rodeo Sponsorship in the amount up to \$12,000.

**List Attached Documents:**

Minutes from April 6, 2022 item #7

**Estimated Presentation Time:** 10 minutes

**Estimated Discussion Time:** 10 minutes

**Reviews and Comments Completed by:**

Town Manager: Russ Martin       Department Head:

Town Attorney Comments: N/A

Risk Management: N/A

Finance Department: Funding could come from Community Outreach.

**Background Information:** The Turquoise Circuit approached the Town this past spring after they had signed a 5 year agreement with the CV Arena Association about Town sponsorship of a Block Party opening event and financial contribution. The Town Council gave direction to staff to prepare a budget to address the Block Party and that was added to the budget approved. A future conversation/agenda item was to consider additional financial contribution in the way of sponsorship. The Turquoise Circuit has moved forward to include the Town in its marketing to date and has made the Town a partner in this from the beginning. They will be here to ask formally for the sponsorship.

**Recommended Action (Motion):**

Move to approve funding for formal sponsorship in the amount of \$12,000 for the 2022 Turquoise Circuit Finals Rodeo to be held in Camp Verde November 4-6.

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

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/84401067791?pwd=MGtvNkdRSXlFeGNMMW04M3psUjIxdz09>

**One Tap Mobile: 1-253-215-8782 or 346-248-7799**

**Meeting ID: Meeting ID: 844 0106 7791**

**Passcode: 175243**

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 session to order at 6:30 PM.
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** Councilor Baker led the pledge.

Mayor Jenkins acknowledged that Clarkdale Council Member Bill Regner was in attendance on Zoom.

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 – March 10, 2022 at 5:30 p.m.
- 2) Special Session – March 16, 2022 at 4:30 p.m.
- 3) Special Executive Session – March 16, 2022 at 4:30 p.m. (recorded on file)
- 4) Special Session – March 16, 2022 at 5:30 p.m.
- 5) Regular Session– March 16, 2022 at 6:30 p.m.

**b) Set Next Meeting, Date and Time:**

- 1) Work Session – Tuesday, April 12, 2022 at 5:30 p.m.
- 2) Work Session – Wednesday, April 13, 2022 at 5:30 p.m.
- 3) Regular Session – Wednesday April 20, 2022 at 6:30 p.m.

- c) **Approval of additional funding in the amount of \$10,422.25 from the original budget of \$35,000 for Job Order Contract # 22-157 Separation of Commercial**

**Connections on Main Street project after bid and awarding in the amount of \$45,422.25 to Ligon Excavation, LLC.**

- d) Approval of Wastewater Division Dump Truck Purchase from Tucson Trux and Equipment Sales, LLC. In the amount of \$71,541.00. Staff Resource: Troy Odell and Chet Teague**
  
- e) Approval of a letter supporting Clarkdale's application for a Rebuild American Infrastructure with Sustainability and Equity (RAISE) Grant. Staff Resource: Russ Martin**

Councilor Moore requested item 4d be pulled from the Consent Agenda.

**Motion** by Vice Mayor Butner to approve the consent agenda minus item 4d. Second was made by Councilor Baker.

**Roll Call Vote:**

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

**Motion** carried 7-0.

Councilor Moore discussed item 4d. After researching the proposed dump truck there were several red flags including mileage, tire replacement requirements, difficulty on working on the particular motor, and sourcing parts. Councilor Moore also indicated that Council may need to look at a budget increase due to inflation and requested more information on resale of treated water as a viable option.

Chet Teague said the system currently takes in septic haulers and because of the chemicals resale is currently not possible. It is something the Department is looking at as a goal for the future, but would be approximately ten to fifteen year timeline to accomplish. In regards to item 4d there is another truck that was located by the Department. The price was out of the approved budget, but Council can look at it as an option. Mr. Teague informed Council that he would continue to look at other options for the dump truck including sourcing it Out of State.

Councilor Baker clarified that the main purpose of the dump truck purchase is to eliminate the contract for the hauling company. Councilor Baker also commended Councilor Moore for the research she had conducted.

Councilor McPhail suggested that staff review and come back with better options.

Two weeks was determined an appropriate timeline. No motion was taken for item 4.d.

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))

Mary Phelps President of Camp Verde Arena Association invited Council and the public to the Fundraiser Dinner on Friday the 15<sup>th</sup> of April. Doors open at 5:00 p.m. and dinner will be served at 6:00 p.m. Council will have a table provided. Ms. Phelps also brought flyers for the public for the Rodeo on May 20<sup>th</sup> & 21<sup>st</sup>. Tickets can be purchased at Caseys Cowboy Shop, Camp Verde Feeds, or online. Sunday there will be a scholarship jackpot as part of the event.

Katherine Sirimarco wanted to inform Council and the public of Opioid Overdose Prevention classes at the Camp Verde Library. The classes will be provided by Yavapai County Health Services on 4/26/22. There will be two sessions the first will be held at 2:30 PM and the second at 6 PM. All attendees will receive a box of Narcan spray, the drug to help prevent overdose.

Bill Regner thanked the Mayor and staff from the Town of Clarkdale.

6. **Special Announcements and Presentations:**

- **Proclamation – Proclaiming April as Fair Housing Month**

Mayor Jenkins proclaimed Fair Housing Month April 2022.

- **Presentation and Appreciation of the Camp Verde Marshal's Office by Cottonwood Police Chief Stephen Gesell**

Stephen Gesell Cottonwood Police Chief discussed the incident in July of last year that resulted in the death of a young Cottonwood resident. During the rescue effort one K9 Officer almost drowned in a wash and the vehicle was destroyed. Chief Gesell explained that inter-community relationships matter and Camp Verde loaned Cottonwood a K9 vehicle for four months. Chief Gesell read a statement on behalf of the Cottonwood Police Department. He stated that the Department recognizes the Camp Verde Marshal's office and Marshal Rowley with deep appreciation and gratitude for their generous support to The Cottonwood Police Department K9 Unit 2022.

- **Update and Presentation by the Community Development Department on the Status of the Code Compliance Division.**

John Knight Community Development Director introduced Anthony Apodaca, code enforcement officer employed by the Town since August. Mr. Apodaca explained that he has ten years of experience in code enforcement. Mr. Apodaca wished Council to consider adding another code officer. There is currently 145 active cases and having another officer would allow the department to be proactive in reaching out to the community for compliance. Mr. Apodaca envisions a department that is more about compliance than enforcement where voluntary compliance is the goal.

7. **Discussion, Consideration and Possible Direction to staff to prepare a budget for and host the Turquoise Circuit Finals Block Party on November 3, 2022.**  
Staff Resource: Russ Martin

Town Manager Russ Martin introduced Stacey Barker, Camp Verde Arena Association. Turquoise Circuit Finals went off without a hitch and was beautiful. Last year Low Places hosted the block party. During the event they learned a lot about what to potentially change and have quite a few things to look forward to. The Arena Association worked with Low Places to put a map together for Council. The Beer and Alcohol garden was reduced to the size of Low Places establishment and the map indicates the new stage area. The request for Council is that the Town of Camp Verde be responsible for the stage portion of the event. A five year contract has been signed with the Turquoise Circuit through 2026. The Town would provide signs, tables, barriers, and more lighting for safety.

Councilor Whatley asked if the item had been discussed with the Parks and Recreation Department.

Mike Marshal Parks and Recreation Division Manager and Jeremy and Shannalee Brady from Low Places were available for questions.

Mr. Marshal is aware of the agenda item, but doesn't have additional details other than what is being presented. The timing of the Rodeo is an extremely busy time for the Department. Trunk or Treat, Fort Verde Days, the Christmas Craft Bazaar and other functions are happening during the time period. The Department would need to talk to Council about staffing requirements. Further details and a budget would need to be determined.

Councilor Robin Whatley inquired if the Arena Association would be able to handle the block party on their own if the Town was not able to provide the resources at this time.

Mr. Barker reminded Council of the revenue generating benefits to the Town by having this event. He felt the Town should be excited about their involvement in this

event.

Councilor Whatley wanted a rough number that would be needed in order to successfully host the event including the additional manpower that would be needed.

Mr. Marshal stated that last year the budget was \$2,300 from the Town plus additional funding from the event budget. Mr. Marshal estimated \$2k to \$3k as a reasonable price if Low Places is handling the alcohol portion. Changing the structure of the alcohol section will make fencing and gatekeeping logistically easier. There will still be safety barricades and signage needed, but the event will not require the same level of security.

Councilor Whatley recommending penciling the Rodeo into the regulatory events calendar since a five year contract had been signed. That way the staff and community would be looking ahead and forward to the annual event.

Mayor Jenkins remarked that she is looking at the Rodeo as another Town event and mentioned that she would like to see a couple of scenarios and cost from staff.

Councilor Baker remarked that a longer contract was a positive thing for Camp Verde. Councilor Baker also remarked that the map seemed to be smaller than past events.

Mr. Barker explained that the map was just a suggestion for the Town.

Councilor Moore encouraged Council to consider creating a festival around the annual event. She requested that Jeremy and Shana Lee from Low Places elaborate on how it went and the Town involvement they'd like to see.

Jeremy and Shanalee Brady mentioned that the stage area was a main focus. The ceremonies were conducted inside and there was only enough room for participants and their families. By hosting event space outside it means that the Community will experience greater involvement making it both an adult and children friendly Town sponsored event. Also shrinking the beer garden was important to reduce the burden and amount of liability their business has to take on. They also believe the new footprint would encourage additional businesses to participate in the festivities.

Councilor Moore mentioned that due to the timeframe of the event volunteers are going to need to be heavily relied on. She inquired whether the Arena would have access to volunteers to help with the block party.

Mr. Barker informed Council that all of the volunteers they utilize would be working at the rodeo grounds and it would be almost impossible to pull people out to assist. Mr. Barker also reiterated that Camp Verde is at the center of the State and should strive to be center stage and not just a town on the 260.

Councilor Murdock offered her appreciation to the Turquoise Circuit taking the leap to host their event in Camp Verde. She also made it known that if there were an interest

in forming a small committee she would be happy help.

Tony Zembik, Turquoise Circuit, mentioned that the decision to move everything outside would mean that the community and contestants can be together enjoying the same atmosphere. Mr. Zembik also wanted to offer a thank you on behalf of the Turquoise Circuit Board. He mentioned that it usually takes up to three years to build up an annual event like this. The level of success in the first year was impressive. The Circuit Board was impressed by the turnout and took pictures of the grand stands during the event. Mr. Zembik congratulated the Town. The Circuit will be adding a trick rider to perform at this year's finals to make the Rodeo even better for the fan base. The Circuit provided Council with information of further partnership opportunities to look at for the future. The Circuit wants to consistently improve and a three day event costs in excess of \$200k. Mr. Zembik offered his appreciation of the warm hospitality from all factions of committees within the community that they worked with.

Councilor Moore inquired if other towns traditionally hold a block party as is being presented.

Mr. Zembik stated that some do and some don't. But most try to find ways to make it bigger and better.

Cheri Wischmeyer informed Council that she is excited about the idea of a bigger and better block party. She commented that she attended last year and was amazed even in the dark. There were people from surrounding areas in attendance as well. She believes that the community misses the old block parties and wants to see more community events.

**Motion** by Councilor McPhail to direct staff to prepare a budget for the Turquoise Circuit Block Party on November 3<sup>rd</sup> 2022. Second was made by Councilor Jackie Baker.

Councilor McPhail remarked that Council will most likely have to add staff and a budgetary cost associated with this event.

Vice Mayor Butner inquired if the partner opportunity with Mr. Zembik should also be included.

It was determined that the item would need to be on an agenda in a separate meeting.

**Roll Call Vote:**

Councilor Jackie Baker: aye

Councilor Cris McPhail: aye

Councilor Marie Moore: aye

Councilor Jesse Murdock: aye

Councilor Robin Whatley: aye

Vice Mayor Joe Butner: aye

Mayor Dee Jenkins: aye

**Motion** carried 7-0.

8. **DISCUSSION CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1087, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FY2022 RAISE DISCRETIONARY GRANT, CERTIFYING THAT SAID APPLICATION MEETS THE STATE AND FEDERAL REGULATIONS, POLICIES, GUIDELINES, AND REQUIREMENTS OF THE PROGRAM, AND AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES OUTLINED IN SAID APPLICATION.** Staff Resource: Russ Martin

Mr. Martin explained that this agenda item is in reference to the Y that makes the downtown connections and involves the work on top of the underground work. The connection is the intersection to connect Black Bridge and then goes the other direction down Finnie Flat to 260. The median sidewalks and gutters are about 22 million dollars. This submission is due next week and would allow the Town to get all of that project done and the opportunity to go after funding. Local First Arizona has been offering grant assistance on the project.

Councilor Whatley clarified that this motion is just to let the Town apply for a grant and is not spending 22 million right now.

**Motion** by Councilor Robin Whatley to approve resolution 2022-1087. Second was made by Councilor Jackie Baker.

**Roll Call Vote:**

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

**Motion** carried 7-0.

9. **Discussion, Consideration and Possible Direction to staff to prepare an agreement that would allow the Town to temporarily fund, with reimbursement from the \$150,000 awarded grant, the construction of a parking lot and restrooms, on property owned by the Verde Valley Archaeology Center, that would serve as a publicly accessible trailhead for the future Homestead Park.** Staff Resource: Steve Ayers



Economic Development Director Steve Ayers stated that Council had approved a letter of support for the grant about a year ago. The request is to prepare an agreement to allow temporary funding of the 150k while waiting for the awarded grant.

Ken Zoll, Executive Director of the Verde Valley Archaeology Center, explained that with a grant from the National Park Service they installed a trail around the pit house village with interpretive signs and a Native American garden in the center. The other parcel is being used to do a traditional dry farming plot. This grant is to install a permanent vault toilet. The cost for the toilet is 90k and 10k for ground work. The remainder 50k will be utilized to make the trail to be ADA accessible. The grounds are currently open to public free of charge from dawn to dusk. The existing area and proposed facility can also be utilized as overflow for the people using the Homestead Park.

Councilor Whatley has been around the small trail and thinks it is within the interest of the city to have restrooms available for public use on the trails.

Councilor Murdock asked if the vault style toilet was connected to sanitary or would need to be pumped.

Mr. Zoll stated it will be connected to the sewer system, water, and electricity.

**Motion** by Councilor Jackie Baker to direct staff to prepare an agreement between the Town and the Verde Valley Archaeology Center that will facilitate construction of a publically accessible trailhead with the Town putting up funding then being reimbursed by Verde Valley Archaeology Center through an Arizona State Parks grant. Second was made by Councilor Jessie Murdock.

**Roll Call Vote:**

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

**Motion** carried 7-0.

**10. Discussion, Consideration, and Possible Approval of a budget adjustment of \$20,738 to purchase the “Executime” module from our current financial program, Tyler.** Staff Resource: Russ Martin

Town Manager Russ Martin stated this wasn't in the budget but this would be paid for within savings from the prior year. Marshal Rowley spends a great deal of time making reductions and his department is where savings happen. Marshal Rowley can give Council more detail on this item. The proposed module connects with existing

software.

Marshal Rowley stated that there were problems with timekeeping because the current system has officers put in their time after a two week period. Payroll has been experiencing several problems including double time entries that makes the payroll process cumbersome and sometimes over 5 hours in corrections for command staff. The new system would provide real time punching and communicate to the supervisor when a punch is missed. The Department is paying for the bulk of the expense out of their budget. The recommendation is to add the software for other Town departments. In order to qualify for the funds they have to pay their portion.

Mayor Jenkins commented that she was surprised the Town hadn't gone this route already. She remarked on several benefits including clerks getting hours electronically instead of waiting, getting away from manually entering times, legal issues if staff is not imputing their own time and the time savings of the system.

**Motion** by Vice Mayor Joe Butner to approve the budget adjustment of \$20,738, that is \$13000 from CVMO RICO fund \$7,738 from Human Resources fund for use towards purchasing a time keeping module known as Executime. Second was made by Councilor Jackie Baker

**Roll Call Vote:**

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

**Motion** carried 7-0.

**11. Discussion, Consideration, and Possible Initiation of an ordinance amendment to adjust the maximum height limit for properties located near the State Route 260/Highway 17 Intersection.** Staff Resource: John Knight

John Knight Community Development Director requested an initiation for an ordinance amendment. Council would not be committing to an amendment at this time. There is a hotel that is interested in adding a rooftop restaurant and bar with the height increase. The area impacted by this would be restricted to the 260/Highway 17 Intersection where the Department believes it would be appropriate.

Councilor Whatley remarked to Council that she believed in uniformity in code and that she the amendment should be for any business in that sector.

**Motion** by Vice Mayor Joe Butner to initiate an ordinance amendment to adjust the maximum height limit for properties located near the State Route 260/Highway 17

Intersection. Second was made by Councilor McPhail.

**Roll Call Vote:**

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

**Motion** carried 7-0.

**12. Discussion, Consideration, and Possible Selection of a Field Lighting System Supplier from either Qualite for \$587,552 (installed price plus tax) or Musco for \$658,354 (installed price plus tax) to provide the field lighting system for the Camp Verde Sports Complex. Staff Resource: Ron Long**

Ron Long discussed the two bids for lighting at the Sports Complex. The bid amounts need an additional estimate of 10% tax added to them. Qualite lights averaged 4000-6000 candela and Qualite is below 1000 candela. The candela impacts the amount of glare that is produced on the field. These two vendors were selected out of group for quality, pricing, and maintenance. Both systems provide a 25 year warranty. The Qualite bid included installation and Musco includes price for installation from Tierra Verde Builders. This Motion will be selection of a vendor and next council to be for award with specific numbers brought back to Council.

Councilor Moore noted that Musco meets International Dark Sky specifications and Qualite may not. She inquired if there was a hooding to make them qualify.

Mr. Long responded that the up light on both systems are shielded. The candela numbers are with shielded light. Qualite will do whatever they can to make the Town happy, but will not guarantee to meet International Dark Sky. Musco includes Dark Sky compliance in their contract.

Councilor Whatley commented that the price difference of \$70,802 was substantial and should be kept in the discussion.

Mike Marshal commented that the biggest concern was glare and light shielding. There is a significant difference between the systems. Glare from sports field lighting is one of the legitimate complaints from neighbors. If the price is broken down by year the difference between the two is less than \$3000. Mr. Marshall personally viewed the lighting options and makes a recommendation of Musco.

Tony Gioia presented to Council that he has had experience with Musco lighting and urges Council to choose them. The Dark Sky designation is extremely dear to his heart.

Pete Roulette felt the Town should set an example if it intends to make residents and businesses comply with Dark Sky. He felt that **was** more important than the 70k price difference.

Vice Mayor Butner shared his experience with Musco lighting at the arena for Prescott. The lighting works extremely well and he was amazed by the lack of overflow lighting from the fields. Although he agrees with Councilor Whatley that 70k is a significant amount of money, he believes that it is not a lot when you consider the amount of time these lights will be used.

Councilor Baker strongly agrees with Mr. Roulette that the town has been lax with complying and want us to get back to what we are supposed to do. She also believes that with the Musco system the Town will save money over time.

Councilor McPhail remarked that with other lighting systems the light spillage was 30-50 feet off the sports line. She noted that with the Musco system the light stopped at the fence line.

**Motion** by Councilor Cris McPhail to direct staff to prepare a contract to award the lighting system to Musco. Second was made by Vice Mayor Joe Butner

**Roll Call Vote:**

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

**Motion** carried 7-0.

**13. Discussion, Consideration and Possible Approval of salary increases for the Town of Camp Verde Mayor and Council.** Resource: Mayor Jenkins and Robin Whatley

Councilor Whatley discussed the value of the time spent by the Council and Mayor to reading packets, conducting due diligence, and serving the Town. The current compensation is \$250 Council and \$350 Mayor monthly. Information was gathered from other Towns and the median was determined to be \$750 for the Mayor and \$550 to Council. This pay is commensurate with other cities and towns and Council has raised compensation for other Town Staff positions.

Mayor Jenkins informed Council that the information is of other cities and towns in the surrounding area. Clarkdale was omitted because they also receive health benefits and did not information from Jerome. Her hope is that Council was provided with enough information to make a decision on the agenda item.

Councilor Moore spent a lot of time on preparation for tonight's agenda. She has heard all sorts of things since serving on Council and has come to the conclusion that the role is kind of like being an umpire. She believes the increase is not extreme and well earned.

Councilor Whatley wanted to clarify that the increase would not come into effect until after one month following the 2022 election. She wanted to ensure that there was no misperception that Council was voting on a raise they would immediately benefit from.

Debbie Roulette remarked that she believed a volunteer was a volunteer and felt the amount of the proposed increase was excessive.

Councilor Baker reflected on her first four years on council when she strictly did not take the \$50 a month stipend. After a certain amount of time in service when she considered running for re-election her spouse agreed with the condition that she accept the stipend. She chose to serve the community but felt some compensation was appropriate.

Councilor Moore recently attended an opening event and was asked to bring a donation. She felt comfortable with attending the event as a member of Council with the donation in hand because of provided monthly compensation. She remarked that the amount often gets put back into the community to pass to the town.

Councilor Murdock stated that the agenda item makes her nervous and felt that it was a hot topic. She worked for town previously and is familiar with how it functions. There is value in what Council does. It is not about the money but the gift that is given back to the community. She wants to show her support to council members in the future.

Mayor Jenkins is looking at the issue from a statistical base. She wanted to make sure it would not take effect until next election cycle and did not want people to think that it was put on the agenda to get an increase while sitting as Mayor.

Councilor Whatley remarked that Councilor Moore is right and that Council members are expected to attend things. That attendance often times comes with a cost. She almost did not run as Council member because the stipend was \$50 per month. She doesn't believe that should be a deterrent in running.

Tony Gioia served on Council around the year 2000. It costs Council members to go to meetings and gas prices are high. Office supplies are purchased to be more prepared. There are a lot of costs for Council to do the work for the community. Mr. Gioia noted that Council may feel guilty to say yes. He stated that Council members deserve to be compensated for the costs that incur. He knows of more than one member in the community who would have applied if it wasn't going to cost them money to volunteer.

**Motion** by Councilor Marie Moore to approve the salary increases of the Mayor in the amount of \$750 and council members to receive \$500 per month effective one month after the 2022 elections and canvass has been approved. Second was made by Councilor Jackie Baker

**Roll Call Vote:**

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

**Motion** carried 7-0.

Mayor Dee Jenkins called a five minute recess at 8:35 PM. Council reconvened at 8:40 PM.

- 14. Discussion, Consideration and Possible Approval of the Town Marshal to be an appointed position to operate under the Town Council per Title 9 Cities and Towns A.R.S. § 9-237 Appointive officers.** Resource: Mayor Jenkins and Vice Mayor Butner

Vice Mayor Butner noted that in bringing this item forth he considered the statutory structure, the legislature, and how Camp Verde was established starting off with title 9 and the Marshal and Clerk roles. The Council and Mayor are the governing body and those that execute on their decisions are the Marshal, Clerk and Town engineer. Various department heads and the Town Manager are not referenced. When a Town grows the decision may be made to get a Town Manager to oversee these tasks and assume the responsibilities of executing on policy decisions. Vice Mayor Butner believes the Town manager has more responsibilities than can effectively be performed and restructuring the Marshal position directly under Council may alleviate some of the issues that may arise from this. Vice Mayor Butner feels the Town is not receiving the quality that it needs and deserves. Watching this happen and allowing it to continue is one of the reasons that he has decided not to run for reelection. The Town Marshal is a paramilitary organization with sworn law enforcement officers that have very specialized training and credentials. It may be inappropriate to have a civilian at the head rather than a sworn officer who understands the duties. The person who should be solely responsible and reporting to the Town Council should be thoroughly familiar with the duties that law enforcement needs to perform. The Town has a Marshal and chain of command for the department. Management of that department directly through the Marshal will result in better performance of the Marshal's office and the departments under the City Manager in turn.

Councilor Moore wished to further understand the implications of this structure.

Specifically, if the Marshal was reporting to the Council twice a month if that may inhibit his ability to perform his duties.

Marshal Rowley has worked under both structures but the Mayoral position was full time. It would change who he reported to for immediate needs the Mayor or Town Manager.

Councilor Whatley asked if the agenda items were discussed with the Marshal and Clerk and expressed frustration that Council had received no information in their packet regarding these agenda items. These items represented a unnecessary seismic shift. Council Whatley stated that the Town Manager needs to surround himself with people he can work with and has complete trust in. The Manager's job is to hire those people. The form of government has been the same since it was founded and why has not been sufficiently explained.

Councilor McPhail requested an explanation of the pros and cons between the two structures from the Marshal.

Marshal Rowley stated that transparency to the community with a panel giving his review. The position does lose a buffer without a manager. The daily interaction was not problematic because the Mayor was a full time position. Marshal Rowley has no problem working either way. It's the Councils choice. Daily constant contact is important for some of the decisions that need to be made.

Councilor McPhail wanted to clarify that someone may be needed immediately in order to get some things accomplished and having a Mayor that is not full time could be problematic.

Marshal Rowley stated that it depends on the situation.

Councilor Baker remarked that in 1986 when community was incorporated the council manager form of government was chosen because at least 50% of other municipalities were doing that for the efficiency of daily supervision. She added that expediency would continue if a change were made and believes it would work well either way.

Councilor Murdock expressed her support for all the functions and positions of the current Town structure. She remarked on how hard the Town Manager has been working for the community and believes that if efforts are coming up short then the Council needs to provide support in the form of an assistant or additional position. The Town manager has been consistent throughout the growth of the Town and a lot has been asked of him. This agenda item was an unpleasant surprise and the information provided was a State statute with a blank sheet behind it. The Town hires a professional to do a job and sets specific expectations. Councilor Murdock stated that her background does not include running a Marshal's office and Council should be directing one person which is the Town Manager.

Councilor Whatley reiterated the frustration of lack of information for this agenda item.

She remarked that if the Marshal answers to Council she would want him to document each time he talks to a Council member what it was about to have a full breadth of knowledge about what is taking place. Also to determine if it is the same people he is talking to. The Town Manager's job is to manage the town and she does not feel equipped to run a Marshal's office. Councilor Whatley apologized to Russ Martin for the agenda item and remarked that it had been stated that the Town doesn't need a Town Manager.

Vice Mayor Butner took an opportunity to clarify what is being asked for with the agenda item. He stated that there was a fundamental misunderstanding and no one has asked to remove the Town Manager, which is not on the agenda. The Town manager is well equipped and taking the Marshal out from underneath will make the Manager more efficient. That's why the statute was referenced and what is being suggested. The change also provides a better form of government for checks and balances. With a different structure there is not one person who is the only source of information for everything in the Town. The Council should have the Manager in charge of the things he is good at and likewise for the Marshal.

Councilor Murdock wanted to understand if the intent would be to change the structure back if someone with police background were in the Town Manager position.

Vice Mayor Butner stated there would be no need if there were a good Town Marshal.

Mayor Jenkins spoke to the fact that any Council member can bring an item and Council needs to respect each other's opinion. She stated that it is her job put items on the agenda when a Council member asks.

Councilor Jackie Baker expressed division on how she felt on the issue. She stated that The Clerk's office and Marshal's positions are required and therefore it is sensible to place them under Council, but didn't believe it was a requirement of the statutes. The Marshal's office is one of the larger budgets and the burden on the Town Manager should be taken into consideration.

Councilor Whatley remarked that the problem she saw was that the information was extremely limited. There was not enough information in the packet. ARS 9-237 is referenced, but it is up to Council to decide the structure. If it's not broke why fix it.

Councilor Moore expressed that she would like to understand what makes this proposed structure better than what we're doing.

Marshal Rowley responded that Council does not have an easy decision tonight. It is up to Council which structure they want to see. He is happy to work under either structure. The agenda item isn't because of any bad relationship with the Town Manager. The Marshal has a great relationship with the Manager and Council. There are some items to consider including the Departments large budgets, the Union that is now at 90% is time consuming, and he doesn't believe the Department should be



lumped into the Town pay scale. Ultimately Council needs to vote and choose the structure they want to see.

Councilor Moore clarified that the Department would not self-governing under the proposed structure and would still be held accountable to State and Federal Government agencies.

Cheri Wischmeyer stated that her husband was second Marshal and had answered to a Council. The Town code for the Clerk and Marshal had been changed for the purpose of autonomy. There are times when the direction of a statute doesn't always coincide with the person that is overseeing the Department which can create conflict. It's sometimes uncomfortable when you are going to your boss and saying you can't do this. When there is a Council of seven overseeing then there is more than one person making decisions. In changing the structure Council would be affording the Department the opportunity to spend the budget as it sees fit and if more funding is needed it would come to Council again.

Sharon Petrie stated that she believed this item to be a good idea because it removes personal feelings one way or another. Council would be a group that gives those positions their budget. It is better to have several people looking over what is decided rather than have one person who may want to go in a particular direction. Law enforcement would know there is a Council they answer to.

Councilor Murdock remarked that Council already gives direction when they pass the budget. She expressed her support for both the Town Manager and Marshal positions for whoever may be in those roles. She believes that people have overstepped boundaries and does not wish to overstep at all.

**Motion** by Vice Mayor Joe Butner to approve that the town Marshal be an appointed position to operate under the Town Council and no longer directly under the Town Manager. Second was made by Councilor Jackie Baker.

Councilor McPhail stated that she was going to vote against this motion for the reason it is heading toward a Mayoral form of government. There are open positions that Council does not know who will fill. She believes that the Town Manager and transparency are appropriate at this time for the current size and system.

Councilor Baker responded that he is hearing in the discussion about the form of government. That is not the issue. The issue is putting the Marshal back under Council supervision which it was for many years. Council is satisfied with the Town Manager right now. The motion is not going to change what our Marshal does at all.

Vice Mayor Butner thanked the Mayor for getting this item on the agenda and reinforced that the intent was not to engage in any form of personal attacks against staff or other Council members. This structure is better, more efficient, reflective of state statute, and it emphasizes the checks and balances in this Town Manager form of government. Vice Mayor Butner thinks government and services to citizens will be

better served.

**Roll Call Vote:**

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

**Motion passes 4-3.**

- 15. Discussion, Consideration and Possible Approval of the Town Clerk to be an appointed position to operate under the Town Council per Title 9 Cities and Towns A.R.S. § 9-237 Appointive officers.** Resource: Mayor Jenkins and Vice Mayor Butner

Vice Mayor Butner explained that this agenda item is a similar situation as previously discussed in item 14. The Clerk's position is to ensure that Council stays within the line and should be responsible to the Town and Mayor. Vice Mayor Butner believes it is important that when a question comes up the Clerk doesn't look at the Manager to answer the question. Removing this clarifies the lines of communication and relieves a duty of the Town Manager to manage the Town Clerk. The Town will have better checks and balances and service as a whole by making this change.

Councilor Robin Whatley strongly disagreed. She gave the example of a Clerk that reports to Council and a Council Member is related to the Clerk as a potential conflict of interest. With the change the Clerk would lose the ability to keep Council in line by that decision putting their job at risk. Currently because the Clerk operates under the Manager the Clerk is free to call out any inconsistencies or errors.

Councilor Murdock inquired about who would be writing new code for this change.

Town Clerk Cindy Pemberton replied that the Town would have to create an ordinance and change the entire code.

Councilor Murdock expressed again that she is against this.

Councilor Baker responded to the example which was given earlier by Councilor Whatley. She felt that some type of impropriety when her daughter was Clerk was implied in the example. She wanted to make it known that her work during that time period was above board. She also stated that she believed the Clerks position is an important requirement for any municipality and felt that it was important for the Clerk to be an independent department head. It prevents political issues from entering into the relationship and also relieves the Town Manager of additional duties.

Councilor Moore wanted to know if the Clerk's position would be held accountable to another governing agency similarly to the Marshal's role.

Town Clerk Pemberton responded that they are regulated by the State and Secretary of State.

Councilor McPhail noted that she was hearing that Council has not given the Town Manager the resources required and Council may want to revisit that. The only time she had experience with a Clerk whom was working for the Council was an amazing clerk and the Town Manager was insufficient to the task. She chose to do it that way so she could buffer herself. Council McPhail wanted to hear from the Clerk her opinion of being under Council or Manager.

Town Clerk Pemberton was under Council with the City of Prescott. Her work didn't change other than she answered to seven instead of one. Ms. Pemberton felt blindsided about the entire process. She didn't understand what Council felt like they would be accomplishing. Ms. Pemberton felt like this agenda item was not fulfilling a goal of giving the Town Manager the assistance that he needs. The change would also be putting her in an awkward predicament where the lines of subordinate and supervisor would be skewed as she would need to correct Council members.

Councilor Whatley extended an apology to Councilor Baker. She didn't mean to imply that anything untoward had gone on. She was simply pointed out that the Town should avoid the appearance of impropriety and not implying any had occurred.

Mayor Jenkins thanked Ms. Pemberton for her comments and expressed that she expected the Clerk to tell her exactly the way it is and nothing less. She felt clarity about voting on this agenda item and felt she did not have a clear answer on the previous vote.

Wendy Escoffier the code was changed in 2000 because the mother was elected to council. Ms. Escoffier also wanted to mention that the changes for the items won't be effective until the Town Code is amended.

**Motion** by Vice Mayor Joe Butner to approve the town clerk to be an appointed position to operate under the Mayor and Town Council and no longer under the supervision of the Town Manager. Second was made by Councilor Jackie Baker.

**Roll Call Vote:**

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

**Motion fails 2-5.**

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

Agenda Item Moved to a Future Session.

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**

Agenda Item Moved to a Future Session.

18. **Discussion and possible direction to staff for the purposes of consideration for development of, or the negotiation of a property purchase for the purpose of development of a Public Safety Building. 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) and (7).**

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

Agenda Item Moved to a Future Session.

19. **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 cards from public.

- 20. 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 open meeting class, at game night there were fifteen kids, and of course the Pecan and Wine festival. She offered a thank you to several members of staff and maintenance who were ambassadors for the town and presented a pleasant helpful environment. Council McPhail expressed a thank you to Council from maintenance for the mowers and mentioned that the grass looks fabulous. Other meetings she has attended include the Verde Lakes Recreation corporation who are going to do a festival at the end of April, a Yavapai College meeting with elected officials, the Marshal's Truancy committee, APS conference, Earth Day Committee, met with the Nature Conservancy regarding the grant for West Clear Creek, and attended the Yavapai Apache tribal meetings. She was the only person from the public who spoke when she attended the Yavapai College meeting to Comment on their CIP plan. She spent a long time with consultants and explained Camp Verde needs that are not being addressed.

Councilor Moore attended open meeting in March which was informative and volunteered for a few hours at the Pecan and Wine festival on Sunday. The pie contest had great participation would like to see it become an annual traditions. The Parks and Recreation combined hard work was evident with the maintenance department. Their constant appreciation which was shown and spoken to all the volunteers was commendable.

Councilor Murdock attended the Camp Verde Little League opening ceremony. There were approx. 320-350 registered players which was over a hundred more than last year.

Mayor Jenkins attended the Pecan and Wine Festival, did Christmas shopping, and had a blast. She attended the Yavapai County Board of Supervisors meeting and the Yavapai College meeting administration with elected officials. The Clerk scanned handouts so the information is available for Council. The financial reports for East and West are included. Mayor Jenkins also attended the regional housing meeting via Zoom, APS meeting, HR interviews on April 1<sup>st</sup>, and met with the Forest Service for the yearly update on fire season.

- 21. Legislative Update Town Clerk Cindy Pemberton**

Ms. Pemberton indicated that there were two items of interest, but one would be forwarded to Council via an email. The item was through the senate and regarding Judge Brutinel to not allow early voting which was found unconstitutional and struck down. Senate bill 1270 supports the Arizona State Parks Heritage Fund that restores the original lottery. There are a number of sponsors involved if Council is interested in supporting. It went through house appropriations in March. There has been no activity since March 16<sup>th</sup> likely because it is a money bill and will probably become part of the budget discussion. Council Murdock recommended to the Mayor to issue a letter of support for SB1270.

- 22. 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 Rowley the Marshal's Office and Matforce have been working on truancy. Today was the first time they went out and visited homes. It was well organized and they visited several homes of truant kids with Matforce pamphlets. The kids were given a free notebook and eligibility in a \$500 drawing if they didn't miss school. They found it was a success and plan to go out every Wednesday when there is overlap of staff. They plan to visit about three to four families at a time. This time they found a bunch of kids had moved and addresses were wrong. The ultimate goal for the program is to have community members go out and do this.

Councilor Murdock works in the district and is very interested to see where the program goes.

Town Manager Russ Martin discussed the Forest Service meeting the Mayor had mentioned. Part of the money the government is spending will go towards a ten person work crew and quite a bit of work towards fuel mitigation measures. That will help stay ahead of fire issues going forward. The conditions are just short of super dry right now. The goal is to keep the forest open. If they do shut it down it would be out of desperation. Tomorrow afternoon at 4:30pm there will be two candidates for the Human Resources role to review. Budget meetings will begin next week. The Town Manager applied for a grant for 2.53 million directly to Senator Kelly in the past three weeks for the old 279 pavement job. The City portion would be a 10% match. There are somewhere around 300 projects who applied and 80-100 max will be approved for all the congressional area we could be a part of. The Manager will put together the details for Council as this was applied for in between Council sessions and had not been formally presented to Council.

**23. Adjournment**

Mayor Dee Jenkins adjourned the meeting at 10:25 PM.

*Dee Jenkins*

Mayor Dee Jenkins

*Cindy Pemberton*  
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 April 6, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27<sup>th</sup> day of April, 2022.

*Cindy Pemberton*

Cindy Pemberton, Town Clerk

# Turquoise CIRCUIT FINALS RODEO



## PARTNER OPPORTUNITIES

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**Tony Zembik, President**  
PRCA Turquoise Circuit  
928.710.4550 [tonyzembik@yahoo.com](mailto:tonyzembik@yahoo.com)

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- OFFICIAL 2022 TURQUOISE CIRCUIT FINALS RODEO SPONSOR
- SPONSOR LOGO INCLUDED ON THE FOLLOWING MARKETING MATERIALS:
  - WEBSITE, SOCIAL MEDIA & DIGITAL AD, PROMOTIONAL BANNERS AND POSTER
- DAY SHEET LOGO INCLUSION (BLACK AND WHITE)
- ON-SITE SIGNAGE INCLUDING:
  - TWO (2) LOGOS ON ARENA BANNERS
  - TWO (2) BANNERS LOCATED ON RODEO GROUNDS
    - SPONSOR TO PROVIDE ALL SIGNAGE, DIGITAL ASSETS AND COLLATERAL, SPECS TO BE PROVIDED
- COMMERCIAL SPOT ON JUMBOTRON, NOT TO EXCEED :45, PROVIDED BY SPONSOR
- LOGO ON CHAMPION SADDLES - 11 SADDLES
- ONE (1) RODEO FLAG PRESENTED AT EVENT, PROVIDED BY SPONSOR
- PUBLIC ADDRESS ANNOUNCEMENTS THROUGHOUT RODEO
- USAGE OF TURQUOISE CIRCUIT FINALS LOGO AND EVENT INFO TO CROSS-PROMOTE
- ABILITY TO HAVE ONE BOOTH LOCATION DURING EACH PERFORMANCE TO DISTRIBUTE OFFERS/EVENT INFO/ETC.
- POSSIBLE NATIONAL TV\LIVE STREAM COVERAGE IN WHICH SPONSOR WOULD RECEIVE PROMOTION
- WEBSITE EXPOSURE TO INCLUDE CAMPAIGN PROMOTING TOURISM IN CAMP VERDE
- SOCIAL AND DIGITAL MEDIA PACKAGE INCLUDING:
  - MINIMUM OF TWO (2) FACEBOOK POSTS
  - MINIMUM OF TWO (2) INSTAGRAM POSTS
  - INCLUSION IN A MINIMUM OF TWO (2) EMAIL DISTRIBUTIONS

**INVESTMENT** \$22,000 Total, includes:  
\$10,000 - Inkind \$12,000 - Cash





**Agenda Item Submission Form – Section I**

**Meeting Date:** September 7, 2022

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation       Special Session

**Requesting Department:** Town Clerk

**Staff Resource/Contact Person:** Cindy Pemberton

**Agenda Title (be exact):** Discussion, Consideration and Possible Appointment of 1 member to the Board of Adjustments and Appeals for a term that Expires January 2023 to replace Ken Krebbs.

**List Attached Documents:** Letters of Interest from:  
Richard Ellis  
Nancy Higgenbotham  
Blaze Petska

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews Completed by:**

Department Head:       Town Attorney Comments: N/A

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

**Finance Director Comments/Fund:**

**Fiscal Impact:** None

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** Town Code, Section 4-1 states: Prior to the expiration of terms for board and commission members, the Town Clerk shall call for letters of interest from the general public. Such letters shall be filed with the Town Clerk in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate resolution or ordinance that created the board or commission. The Council may establish any other requirements at the time such appointments are sought for the purpose of aiding the Council in completing the selection process. Any member of a board or commission appointed by the Council shall reside within the corporate limits of the Town. However, Council may waive the residency requirement with good cause, except for appointments to the Planning and Zoning Commission, Board of Appeals and Board of Adjustments.

**Overview of Duties:** Hears and decides appeals made by individuals regarding construction codes and decisions made by the Town Building Official. Hears and decides appeals or decisions made by the Zoning Administrator.

**Recommended Action (Motion):** Move to appoint (insert the name you would like appointed) to the Board of Adjustment and Appeals for a term that expires January 2023.

**Instructions to the Clerk:**

## Letter of Interest to Town of Camp Verde

**\* Date and Time**

08/03/2022

**\* Full Name:**

Richard J Ellis

**\* Home Address:**

3640 S Ocotillo Ln  
Camp Verde Arizona 86322

**Mailing Address, if different:**

\*\*SKIPPED\*\*

**Email Address:**

srdragon@gmail.com

**\* Home Phone or Cellphone:**

(623) 565-0291

**Work Phone:**

\*\*SKIPPED\*\*

**\* Are you a resident of the Town of Camp Verde?**

YES

**Length of residency in the Town of Camp Verde (if applicable):**

2012

**\* Do you own commercial property in the Town of Camp Verde?**

NO

**Name and address of business (if applicable):**

\*\*SKIPPED\*\*

**If you are not in business in the Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:**

Retired: Paralegal/Law Enforcement

**\* Are you serving, or have you ever served, on a Town of Camp Verde board or commission?**

NO

**If yes, please list names of board/commission and dates served:**

\*\*SKIPPED\*\*

**\* Board & Commission preference: Select the Board or Commission you are interested in:**  
Board of Adjustments and Appeals

---

### Education and Community Service:

**List schools attended (include degree and year):**

Criminal Justice - 1973 Paralegal - 1995

**List Civic Activities or Service Organizations (include office held, year began and year ended):**

International Police Association - since 1979 - Board of directors (3rd V.P through President (16 years State of Arizona Site Steward - 6 years (Verde Valley) Camp Verde Chamber & Business Alliance (6 years)

**\* Please state why you would like to be appointed to a Town Board, Commission, or Committee:**

To help better the businesses and residents of Camp Verde. Help identify and update any old antiquated town ordinances and rules.

**\* Have you ever been charged and convicted of a crime:**

NO

**If yes, please explain.**

\*\*SKIPPED\*\*

**\* What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde, (c) other Board, Commission or Committee members?**

Fair and equal treatment of all who bring concerns before the Committee.

**Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:**

Experience in dispute resolution and training as a paralegal in researching issues.

## Terms and Conditions

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0024, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee Interest, please attach a copy to this application.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Attachment

\*\*SKIPPED\*\*

\* I understand that selecting this box constitutes a legal signature confirming I acknowledge and agree that all statements in this form are true and correct.  
I agree

\* **Electronic Signature**

Richard J Ellis

\* **Application Date:**

08/03/2022



# Camp Verde, Arizona

RECEIVED  
BY:                     

AUG 10 2022

Name: <b>Nancy Higginbotham</b>		Date: 08/09/2022		
Home Address: 1495 Rio Verde Lane, Camp Verde, AZ 86322				
Mailing Address, if different:				
Email Address: NLH1865@gmail.com				
Home Telephone: 602-622-1825		Work Telephone:		
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Length of residency in the Town of Camp Verde: 10/20/20--current		Do you operate a business in Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name and address of business (if applicable): Medicine Man Ranch, LLC		Physical address 1354 Rio Verde Lane, Camp Verde, AZ		
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Was an owner and operations manager for Sun Devil Auto & Sun Auto, with 41 Tri-state locations.				
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please list names of board/commission and dates served:				
<b>Board &amp; Commission preference (s):</b> Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:				
1. Board of Adjustments & Appeals		3.		
2. Planning and Zoning Commission		4.		
<b>Education and Community Service</b>				
Schools Attended:		Degree:	Year:	
Coronado High School		graduate	1967	
Mesa Community College		select classes		
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:	
Please state why you would like to be appointed to a Town Board, Commission, or Committee: I would like to be a contributing member of the community.				
<b>What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?</b>				
(a) To show up, to discuss, research and make unbiased-informed contributions to topics at hand.				
(b) To oversee, consider and make necessary decisions that benefit and protect the town and it's citizens.				
(c) To be present in discussions, extend respect to other members and contribute to decisions/tasks.				

**Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:** As an active part of building a business, both retail, commercial and land

development, I have experience working with the public, employees, accounting operations,

banks, etc. Our company worked with restrictions and methods of Zoning and Design/Review

Boards for towns and cities across metro Phoenix to develop, build and operate commercial

properties. I love Camp Verde and would like to contribute to its continued growth and success.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:



Date: 8-9-22

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	



# Camp Verde, Arizona

RECEIVED  
BY: W

AUG 22 2022

## LETTER OF INTEREST

Name: <u>Blaze Petska</u>		Date: <u>8/22/2022</u>	
Home Address: <u>3621 S CLEAR WATER DRIVE, CAMP VERDE, AZ 86322</u>			
Mailing Address, if different: <u>PO BOX 3040 CAMP VERDE, AZ 86322</u>			
Email Address: <u>b.petska@hotmail.com</u>			
Home Telephone: <u>928-925-3553</u>		Work Telephone:	
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Length of residency in the Town of Camp Verde: <u>28 years</u>		Do you operate a business in Camp Verde? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name and address of business (if applicable):			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: <u>Project Manager</u>			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please list names of board/commission and dates served:			
<b>Board &amp; Commission preference (s):</b> Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. <u>Board of Adjustments and Appeals</u>		3.	
2.		4.	
<b>Education and Community Service</b>			
Schools Attended:		Degree:	Year:
<u>CVHS</u>		<u>Diploma</u>	<u>2003</u>
<b>Civic Activities-Service Organizations</b>		Office Held:	Year Begun: Year Ended:
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>Interest in helping projects that are beneficial to the town and its citizens get approved.</u>			
Have you ever been charged and convicted of a crime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please explain.			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a)			
(b) <u>The citizens of Camp Verde</u>			
(c)			

**Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:**

I hope to bring a common sense outlook and a non-biased opinion to any issues that are brought to the Board.

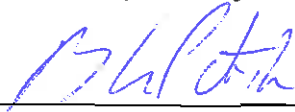
Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0021 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:  Date: 8/22/2022

	Date
Date Contacted & Invited to Appear before Council	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to	

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Town of Camp Verde

**Agenda Report Form – Section I**

**Meeting Date:** Town Council, Wednesday, September 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:** Discussion, Consideration and Possible Approval of Planning and Zoning Commissioner Robert Foreman to take a three (3) month leave beginning September 8 not to exceed past December 7.

**Staff Resource:** John Knight, Director

**Estimated Presentation Time:** 5

**Estimated Discussion Time:** 5

**Background and Summary:** The Building Division is continuing to receive a high volume of all types of building permits. In order to meet the demand while still maintaining a high level of customer service, staff will be bringing on additional plan review resources. Former Camp Verde Chief Building Official, Robert Foreman has offered to assist the Town on a temporary basis. This is anticipated to be no more than three (3) months.

Mr. Foreman is also a member of the Town Planning and Zoning Commission. He cannot serve as both a temporary Town employee and a Planning and Zoning Commissioner. In order to avoid any possible conflict of interest, Mr. Foreman will need to step down from the Commission while he is a Town employee. He has expressed interest in returning to the Commission when his temporary employment is complete. Rather than have Mr. Foreman resign and then reapply, staff requests that council approve a three month leave of absence.

**Recommended Action (Motion):** Motion to allow Planning and Zoning Commissioner Robert Foreman to take a three (3) month leave beginning September 8 not to exceed past December 7.

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Town of Camp Verde

**Agenda Report Form – Section I**

**Meeting Date:** Town Council, Wednesday, September 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:** Discussion, consideration, and possible motion to direct the Planning and Zoning Commission to reconsider the proposed amendment to the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District.

Staff Resource: John Knight, Director

**List Attached Documents:**

- A. Planning and Zoning Commission Minutes from August 4, 2022
- B. Planning and Zoning Commission Staff Report from August 4, 2002

**Estimated Presentation Time:** 5

**Estimated Discussion Time:** 5

**Background and Summary:** In March of 2022, staff presented several long-range planning ideas to the Joint Council/P&Z meeting. One of the ideas presented was a possible increase to the intensity and density around the intersection of I-17 and Highway 260. Staff suggested doing an Area Plan that would look at this possibility in more detail. An Area Plan might consider changes in ordinance standards related to things like parking, height, setbacks, and signs. Although there was interest in pursuing this idea, it rated as a lower priority than other long-range plans, therefore it was not initially pursued.

On April 6, 2022, the Community Development Department presented this preliminary request to the Town Council seeking direction on a possible height amendment to the existing C2 zoning. The Council, generally agreeing with the idea, passed a motion directing the Community Development Department to initiate a height amendment for the area around the I-17/260 interchange.

On August 4, 2022, staff held a hearing at the Planning and Commission to amend the Zoning Code to allow a height increase from 40' to 65' for properties located within 2,500' of the I-17/High 260 Interchange. A motion was made to approve the proposed height amendment, but the motion failed on a 2-3 vote. No further motion was made after that. At the meeting, Commissioners brought up questions and concerns about the appropriate process. Commissioners and nearby property owners raised questions about why the amendment only applied to the C2 and not the C3 and M zones (see attached minutes).

After the meeting, staff has had the opportunity to discuss the concerns raised by the public and the Commission with the Town Attorney. The Attorney has advised staff that the proposed amendment could be subject to a challenge on the "uniformity requirement" in the state statute.

Section 9-462.01 states that “*All zoning regulations shall be uniform for each class or kind of building or use of land throughout each zone...*” Since the proposal did not include other zoning districts within 2,500’ of the intersection and treated properties in other areas of the town differently, this could result in a legal challenge.

Currently, staff believes the most appropriate course of action is to return to the Commission with a revised proposal. In discussions with the Town Attorney, staff has been advised to pursue this as an overlay zone. The overlay zone would be a new zoning designation added to the Zoning Ordinance as well as a rezone. The intent would be to allow taller heights near the I-17/260 Interchange. This would cover the C2, C3, and M Zones. Boundaries would be created rezoning specific parcels. This approach would be a bit more involved and would require a neighborhood meeting, notice to affected property owners (and properties within 300’), and a public hearing in front of the Planning Commission.

***Recommended Action (Motion):*** Motion to direct the Planning and Zoning Commission to reconsider the proposed amendment to the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District.



*Support your local merchants*

**Minutes  
Town of Camp Verde – Planning & Zoning Commission  
Regular Session  
473 S. Main Street, Suite 106  
Thursday, August 4, 2022 at 6:30 P.M.**

1. **Call to Order at 6:31 pm.**

2. **Roll Call.** Chairman Andrew Faiella, Vice Chairman Todd Scantlebury, Greg Blue, Robert Foreman, William Tippett, Michael Hough, Ingrid Osses

**Roll Call:**

Commissioner Osses: Present  
Chairman Faiella: Present  
Vice Chairman Scantlebury: Present via Zoom  
Commissioner Hough: Present  
Commissioner Blue: Present  
Commissioner Tippett: Absent  
Commissioner Foreman: Absent

**Also present:** Rob Witt (applicant); Community Development Director John Knight; Planner BJ Ratlief; Cory Mulcaire, Zoning Inspector; and multiple members of the community.

3. **Pledge of Allegiance – Chairman Faiella**

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.

4.a. **Approval of Minutes: June 9, 2022**

4.b. **Set Meeting Dates:**

- August 11, 2022, at 6:30 pm (Special Session)
- September 1, 2022, at 6:30 pm (Regular Session)
- September 8, 2022, at 6:30 pm (Special Session)

**Motion** by Commissioner Blue to approve Consent Agenda as presented.  
Second was made by Commissioner Osses.

**Roll Call Vote:**

Commissioner Osses: Aye  
Commissioner Hough: Aye  
Commissioner Blue: Aye  
Vice Chairman Scantlebury: Aye  
Chairman Faiella: Aye

**Motion** carried 5-0.

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.

No comments from public.

6. **Public Hearing** – Discussion, consideration, and recommendation to Council regarding an application for a Zoning Map Change from R1L (Residential: Single-Family Limited) to R1 (Residential: Single-Family) for parcels 404-13-500 and 404-13-501, located at 2802 Twin Leaf Circle and 2804 Twin Leaf Circle.

**Staff Comments:** BJ Rattief spoke about the reasons for the Zoning Map Change request. In December of 2019, 27 of the 33 lots in the Preserve at Clear Creek Subdivision had been rezoned from R1L-18 to R1-18. The six remaining lots had already been built on, or the owners did not wish to change the zoning of. Since 2019, Mr. Witt had purchased the two lots in discussion and would like to bring them into conformance with the rest of the subdivision as well as start development.

**Public Hearing Opened at 6:40 pm:** No comments from public.

**Public Hearing Closed at 6:40 pm.**

**Commission Discussion:** No commission discussion.

**Motion** was made by Chairman Faiella to recommend approval of a Zoning Map Change from R1L-18 (Residential: Single-Family Limited, 18,000 Square Foot Minimum) to R1-18 (Residential: Single Family, 18,000 Square Foot Minimum) to the Mayor and Town Council for parcels 404-13-500 and 404-13-501, which are part of the Preserve at Clear Creek Subdivision located at 2802 and 2804 Twin Leaf Circle, Camp Verde, Yavapai County, Arizona.

Second was made by Commissioner Blue.

**Roll Call Vote:**

Commissioner Osses: Aye

Commissioner Hough: Aye

Commissioner Blue: Aye

Vice Chairman Scantlebury: Aye

Chairman Faiella: Aye

Motion carried 5-0.

- 7. **Public Hearing** – Discussion, consideration and recommendation to Council to amend the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District. The proposed change is anticipated to only affect properties that are zoned C2 and located within 2,500 feet of the I-17/Highway 260 Interchange. Amendments include, but may not be limited to, Section 203.G. of the Zoning Ordinance. Staff resource: John Knight.

Mr. Knight spoke about how the amendment came to be. At the request of developers and the direction of Council, Community Development Director Knight was advised to start a "Height

Amendment,” along the I-17/260 corridor allowing businesses to build up to 65 feet in the C2 zone.

BJ Ratlief read an email into the record from Andy Groseta, asking that the radius of the amendment go out to 5,000 feet and that it includes all commercial zoning in that radius.

**Public Hearing Open at 6:50 pm.**

Patrick Denny, via Zoom, asked about his parcel 403-23-103L. Part of the 2,500-foot radius falls on his property so he wanted to know if this change would be beneficial to him and that he would like to see it cover all commercial zones as well as be a larger radius.

At the direction of the Chair, Director Knight responded that currently the way the amendment is written, the whole building would have to be in the 2,500-foot radius and this amendment would not be a benefit to Mr. Denny at this time.

**Public Hearing Closed at 6:53pm.**

**Commission Discussion:**

Commissioner Blue expressed that he feels if the applicant is partly in the radius, the best way for them to proceed is to apply for a variance.

Chairman Faiella is concerned that a blanket change, allowing any C2 in the area to build to 65 feet, does not give us adequate control over what is happening to the “gateway” of our city. He would recommend that a PAD overlay for C2 zoning would be more appropriate for the Commission and staff to have more control over what is done in that area.

Commissioner Hough spoke of this being a low-lying area and a 60- or 70-foot elevation is not going to make us a casino row. If this is what it takes to make a profit, this is what need to allow to bring businesses in. He would like this to include all commercial properties, not just the C2.

John Knight mentioned that variance may not be appropriate because it is difficult to meet the criteria under the State Law. A PAD could apply but is a different approach and we do not have a PAD application for consideration. It is reasonable to include other zoning districts, but we will need to go back through the noticing process and return to the Commission.

Commissioner Osses asked why is only C2 the only zoning district in this amendment.

Mr. Knight answered that the zone that are proposed are only C2, but we can come back with the other districts in September.

Commissioner Scantlebury commented that he is ready for the motion.

Commissioner Faiella asked again about a PAD and how to present this as a motion as does not want a blanket rezone.

Director Knight again stated that we have to vote on the issue in front of the Commission. A PAD has to be requested by the applicant.

Commissioner Blue asked if this can be postponed.

Director Knight says yes, and they can request that we notice with more commercial zones.

Commissioner Hough says that these parcels are too small for a PAD and it's not appropriate to ask a merchant to do a PAD for a small project.

**Motion** was made by Commissioner Hough to recommend Council amend the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District. The proposed change is anticipated to only affect properties that are zoned C2 and located within 2,500 feet of the I-17/Highway 260 Interchange. Amendments include, but may not be limited to, Section 203.G. of the Zoning Ordinance.

Second was made by Vice Chairman Scantlebury.

Commissioner Osses would like to know what else is allowed in a C2 zoning district. Maybe there needs to be a little more time in discussion.

Director Knight explains that anything allowed in a C2 zone can be built and it is not just limited to a hotel. He then went on to list some of the permitted uses in the C2 zone.

Commissioner Hough discussed the reason that we have sales tax and no property taxes so we should allow more development in this area.

Chairman Faiella discussed that we need to see developments before they are built and should recommend a PAD and he does not see it as a big deterrent.

**Roll Call Vote:**

Commissioner Osses: No

Commissioner Hough: Aye

Commissioner Blue: No

Vice Chairman Scantlebury: Aye

Chairman Faiella: No

**Motion** fails 2-3.

Chairman Faiella asked the agenda title to be changed to "Discussion", not Work Session, and to adjust the order of the agenda.

Director Knight stated that a motion needs to be made to amend the agenda.

**Motion** was made by Chairman Faiella to change the order of the under section 8, starting at the bottom and going up. The Right to Farm would be first, then Minor Code Amendments then the Sign Ordinance.

Second was made by Commissioner Blue.

**Motion** carried 5-0.

- 8. Discussion on Code Amendments** – The Community Development Department is working on several code amendments. These are noted below. These items are for preliminary discussion and direction only.

- 8.a. Right-to-farm ordinance** – Possible addition of a Right to Farm Ordinance that will combine agriculture, ranching and animal numbers in one section of the Zoning Ordinance. References will also be added to reflect state law (Arizona Revised Statutes) sections related to agriculture.

**Staff Comments:** Director Knight spoke about the Right to Farm and how it came about regarding nuisance complaints being abundant in our town. He also mentioned that Agriculture is



in our General Plan and allowed in every zoning district but is not clearly defined in our Code.

**Public Comments:** Mr. Backus spoke in favor of an ordinance.

Ms. Claudia Hauser was in favor of an ordinance update and willing to help establish “Good Agriculture Practices” with the community and Town.

Mrs. Nancy Higginbotham was in favor and willing to participate in community meetings.

Ms. Georgia May was in favor of an ordinance update to protect Agriculture in Camp Verde.

Jessica Oium is in favor of the ordinance update but would like the Animal Count in the code done away with.

Mary Phelps is in support of a Right to Farm ordinance.

Marie Moore was in favor of a Right to Farm ordinance.

**Commission Discussion:** Commissioner Osses stated that she feels an Agriculture Ordinance needs to be a priority.

Commissioner Blue would like community members to form a committee and work with Planning and Zoning.

Chairman Faiella would also like to see a citizens committee.

**8.b. Minor Code Amendments** – Possible changes to the zoning ordinance related to accessory structures (height and setbacks), fencing (height and setbacks), and Scrivener’s Errors.

**Staff Comments:** Director Knight spoke of these being little things that we can easily take care of.

Accessory structure side and rear setbacks and height can be the same for all zoning districts and defined in the code. As well as a clear definition of an accessory structure being non-habitable.

Fencing needs to have a difference in internal and external height, as well as vacant lots need to be allowed fencing as long as it is not opaque.

Scrivener’s errors allow Community Development to correct small, grammatical errors in the code without having to come to Planning and Zoning Commission and Town Council.

**Public Comments:** Steven Backus spoke in favor of updating the setbacks and accessory structures.

Mary Phelps spoke that she is in favor of setbacks and accessory structures being updated in the code.

Marie Moore is in support of the accessory structure setbacks being updated. Fence should be allowed on vacant lots, as well as accessory structures.

**Commission Comments:** Commissioner Osses spoke that as a property owner you should be able to do whatever you want.

Commissioner Blue suggested that we come back to Planning and Zoning with accessory structures, setbacks, and fence as a Work Session.

Commissioner Hough spoke to the reason that accessory structures, are not allowed on vacant lots to protect property values and the neighborhood.

Chairman Faiella requested that these all come back to Planning and Zoning as Ordinances for approval.

Director Knight also spoke about the reason we do not allow an accessory structure on a vacant lot.

Chairman Faiella also asked that in the Work Session we look at the Fee Structure.

Director Knight stated that this is not likely to be changed by the Town Council.

- 8.c. Sign Ordinance Amendments** – Possible changes to the sign ordinance primarily related to commercial signs. Amendments could include, but are not limited to, exemptions and prohibitions, definitions, and standards for both permanent and temporary signs.

**Staff Comments:** Director Knight spoke about this being very preliminary input to updating the sign ordinance and getting into public outreach for the sign ordinance. He would like a Commissioner and Council Member to be involved in a citizens committee to update the ordinance. Also, that this needs to be customized to our jurisdiction, not just copied from another jurisdiction. He expects that this will be a six (6) to eight (8) month process.

**Public Comments:** Rob Witt spoke in favor of updating the sign ordinance. Marie Moore spoke in favor of updating the sign ordinance with a series of community meetings.

**Commission Comments:** Director Knight spoke about the difference between a community meeting as well as a formal committee.

Commissioner Osses spoke about the importance of signs for businesses and that the code needs to be updated. It is also important that we help businesses bring in revenue, not keep them from bringing in revenue.

Chairman Faiella suggested that we move forward with meetings.

Director Knight agreed and stated that we will likely take this to Council and get their input on how they would like us to proceed.

- 9. 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.

**No Comments from Commissioners.**

**10. Staff Comments**

**10.a. Updates from Council meetings**

Director Knight spoke about new staff positions, specifically a Building Inspector and Planner. Also mentioned that Alcantara and Firebird Rezones were approved by Council.

Planner Ratlief stated that the Use Permit renewal for RRR Bed and Breakfast was also approved by Town Council.

**10.b. Other Comments**

Commissioner Osses asked if it is important for the Commissioners to go to the council meetings.

Director Knight stated yes, it is appropriate for Commissioners to know what is going on.

Planner Ratlief directed the Commission on how to get notifications from the Town website that the library has set up.

Director Knight mentioned the purchase of the water company.

Planner Ratlief spoke of Ken Krebs becoming our new Public Works Director and resigning as Chairman of Board of Adjustments. She also informed Commission we need to fill that vacancy if they knew of anyone.

Planner Ratlief also mentioned that election had not been fully called and Robert Foreman is still in the running.

Planner Ratlief also looked for guidance as to cancelling September Regular Session and have our September meeting on September 8 during the Special Session. She told them we will inform them as soon as we get approval from the Town Manager. Also, we will be cancelling the August 11 Special Session.

Director Knight spoke about what he thought the purpose of a Special Session is.

Commissioner Blue spoke that there was confusion about the Height Amendment motion, and he thought we would table it.

Chairman Faiella was confused as well.

Director Knight stated that you can only vote on what is in front of you, but that any Commissioner can request an item be put on the agenda for discussion at a future meeting.

**11. Adjournment-** Motion to adjourn was made by Commissioner Blue. Second was made by Commissioner Osses

Motion carried unanimously.

Meeting adjourned at 9:10 pm.

---

**Chairman Faiella**

---

**Community Development Director Knight**

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and accurate accounting of actions of the Planning and Zoning Commission of the Town of Camp Verde during the Special Session of the Planning and Zoning Commission of the Town of Camp Verde, Arizona, held on June 9, 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8<sup>th</sup> day of August 2022.

*Cory L. Mulcaire*  
Cory L. Mulcaire



**Agenda Report Form – Section I**

**Meeting Date:** Planning and Zoning Commission; Thursday, August 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, Community Development Director

**Agenda Title:** Discussion, consideration and recommendation to Council to amend the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District. The proposed change is anticipated to only affect properties that are zoned C2 and located within 2,500 feet of the I-17/Highway 260 Interchange. Amendments include, but may not be limited to, Section 203.G. of the Zoning Ordinance.

Staff Resource: John Knight, Director

**List Attached Documents:**

- A. Zoning Map of Area around I-17/260 Interchange
- B. Minutes from April 6, 2022 Council Meeting
- C. Letter sent to property owners within the proposed 2500' area
- D. Redline document with the proposed text amendment

**Estimated Presentation Time:** 10

**Estimated Discussion Time:** 20

**Background Information:** In March of 2022, staff presented several long-range planning ideas to the Joint Council/P&Z meeting. One of the ideas presented was a possible increase to the intensity and density around the intersection of I-17 and Highway 260. Staff suggested doing an Area Plan that would look at this possibility in more detail. An Area Plan might consider changes in ordinance standards related to things like parking, height, setbacks, and signs. Although there was interest in pursuing this idea, it rated as a lower priority than other long-range plans, therefore it was not initially pursued.

Since that meeting, staff has been approached by two developers wanting to increase the maximum height in order to develop hotels in this area. The first hotel was Marriot which is being developed by Verde Commercial. The developer requested and received a height increase from 40' to 55' through the PAD process. Note: the location of this proposed hotel is located within an already existing C2-PAD.

The second developer is partnering with La Quinta Inn on property just south of Burger King at the intersection of Homestead Parkway and George Rothrock Road. Initially, this developer also proposed a 4-story building which would have been similar in height to the recently approved Marriott. However, this parcel is not zoned as a PAD, but is zoned C2. Therefore, the path taken for the Marriott developer is not available to this second developer without applying to rezone this C2 parcel to PAD. Instead, this developer requested a zoning text amendment to allow a 4-story hotel.

On April 6, 2022, the Community Development Department presented this preliminary request to the Town Council seeking direction on a possible height amendment to the existing C2 zoning. The Council, generally agreeing with the idea, passed a motion directing the Community Development Department to initiate a height amendment for the area around the I-17/260 interchange (Attachment B).

Since the April 6<sup>th</sup> directive, the second developer provided additional information on their proposed hotel. The updated proposal is for a 4-story building with a rooftop bar/restaurant. This would increase the building to five (5) stories with a height of approximately 65 feet.

**Staff Discussion:** Staff presented several potential paths forward with the developer that would allow for an increase in height. Of the options presented, the developer requested that the town pursue a zoning code text amendment to increase the height limit. These options are included below for reference.

1. **Variance** – One option would be for the hotel developer to apply for a variance to allow for an increase in height. This would go before the Board of Adjustment. The applicant would be required to demonstrate unique or special circumstances that justified the variance. This would be difficult to do on a vacant property and would likely not receive support from the Board of Adjustment.
2. **PAD** – A second option would be to request a rezone to C2/PAD. This would provide the greatest flexibility and control for the applicant. This would be treated the same as any other rezone and would require a neighborhood meeting, notice to affected property owners (and properties within 300') and a hearing in front of the Planning Commission. This is the option that was pursued on the adjacent Verde Commercial property and the recent Alcantara rezone.
3. **Overlay Zone** – The third option for consideration is to create a new zoning designation to allow taller heights near the I-17/260 Interchange. This would be done as an overlay zone. Boundaries would be created rezoning specific parcels. This approach would be a bit more involved and would require a neighborhood meeting, notice to affected property owners (and properties within 300'), and a public hearing in front of the Planning Commission.
4. **Zoning Code Text Amendment** - The fourth option, the one currently being considered, is to amend the zoning ordinance to allow 65' tall buildings in the C2 zone that are located within 2,500' of I-17/260 Interchange (Attachment D).

**Other Considerations:** The current maximum height in the C2 is 40'. As noted above, the proposed Marriott hotel received approval to construct up to a maximum height of 55'. The developer of the La Quinta Inn has requested an amendment which would allow for a 65' building. Currently, the tallest building in town is the NEI building located on Boyles Way (off Howards Road). This structure is 50' in height. The only structure in/near the Town of Camp Verde that is close to the proposed 65' height is the hotel at the Cliff Castle Casino. Staff estimates the height of this building to be approximately 75'.

**The following have been completed by staff:**

- Council initiated an amendment to the Zoning Ordinance on April 6, 2022
- A public hearing notice was placed in the Verde Independent Newspaper on July 17, 2022
- Notice was direct mailed to property owners within 2,500' of the I-17/260 interchange on July 14, 2022 (See attachment C).

**Communications from Public:** Staff has received one phone call in support of the proposed height increase and one e-mail requesting information. No other letters, e-mails, or phone calls have been received.

**Recommended Action (Motion):** Recommend Council amend the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District. The proposed change is anticipated to only affect properties that are zoned C2 and located within 2,500 feet of the I-17/Highway 260 Interchange. Amendments include, but may not be limited to, Section 203.G. of the Zoning Ordinance.

P&Z Staff Report for Reference



Town of Camp Verde

**Agenda Report Form – Section I**

**Meeting Date:** Town Council; Wednesday September 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, Director

**Agenda Title:** Discussion, Consideration, and Possible Approval of Ordinance 2022-A469, an Ordinance, of the Mayor and Common Council, for a Zoning Map Change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) for 0.87 acres, located at 2802 and 2804 South Twin Leaf Circle, a part of the Preserve at Clear Creek Subdivision, Town of Camp Verde, Yavapai County, Arizona (APNs 404-13-500 and 404-13-501).

**Staff Resource:** John Knight, Community Development Director

**List Attached Documents:**

- A. Ordinance 2022-A469 and Exhibit, (Exhibit A: Legal Description)
- B. Waiver of Diminution of Value and Exhibits, Signed by Town Attorney
- C. DRAFT Minutes, Planning and Zoning Commission Meeting, August 4, 2022
- D. Current Zoning
- E. GIS Data
- F. R1L-18 Zoning (Current Zoning)
- G. R1-18 (Proposed Zoning)
- H. Application with Affidavit of Neighborhood Meeting

**Estimated Presentation Time:** 5

**Estimated Discussion Time:** 10

**Reviews and comments Completed by:**

**Department Head:** John Knight

**Department Town Attorney:** Bill Sims

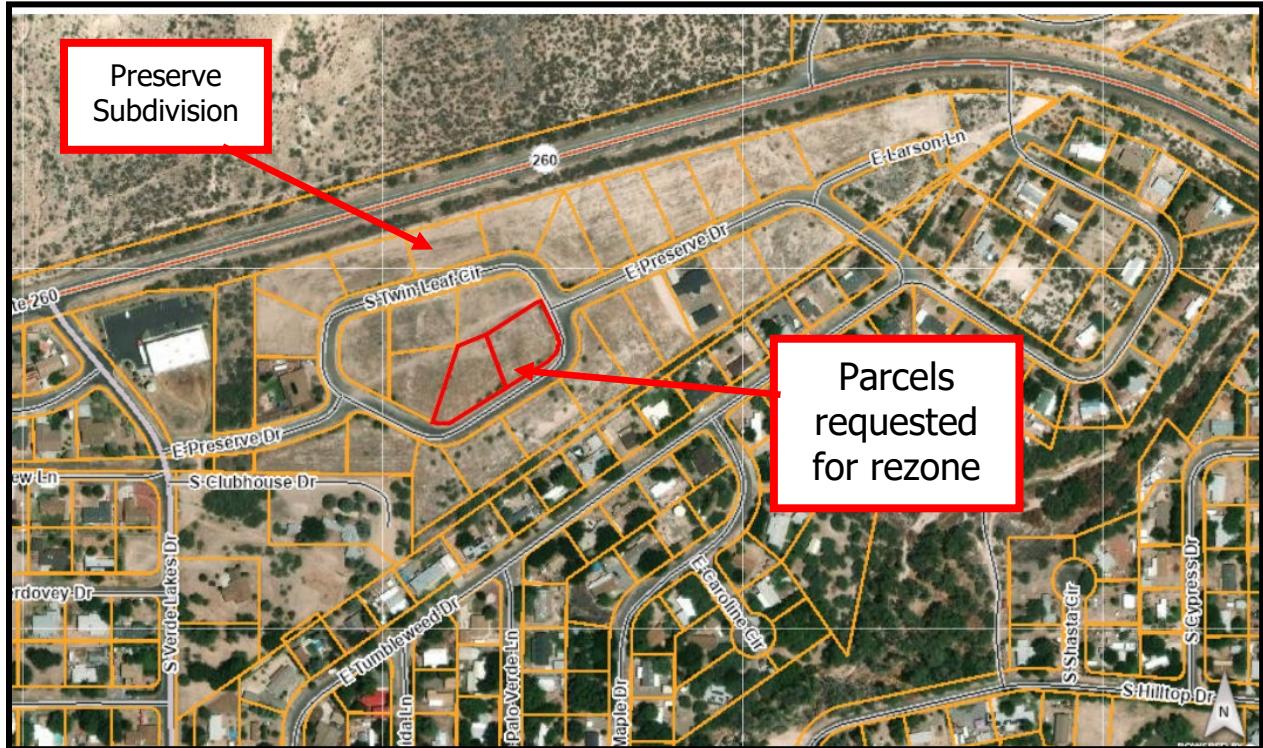
**Property**

Parcels: 404-13-500 and 404-13-501  
 Address: 2802 South Twin Leaf Circle and 2804 South Twin Leaf Circle  
 Acres: 0.44 acres and 0.43 acres (0.87 acres total)  
 Zoning: R1L-18  
 Owner: Verde Income Partners, LLC  
 Applicant: Rob Witt  
 Project #: 20220470



**Application:** Rob Witt, Statutory Agent for Verde Income Partners LLC, has applied for a Zoning Map Change on two (2) parcels located within the Preserve at Clear Creek Subdivision.

404-13-500	0.44 acres	2802 S. Twin Leaf Circle	R1L-18 (currently)
404-13-501	0.43 acres	2804 S. Twin Leaf Circle	R1L-18 (currently)



**Planning and Zoning Commission, Public Hearing:** The Planning and Zoning Commission held a public hearing regarding this application on Thursday, August 4, 2022. On a 5-0 vote, the commission voted to recommended the approval of this application to the Mayor and Common Council (two (2) Commission Members were absent with excused absences; one due to illness, the second a family matter.)

**Background:** The Preserve at Clear Creek subdivision consists of 33 lots and was originally platted in March of 2006 with a zoning of R1L-18. The R1L zoning district allows for only site-built and modular homes. This subdivision was originally named Hinch Springs Subdivision. The name was changed in 2006 via Resolution 2006-714. All of the infrastructure for the subdivision is complete, but to date, only two (2) homes have been built, both completed in 2007. Otherwise, this subdivision remains undeveloped.

In December of 2019, 27 of the 33 lots were rezoned to R1-18 in order to allow manufactured homes to be installed within the subdivision. At the time of the 2019 rezone, the owners of six (6) parcels choose not to be part of the rezone application. These six (6) lots have remained R1L-18; two (2) of the lots already have site-built homes on them while four (4) have remained undeveloped.

Verde Income Partners, LLC has recently purchased two (2) of these vacant lots which were not part of the 2019 rezone. It is these two (2) lots which are the subject of this application for Zoning Map Change. If approved, Mr. Witt has proposed to develop these two (2) lots with MH Advantage manufactured homes. Additionally, Mr. Witt, on behalf of various clients, is planning to develop approximately 20 of the other lots within this subdivision with the MH Advantage manufactured homes.



MH Advantage-eligible homes are manufactured homes that are:

- Built to the HUD code
- Meet certain construction, architectural design, and energy efficiency standards more aligned with site-built homes
- Have an MH Advantage sticker
- Principal residence and second home only
- To be placed on land owned by the borrower
- Installed with a driveway and a sidewalk connecting the driveway, carport, or detached garage to a door or attached porch

Note that the Zoning Ordinance does not distinguish between MH Advantage Homes and other manufactured homes. The applicant has stated that he intends to build the homes to this standard, but this is not required by the proposed ordinance or Town Code.

Note: If this application for a Zoning Map Change is approved, there will remain four (4) lots within the subdivision which will remain R1L-18; two (2) have been developed with site-built homes and two (2) are vacant.

The four (4) remaining parcels are:

- 404-13-484 and 404-13-493, both with site-built homes; and
- 404-13-494 and 404-13-485, both are undeveloped.

**General Plan:** This area falls within the “Clear Creek Character Area” of the General Plan. The Plan describes this area:

*“The Clear Creek character area primarily consists of Medium Density Residential lots that require a minimum of ¼ acre.”*

This proposed Zoning Map Change meets the character of this area as well as Implementation Strategy B.2 (see below). All of the parcels within this subdivision are at least 18,000 square feet, or 0.4 acre or greater, which maintains the medium density rural development.

**B. Goal: Maintain the rural, residential and agricultural character of the area.**

**Implementation Strategy:**

- B. 1. Encourage farmer’s markets, community gardens, agricultural area and roadside stands for the sale of locally grown produce and agricultural products.
- B. 2. Maintain low density rural development where it exists.
- B. 3. Encourage the protection of agricultural lands and rural landscapes to maintain the character of Camp Verde.
- B. 4. For new construction encourage site-built housing.
- B. 5. Enhance multi-modal connectivity through bike lanes, trails and pedestrian pathways.
- B. 6. Encourage the preservation of agricultural soils, primarily through active farming.
- B. 7. Protect the rural character and cultural resources, preserve open space, enhance agricultural opportunities and reduce the loss of prime agricultural lands and important open space areas.

**Comments Received:** No comments have been received.

**Staff Comments:** The Community Development staff recommend this Zoning Map Change as it is a positive move forward with bringing more housing into Camp Verde.

**Legal-Procedural Requirements:**

- ✓ Application received June 7, 2022
- ✓ 300' Radius Neighborhood Meeting notices mailed June 9, 2022 and July 15, 2022
- ✓ Property posted for Neighborhood Meeting June 21, 2022
- ✓ Neighborhood Meeting held July 5, 2022, and July 22, 2022
- ✓ 300' Radius Town Notice of Public Hearing mailed July 15, 2022
- ✓ Property posted for Public Hearing, July 6, 2022
- ✓ Publication of Notice of Public Hearing published, July 17, 2022
- ✓ Public Hearing conducted by the Planning and Zoning Commission, August 4, 2022

**Recommended Action (Motion):** Motion to approve Ordinance 2022-A469, an Ordinance, of the Mayor and Common Council, for a Zoning Map Change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) for 0.87 acres, located at 2802 and 2804 South Twin Leaf Circle, a part of the Preserve at Clear Creek Subdivision, Town of Camp Verde, Yavapai County, Arizona (APNs 404-13-500 and 404-13-501).

# Attachment A:

## Ordinance 2022-A469 and Exhibit A, Legal Description



## ORDINANCE 2022-A469

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL FOR A ZONING MAP CHANGE FROM R1L-18 (RESIDENTIAL: SINGLE-FAMILY LIMITED) TO R1-18 (RESIDENTIAL: SINGLE-FAMILY) FOR 0.87 LOCATED AT 2802 AND 2804 SOUTH TWIN LEAF CIRCLE, A PART OF THE PRESERVE AT CLEAR CREEK SUBDIVISION, TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA (APNS 404-13-500 AND 404-13-501).**

**Whereas**, Rob Witt, Statutory Agent for Verde Income Partners, LLC, the owner of two (2) lots located within The Preserve at Clear Creek Subdivision, specifically parcel 404-13-500, a 0.44-acre lot located at 2802 South Twin Leaf Circle and parcel 404-13-501, a 0.43-acre lot located at 2804 South Twin Leaf Circle, has made application for a Zoning Map Change, Project 2022-0470;

**Whereas**, all required notices of the public hearing on this zoning request were properly noticed and posted;

**Whereas**, the Planning and Zoning Commission of the Town of Camp Verde held a public hearing on Thursday, August 04, 2022 and has unanimously recommended approval of this Zoning Map change be approved by the Mayor and Town Council;

**Whereas**, consideration of this application has been completed in accordance with Article II, Sections 1 and 2 of the Arizona Constitution;

**Whereas**, the Mayor and Common Council find the requirements set out in Arizona Revised Statutes Article 9-462.03 and 9-462.04 have been met;

**Whereas**, the proposed Zoning Map Change of R1L-18 to R1-18 is authorized by and satisfies the requirements of the 2021 Planning and Zoning Ordinances, specifically Section 600.C.1;

**Whereas**, this Zoning Map Change to R1-18 is in harmony with the purposes and intent of the Town's Zoning Ordinance and 2016 General Plan for the Clear Creek Character Area; and

**Whereas**, the Mayor and Common Council have determined this Zoning Map change will be beneficial to the Town of Camp Verde.

**NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE:**

**Section 1:** The Zoning Map for the Town of Camp Verde is hereby amended by the zoning classification change from R1L-18 to R1-18 for 0.87 acres specifically described in **Exhibit A** (attached, currently parcels 404-13-500 and 404-13-501) located respectfully at 2802 and 2804 South Twin Leaf Circle, a part of The Preserves at Clear Creek Subdivision, in the Town of Camp Verde, Yavapai County, Arizona;

Section 2: All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provision of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance;

Section 3: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance; and

Section 4: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law.

PASSED AND APPROVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA THIS 7<sup>th</sup> DAY OF SEPTEMBER, 2022.

\_\_\_\_\_  
Dee Jenkins, Mayor

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Cindy Pemberton, Town Clerk

Approved as to form:

\_\_\_\_\_  
Town Attorney

# Ordinance 2022-A469 and Exhibit A: Legal Description

Legal Description:

Lots 31 and 32, THE PRESERVE AT CLEAR CREEK SUBDIVISION, according to the amended final plat of record in Book 59 of Maps, pages 36, 37, and 38, records of Yavapai County, Arizona.



## Attachment B:

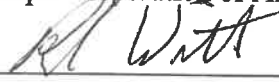
# Waiver of Diminution of Value and Exhibits, Signed by Town Attorney



When Recorded Return To:  
Town of Camp Verde  
473 S. Main St  
Camp Verde, Arizona 86322

**AGREEMENT  
TO WAIVE CLAIM FOR DIMINUTION IN VALUE  
REGARDING ACTION  
PROPOSED BY TOWN OR REQUESTED BY PROPERTY OWNER**

This Agreement to Waive Claim for Diminution in Value Regarding Action Proposed by Town or Requested by Property Owner ("Agreement") made as of this 6 day of July, 2022, by and between the Town of Camp Verde, a municipal corporation of Arizona ("Town") and:

, ("Owner(s)");

WITNESSETH:

WHEREAS, on December 4, 2006, the Governor of Arizona signed into law the Private Property Rights Protection Act (Proposition 207) approved by the voters on November 7, 2006; and

WHEREAS, Proposition 207 added a new Article 2.1 to Chapter 8, Title 12 of the Arizona Revised Statutes (comprising §§12-1131 through 12-1138) dealing with eminent domain and regulatory takings; and

WHEREAS, ARS §12-1134 permits an owner of private real property to seek just compensation from the state or a political subdivision thereof that enacts or applies a land use law which (subject to certain exceptions) reduces existing rights to use, divide, sell or possess said property and thereby reduces the fair market value of the property; and

WHEREAS, "land use law" includes any statute, rule, ordinance, resolution, or law enacted by the state or political subdivision that regulates the use or division of land or any interest in land; and

WHEREAS, ARS §12-1134(I) recognizes that the state or political subdivisions may reach agreements with private property owners to waive claims for diminution in value resulting from land use law actions proposed by the state or political subdivision or requested by the property owners; and



SECTION SEVEN. The parties agree that this Agreement may be filed in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

SECTION EIGHT. This Agreement runs with the land and is binding upon all present and future owners of the Property.

SECTION NINE. This Agreement is subject to the cancellation provisions of ARS §38-511.

SECTION TEN. The Owner(s) warrant(s) and represent(s) that the Owner(s) is/are the owner(s) of fee title to the Property, and that no other person(s) has/have any ownership interest(s) in the Property. The person(s) who sign(s) on behalf of the Owner(s) personally warrant(s) and guarantee(s) to the Town that he/she/they have the legal authority to bind the Owner(s) to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

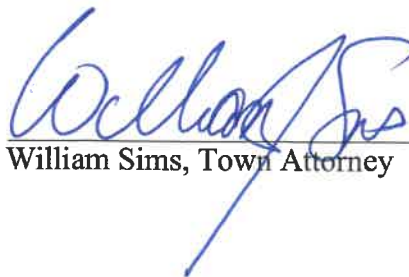
**TOWN OF CAMP VERDE,** a municipal corporation of Arizona, (Town)

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
William Sims, Town Attorney

Dated this 6 day of July, 2022

OWNER:

OWNER:

Robert Witt  
Print Name

\_\_\_\_\_  
Print Name

[Signature]  
Signature

\_\_\_\_\_  
Signature

STATE OF ARIZONA        )  
  ) ss.  
County of Yavapai        )

On this 6 day of July, 2022, before me, the undersigned Notary Public,  
personally appeared Robert Witt, who acknowledged that this document was  
executed for the purposes therein contained.



[Signature]  
Notary Public

My Commission Expires: 6/18/2024

**Exhibit "A" Property Description and Map**  
(Can be included as separate document)

See attached document

Exhibit A:

Map and Legal Description

for

Agreement to Waive Claim for Diminution in  
Value Regarding Determination proposed by  
Town or Requested by Property Owner

Legal Description:

Lots 31 and 32, THE PRESERVE AT CLEAR CREEK SUBDIVISION, according to the amended final plat of record in Book 59 of Maps, pages 36, 37, and 38, records of Yavapai County, Arizona.



Attachment C:  
DRAFT Minutes,  
Planning and Zoning Commission  
August 4, 2022





*Support your local merchants*

**Minutes  
Town of Camp Verde – Planning & Zoning Commission  
Regular Session  
473 S. Main Street, Suite 106  
Thursday, August 4, 2022 at 6:30 P.M.**

**1. Call to Order at 6:31 pm.**

**2. Roll Call.** Chairman Andrew Faiella, Vice Chairman Todd Scantlebury, Greg Blue, Robert Foreman, William Tippett, Michael Hough, Ingrid Osses

**Roll Call:**

Commissioner Osses: Present  
Chairman Faiella: Present  
Vice Chairman Scantlebury: Present via Zoom  
Commissioner Hough: Present  
Commissioner Blue: Present  
Commissioner Tippett: Absent  
Commissioner Foreman: Absent

**Also present:** Rob Witt (applicant); Community Development Director John Knight; Planner BJ Ratlief; Cory Mulcaire, Zoning Inspector; and multiple members of the community.

**3. Pledge of Allegiance – Chairman Faiella**

**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.

**4.a. Approval of Minutes: June 9, 2022**

**4.b. Set Meeting Dates:**

- August 11, 2022, at 6:30 pm (Special Session)
- September 1, 2022, at 6:30 pm (Regular Session)
- September 8, 2022, at 6:30 pm (Special Session)

**Motion** by Commissioner Blue to approve Consent Agenda as presented.  
Second was made by Commissioner Osses.

**Roll Call Vote:**

Commissioner Osses: Aye  
Commissioner Hough: Aye  
Commissioner Blue: Aye  
Vice Chairman Scantlebury: Aye  
Chairman Faiella: Aye

**Motion** carried 5-0.

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.

No comments from public.

6. **Public Hearing** – Discussion, consideration, and recommendation to Council regarding an application for a Zoning Map Change from R1L (Residential: Single-Family Limited) to R1 (Residential: Single-Family) for parcels 404-13-500 and 404-13-501, located at 2802 Twin Leaf Circle and 2804 Twin Leaf Circle.

**Staff Comments:** BJ Rattief spoke about the reasons for the Zoning Map Change request. In December of 2019, 27 of the 33 lots in the Preserve at Clear Creek Subdivision had been rezoned from R1L-18 to R1-18. The six remaining lots had already been built on, or the owners did not wish to change the zoning of. Since 2019, Mr. Witt had purchased the two lots in discussion and would like to bring them into conformance with the rest of the subdivision as well as start development.

**Public Hearing Opened at 6:40 pm:** No comments from public.

**Public Hearing Closed at 6:40 pm.**

**Commission Discussion:** No commission discussion.

**Motion** was made by Chairman Faiella to recommend approval of a Zoning Map Change from R1L-18 (Residential: Single-Family Limited, 18,000 Square Foot Minimum) to R1-18 (Residential: Single Family, 18,000 Square Foot Minimum) to the Mayor and Town Council for parcels 404-13-500 and 404-13-501, which are part of the Preserve at Clear Creek Subdivision located at 2802 and 2804 Twin Leaf Circle, Camp Verde, Yavapai County, Arizona.

Second was made by Commissioner Blue.

**Roll Call Vote:**

Commissioner Osses: Aye

Commissioner Hough: Aye

Commissioner Blue: Aye

Vice Chairman Scantlebury: Aye

Chairman Faiella: Aye

Motion carried 5-0.

7. **Public Hearing** – Discussion, consideration and recommendation to Council to amend the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District. The proposed change is anticipated to only affect properties that are zoned C2 and located within 2,500 feet of the I-17/Highway 260 Interchange. Amendments include, but may not be limited to, Section 203.G. of the Zoning Ordinance. Staff resource: John Knight.

Mr. Knight spoke about how the amendment came to be. At the request of developers and the direction of Council, Community Development Director Knight was advised to start a "Height

Amendment,” along the I-17/260 corridor allowing businesses to build up to 65 feet in the C2 zone.

BJ Ratlief read an email into the record from Andy Groseta, asking that the radius of the amendment go out to 5,000 feet and that it includes all commercial zoning in that radius.

**Public Hearing Open at 6:50 pm.**

Patrick Denny, via Zoom, asked about his parcel 403-23-103L. Part of the 2,500-foot radius falls on his property so he wanted to know if this change would be beneficial to him and that he would like to see it cover all commercial zones as well as be a larger radius.

At the direction of the Chair, Director Knight responded that currently the way the amendment is written, the whole building would have to be in the 2,500-foot radius and this amendment would not be a benefit to Mr. Denny at this time.

**Public Hearing Closed at 6:53pm.**

**Commission Discussion:**

Commissioner Blue expressed that he feels if the applicant is partly in the radius, the best way for them to proceed is to apply for a variance.

Chairman Faiella is concerned that a blanket change, allowing any C2 in the area to build to 65 feet, does not give us adequate control over what is happening to the “gateway” of our city. He would recommend that a PAD overlay for C2 zoning would be more appropriate for the Commission and staff to have more control over what is done in that area.

Commissioner Hough spoke of this being a low-lying area and a 60- or 70-foot elevation is not going to make us a casino row. If this is what it takes to make a profit, this is what need to allow to bring businesses in. He would like this to include all commercial properties, not just the C2.

John Knight mentioned that variance may not be appropriate because it is difficult to meet the criteria under the State Law. A PAD could apply but is a different approach and we do not have a PAD application for consideration. It is reasonable to include other zoning districts, but we will need to go back through the noticing process and return to the Commission.

Commissioner Osses asked why is only C2 the only zoning district in this amendment.

Mr. Knight answered that the zone that are proposed are only C2, but we can come back with the other districts in September.

Commissioner Scantlebury commented that he is ready for the motion.

Commissioner Faiella asked again about a PAD and how to present this as a motion as does not want a blanket rezoning.

Director Knight again stated that we have to vote on the issue in front of the Commission. A PAD has to be requested by the applicant.

Commissioner Blue asked if this can be postponed.

Director Knight says yes, and they can request that we notice with more commercial zones.

Commissioner Hough says that these parcels are too small for a PAD and it's not appropriate to ask a merchant to do a PAD for a small project.

**Motion** was made by Commissioner Hough to recommend Council amend the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District. The proposed change is anticipated to only affect properties that are zoned C2 and located within 2,500 feet of the I-17/Highway 260 Interchange. Amendments include, but may not be limited to, Section 203.G. of the Zoning Ordinance.

Second was made by Vice Chairman Scantlebury.

Commissioner Osses would like to know what else is allowed in a C2 zoning district. Maybe there needs to be a little more time in discussion.

Director Knight explains that anything allowed in a C2 zone can be built and it is not just limited to a hotel. He then went on to list some of the permitted uses in the C2 zone.

Commissioner Hough discussed the reason that we have sales tax and no property taxes so we should allow more development in this area.

Chairman Faiella discussed that we need to see developments before they are built and should recommend a PAD and he does not see it as a big deterrent.

**Roll Call Vote:**

Commissioner Osses: No

Commissioner Hough: Aye

Commissioner Blue: No

Vice Chairman Scantlebury: Aye

Chairman Faiella: No

**Motion** fails 2-3.

Chairman Faiella asked the agenda title to be changed to "Discussion", not Work Session, and to adjust the order of the agenda.

Director Knight stated that a motion needs to be made to amend the agenda.

**Motion** was made by Chairman Faiella to change the order of the under section 8, starting at the bottom and going up. The Right to Farm would be first, then Minor Code Amendments then the Sign Ordinance.

Second was made by Commissioner Blue.

**Motion** carried 5-0.

**8. Discussion on Code Amendments** – The Community Development Department is working on several code amendments. These are noted below. These items are for preliminary discussion and direction only.

**8.a. Right-to-farm ordinance** – Possible addition of a Right to Farm Ordinance that will combine agriculture, ranching and animal numbers in one section of the Zoning Ordinance. References will also be added to reflect state law (Arizona Revised Statutes) sections related to agriculture.

**Staff Comments:** Director Knight spoke about the Right to Farm and how it came about regarding nuisance complaints being abundant in our town. He also mentioned that Agriculture is

in our General Plan and allowed in every zoning district but is not clearly defined in our Code.

**Public Comments:** Mr. Backus spoke in favor of an ordinance.

Ms. Claudia Hauser was in favor of an ordinance update and willing to help establish “Good Agriculture Practices” with the community and Town.

Mrs. Nancy Higginbotham was in favor and willing to participate in community meetings.

Ms. Georgia May was in favor of an ordinance update to protect Agriculture in Camp Verde.

Jessica Oium is in favor of the ordinance update but would like the Animal Count in the code done away with.

Mary Phelps is in support of a Right to Farm ordinance.

Marie Moore was in favor of a Right to Farm ordinance.

**Commission Discussion:** Commissioner Osses stated that she feels an Agriculture Ordinance needs to be a priority.

Commissioner Blue would like community members to form a committee and work with Planning and Zoning.

Chairman Faiella would also like to see a citizens committee.

**8.b. Minor Code Amendments** – Possible changes to the zoning ordinance related to accessory structures (height and setbacks), fencing (height and setbacks), and Scrivener’s Errors.

**Staff Comments:** Director Knight spoke of these being little things that we can easily take care of.

Accessory structure side and rear setbacks and height can be the same for all zoning districts and defined in the code. As well as a clear definition of an accessory structure being non-habitable.

Fencing needs to have a difference in internal and external height, as well as vacant lots need to be allowed fencing as long as it is not opaque.

Scrivener’s errors allow Community Development to correct small, grammatical errors in the code without having to come to Planning and Zoning Commission and Town Council.

**Public Comments:** Steven Backus spoke in favor of updating the setbacks and accessory structures.

Mary Phelps spoke that she is in favor of setbacks and accessory structures being updated in the code.

Marie Moore is in support of the accessory structure setbacks being updated. Fence should be allowed on vacant lots, as well as accessory structures.

**Commission Comments:** Commissioner Osses spoke that as a property owner you should be able to do whatever you want.

Commissioner Blue suggested that we come back to Planning and Zoning with accessory structures, setbacks, and fence as a Work Session.

Commissioner Hough spoke to the reason that accessory structures, are not allowed on vacant lots to protect property values and the neighborhood.

Chairman Faiella requested that these all come back to Planning and Zoning as Ordinances for approval.

Director Knight also spoke about the reason we do not allow an accessory structure on a vacant lot.

Chairman Faiella also asked that in the Work Session we look at the Fee Structure.

Director Knight stated that this is not likely to be changed by the Town Council.

- 8.c. Sign Ordinance Amendments** – Possible changes to the sign ordinance primarily related to commercial signs. Amendments could include, but are not limited to, exemptions and prohibitions, definitions, and standards for both permanent and temporary signs.

**Staff Comments:** Director Knight spoke about this being very preliminary input to updating the sign ordinance and getting into public outreach for the sign ordinance. He would like a Commissioner and Council Member to be involved in a citizens committee to update the ordinance. Also, that this needs to be customized to our jurisdiction, not just copied from another jurisdiction. He expects that this will be a six (6) to eight (8) month process.

**Public Comments:** Rob Witt spoke in favor of updating the sign ordinance. Marie Moore spoke in favor of updating the sign ordinance with a series of community meetings.

**Commission Comments:** Director Knight spoke about the difference between a community meeting as well as a formal committee.

Commissioner Osses spoke about the importance of signs for businesses and that the code needs to be updated. It is also important that we help businesses bring in revenue, not keep them from bringing in revenue.

Chairman Faiella suggested that we move forward with meetings.

Director Knight agreed and stated that we will likely take this to Council and get their input on how they would like us to proceed.

- 9. 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.

**No Comments from Commissioners.**

**10. Staff Comments**

**10.a. Updates from Council meetings**

Director Knight spoke about new staff positions, specifically a Building Inspector and Planner. Also mentioned that Alcantara and Firebird Rezones were approved by Council.

Planner Rattief stated that the Use Permit renewal for RRR Bed and Breakfast was also approved by Town Council.

**10.b. Other Comments**

Commissioner Osses asked if it is important for the Commissioners to go to the council meetings.

Director Knight stated yes, it is appropriate for Commissioners to know what is going on.

Planner Rattief directed the Commission on how to get notifications from the Town website that the library has set up.

Director Knight mentioned the purchase of the water company.

Planner Ratlief spoke of Ken Krebs becoming our new Public Works Director and resigning as Chairman of Board of Adjustments. She also informed Commission we need to fill that vacancy if they knew of anyone.

Planner Ratlief also mentioned that election had not been fully called and Robert Foreman is still in the running.

Planner Ratlief also looked for guidance as to cancelling September Regular Session and have our September meeting on September 8 during the Special Session. She told them we will inform them as soon as we get approval from the Town Manager. Also, we will be cancelling the August 11 Special Session.

Director Knight spoke about what he thought the purpose of a Special Session is.

Commissioner Blue spoke that there was confusion about the Height Amendment motion, and he thought we would table it.

Chairman Faiella was confused as well.

Director Knight stated that you can only vote on what is in front of you, but that any Commissioner can request an item be put on the agenda for discussion at a future meeting.

**11. Adjournment-** Motion to adjourn was made by Commissioner Blue. Second was made by Commissioner Osses

Motion carried unanimously.

Meeting adjourned at 9:10 pm.

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**Chairman Faiella**

---

**Community Development Director Knight**

**CERTIFICATION**

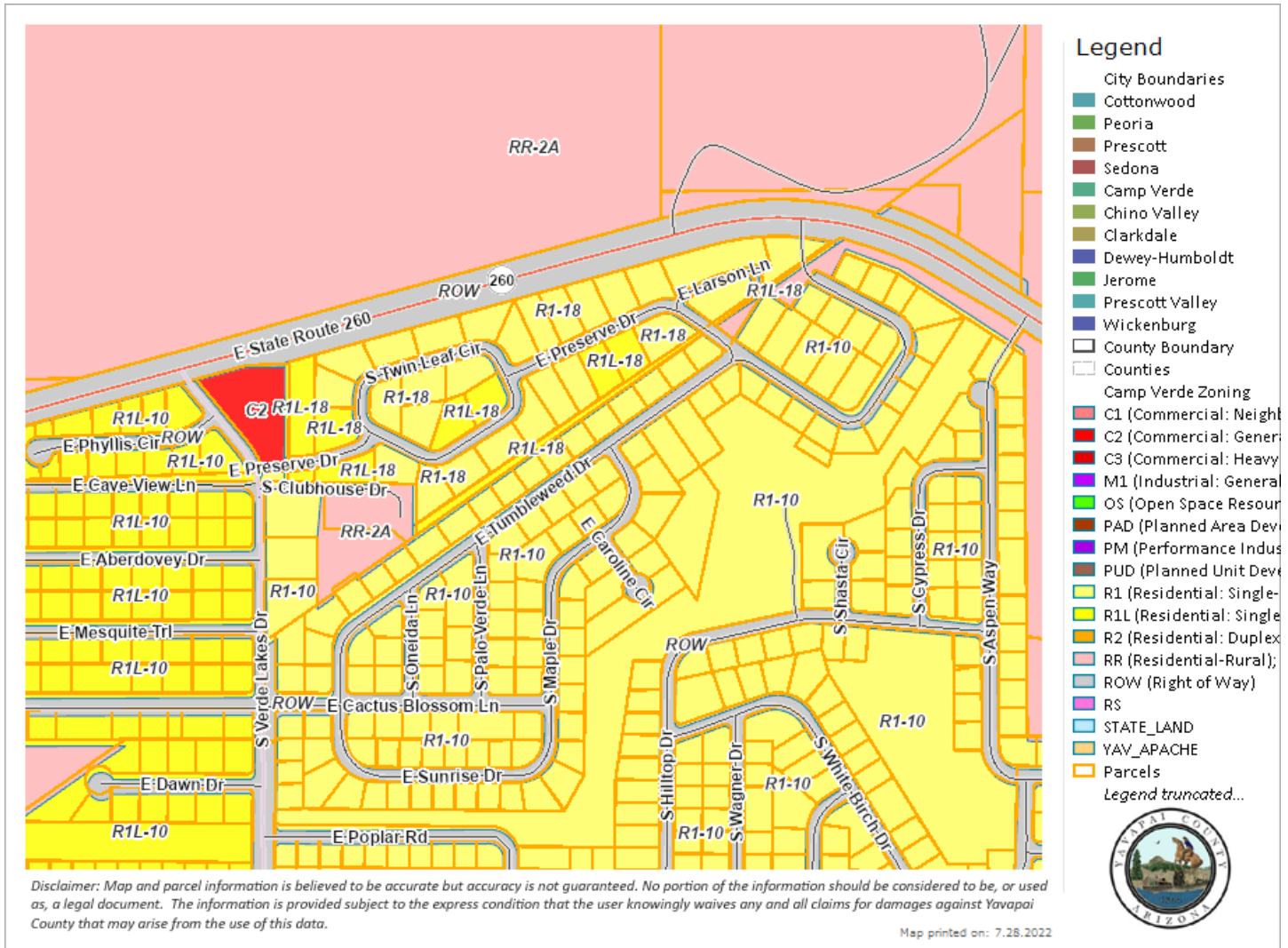
I hereby certify that the foregoing minutes are a true and accurate accounting of actions of the Planning and Zoning Commission of the Town of Camp Verde during the Special Session of the Planning and Zoning Commission of the Town of Camp Verde, Arizona, held on June 9, 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8<sup>th</sup> day of August 2022.

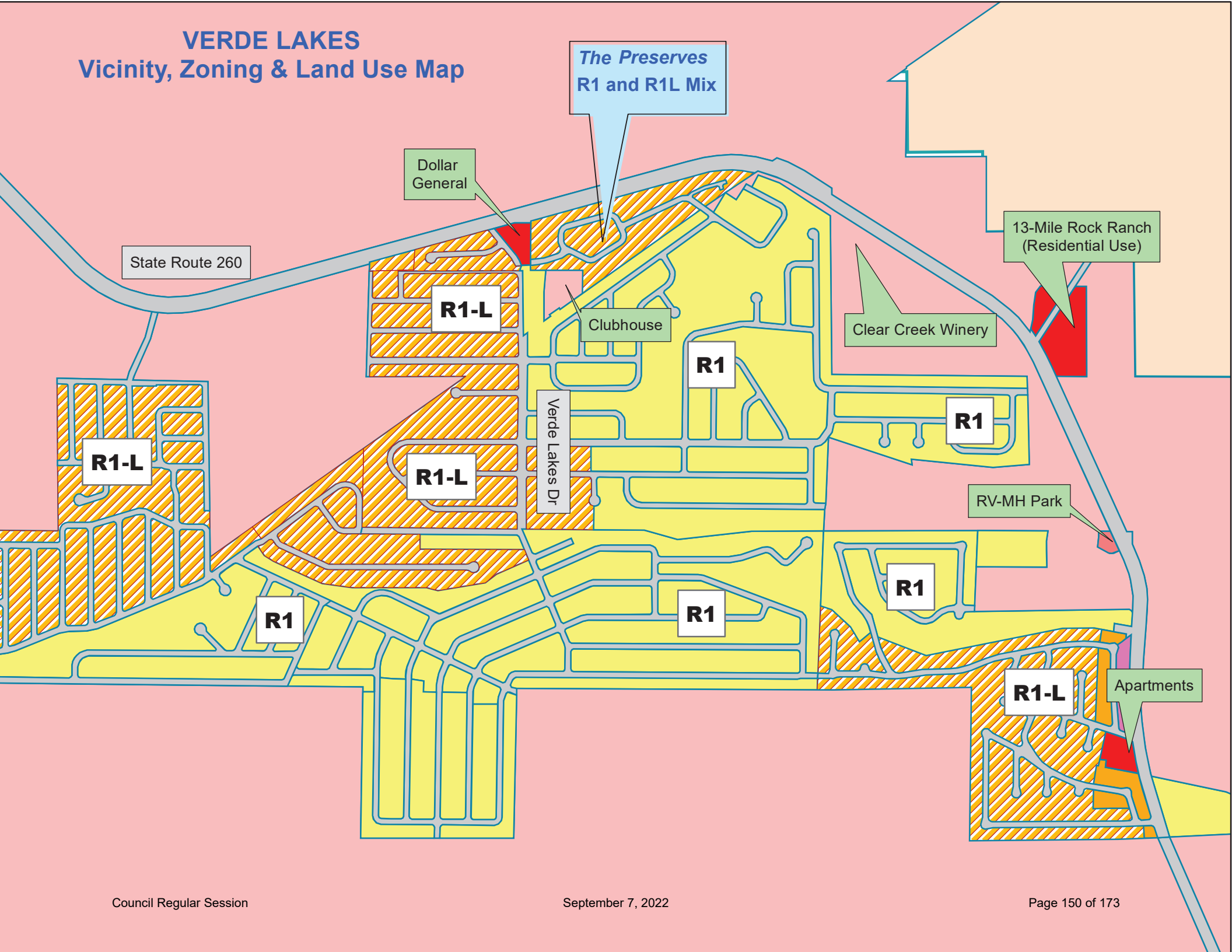
*Cory L. Mulcaire*  
Cory L. Mulcaire

# Attachment D: Current Zoning





# VERDE LAKES Vicinity, Zoning & Land Use Map



Attachment E:  
GIS Data on the two subject parcels

**Yavapai County Print Parcel**



<b>Parcel ID</b>	404-13-500	<b>Check Digit</b>	0
<b>Owner</b>	Verde Income Partners LLC		
<b>Owner's Mailing Address</b>	465 W Hereford Dr Camp Verde, AZ 86322-7336		
<b>Secondary Owner</b>			
<b>Recorded Date</b>	N/A		
<b>Last Transfer Doc Docket</b>	N/A	<b>Last Transfer Doc Page</b>	N/A
<b>Physical Address</b>	2802 S Twin Leaf Cir	<b>Incorporated Area</b>	Town of Camp Verde

<b>Assessor Acres</b>	0.44	<b>Subdivision</b>	Preserve At Clear Creek	<b>Subdivision Type</b>	M
<b>School District</b>	Camp Verde Unified SD #28		<b>Fire District</b>	Copper Canyon Fire And Medical	
<b>Improvements (0)</b>	No Improvements found.		<b>Local Zoning</b>	Town Of Camp Verde ROW R1L-18	

**Assessment**

Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.

Tax Year	2023	2022
Assessed Value(ALV)	\$1,428	\$1,360
Limited Value(LPV)	\$9,520	\$9,066
Full Cash(FCV)	\$24,375	\$17,415
Legal Class	Vacant or Other	Vacant or Other
Assessment Ratio	15%	15%
Usage Code	0071 ?	0071 ?

**Taxes**

Tax Area Code	2021 Taxes Billed
2877	\$151

**Recorded Documents & Sales (3)**

Date	Book/Page	Type	Cost
10/29/2021	2021-0077710	Warranty Deed	\$40,000
4/21/2015	2015-0017736	Special Warranty Deed	\$0
7/1/2008	4606-246	Other - Sale	\$0

**Disclaimer:** Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. Users should independently research, investigate and verify all information.

By using this website, the user knowingly assumes all risk of inaccuracy and waives any and all claims for damages against Yavapai County and its officers and employees that may arise from the use of this data and agrees to indemnify and hold harmless Yavapai County and its officers and employees to the fullest extent permitted by law. By using this website, the user also agrees that data and use of this website may not be used for commercial purposes.

Yavapai County Print Parcel



<b>Parcel ID</b>	404-13-501	<b>Check Digit</b>	3
<b>Owner</b>	Verde Income Partners LLC		
<b>Owner's Mailing Address</b>	465 W Hereford Dr Camp Verde, AZ 86322-7336		
<b>Secondary Owner</b>			
<b>Recorded Date</b>	N/A		
<b>Last Transfer Doc Docket</b>	N/A	<b>Last Transfer Doc Page</b>	N/A
<b>Physical Address</b>	2804 S Twin Leaf Cir	<b>Incorporated Area</b>	Town of Camp Verde

<b>Assessor Acres</b>	0.43	<b>Subdivision</b>	Preserve At Clear Creek	<b>Subdivision Type</b>	M
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<b>School District</b>	Camp Verde Unified SD #28	<b>Fire District</b>	Copper Canyon Fire And Medical
------------------------	---------------------------	----------------------	--------------------------------

<b>Improvements (0)</b>	No Improvements found.	<b>Local Zoning</b>	Town Of Camp Verde ROW R1L-18
-------------------------	------------------------	---------------------	-------------------------------------

**Assessment**

Starting with the 2015 tax year, the Limited Property Value is the only value considered for taxation purposes, the Full Cash Value is no longer used for taxation.

Tax Year	2023	2022
Assessed Value(ALV)	\$1,428	\$1,360
Limited Value(LPV)	\$9,520	\$9,066
Full Cash(FCV)	\$24,078	\$17,190
Legal Class	Vacant or Other	Vacant or Other
Assessment Ratio	15%	15%
Usage Code	0071 ?	0071 ?

**Taxes**

<b>Tax Area Code</b>	2877	<b>2021 Taxes Billed</b>	\$151
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**Recorded Documents & Sales (3)**

Date	Book/Page	Type	Cost
10/29/2021	2021-0077710	Warranty Deed	\$40,000
4/21/2015	2015-0017737	Special Warranty Deed	\$0
7/1/2008	4606-247	Other - Sale	\$0

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By using this website, the user knowingly assumes all risk of inaccuracy and waives any and all claims for damages against Yavapai County and its officers and employees that may arise from the use of this data and agrees to indemnify and hold harmless Yavapai County and its officers and employees to the fullest extent permitted by law. By using this website, the user also agrees that data and use of this website may not be used for commercial purposes.

Attachment F:

RIL-18 Zoning Criteria  
(Current Zoning)

## A. R1L DISTRICT (Residential: single-family limited)

### Purpose:

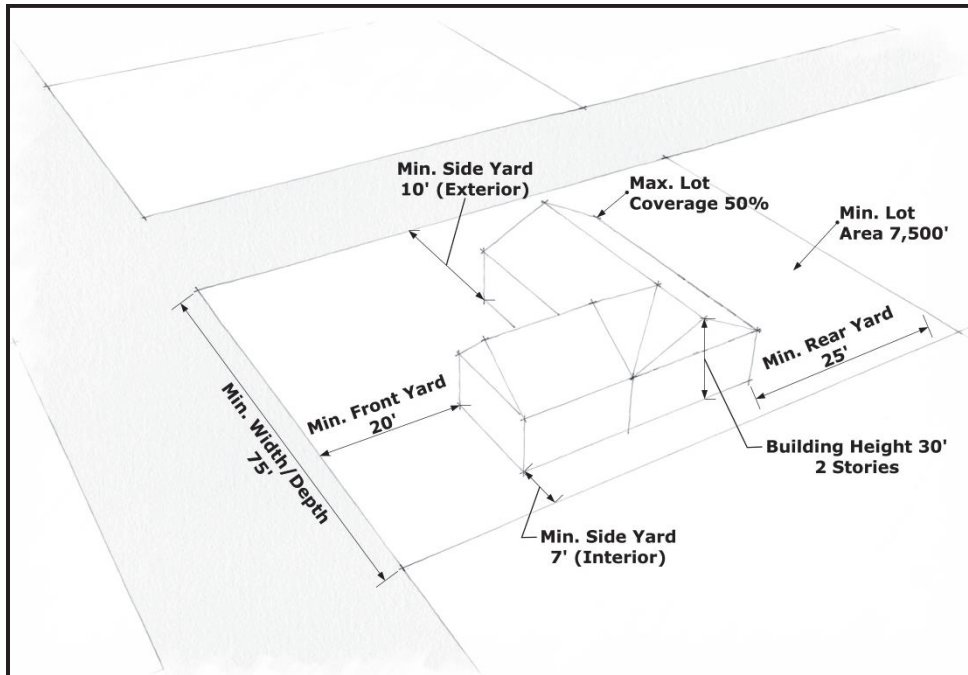
The R1L District is intended for site-built and modular single-family residential living, mobile homes and manufactured housing prohibited.

1. Permitted Uses and Structures:
  - a. Accessory Dwelling Unit (ADU).
  - b. Agriculture and cultivation.
  - c. Dwelling unit for one family on any one lot.
  - d. Educational institutions (including private schools, provided they offer a curriculum of general instruction comparable to similar public schools).
  - e. Flood control facilities.
  - f. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
  - g. Historical Landmarks.
  - h. Home occupations (See Section 303).
  - i. Keeping of farm animals, limited (See Section 305).
  - j. Open land carnival and recreation facilities (religious & educational institutions).
  - k. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
  - l. Religious institutions (in permanent buildings).
2. Uses and Structures Subject to Use Permit
  - a. Community parks, playgrounds or centers.
  - b. Government facilities and facilities required for the provision of utilities and public services.
  - c. Bed and Breakfast.
  - d. Temporary Use Permits, subject to administrative approval (See Section 601.D):
    - 1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
    - 2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

**Table 2-1: R1L Dimensional Standards**

Zoning District	"R1L"
Minimum Lot Area (sq.ft.)	7,500'
Minimum Width OR Depth (feet)	75'
Maximum Bldg Ht (stories)	2
Maximum Bldg Ht (feet)	30'
Maximum Lot Coverage (%)	50%
Minimum Front Yard (feet)	20'
Minimum Rear Yard (feet)	25'
Minimum Side Yard Interior (feet)	7'
Minimum Side Yard Exterior (feet)	10'

**Figure 2-1: R1L Dimensional Standards**





Attachment G:

R1-18 Zoning Criteria  
(Proposed Zoning)

## B. R1 DISTRICT (Residential: single-family)

### 1. Purpose:

The R1 District is intended for single-family residential living, site-built, modular or manufactured housing. Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).

### 2. Permitted Uses and Structures:

- a. Accessory Dwelling Unit (ADU).
- b. Agriculture and cultivation.
- c. Dwelling unit for one family on any one lot. (See B.1).
- d. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
- e. Flood control facilities.
- f. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
- g. Historical Landmarks.
- h. Home occupations (See Section 303).
- i. Keeping of farm animals, limited (See Section 305).
- j. Open land carnival and recreation facilities (religious & educational institutions).
- k. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
- l. Religious institutions (in permanent buildings).

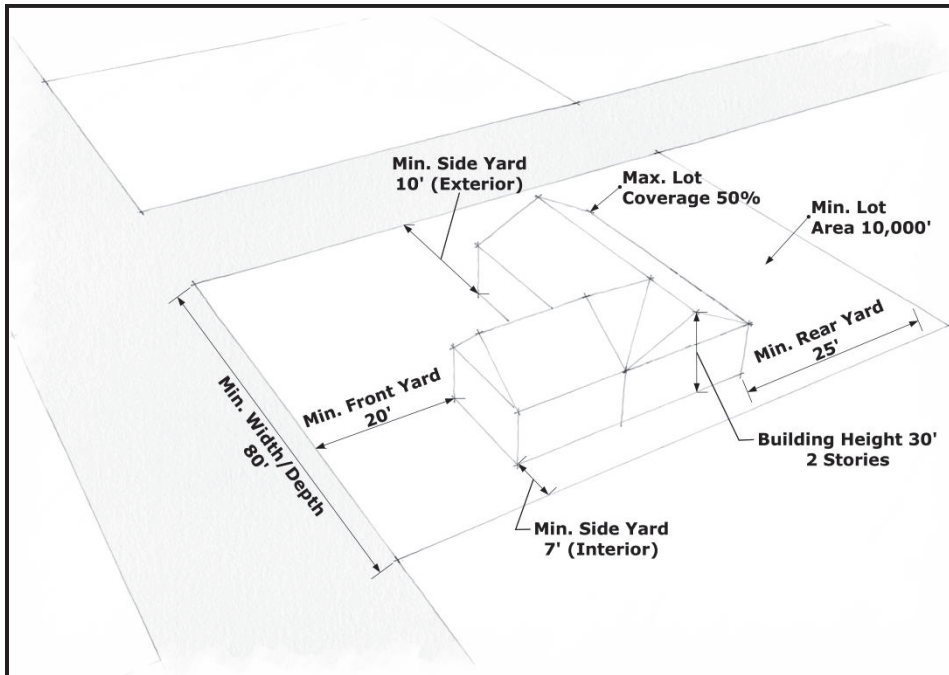
### 3. Uses and Structures Subject to Use Permit

- a. Community parks, playgrounds or centers.
- b. Government facilities and facilities required for the provision of utilities and public services.
- c. Bed and Breakfast.
- d. Temporary Use Permits, subject to administrative approval (See Section 601.C):
  - 1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
  - 2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.
- e. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 306.
  - 1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

**Table 2-2: R1 Dimensional Standards**

Zoning District	"R1"
Minimum Lot Area (sq.ft.)	10,000'(or as determined by suffix)
Minimum Width OR Depth (feet)	80' (or as determined by suffix)
Maximum Bldg Ht (stories)	2
Maximum Bldg Ht (feet)	30'
Maximum Lot Coverage (%)	50%
Minimum Front Yard (feet)	20'
Minimum Rear Yard (feet)	25'
Minimum Side Yard Interior (feet)	7'
Minimum Side Yard Exterior (feet)	10'

**Figure 2-2: R1 Dimensional Standards**



## Attachment H:

# Application with Affidavit of Neighborhood Meeting

RECEIVED

JUN 07 2022



# Land Use Application Form

1. Application is made for:

- |   |                                    |                        |
|---|------------------------------------|------------------------|
| <u>Zoning Map Change</u>                  | Use Permit                         | General Plan Amendment |
| Conceptual Plan Review                    | Preliminary Plat                   | Final Plat             |
| PAD Zoning                                | Variance                           | Sign                   |
| Street Abandonment                        | Minor Land Division                | Wireless Tower         |
| Appeal                                    | Verification of Non-Conforming Use |                        |
| Development Standards Review (Commercial) | Other: _____                       |                        |

2. Project Name: Rezone 2802 and 2804 Twin Leaf Cir

3. Contact information: (a list of additional contacts may be attached)

Owner Name: <u>Verde Income Partners LLC</u>	Applicant Name: <u>Robert M Witt</u>
Address: <u>465 W Hereford Dr.</u>	Address: <u>Same as Owner</u>
City: <u>Camp Verde</u> State: <u>AZ</u> Zip: <u>86322</u>	City: _____ State: _____ Zip: _____
Phone: <u>928-202-1000</u>	Phone: <u>Same as Owner</u>
E-mail: <u>robertmwitts@gmail.com</u>	E-Mail: <u>Same as Owner</u>

4. Property Description: Parcel Number 404-13-501, 404-13-500 Acres: .87

Address or Location: 2802 and 2804 Twin Leaf Cir Camp Verde AZ 86322

Existing Zoning: R1L-18 Existing Use: Weed Garden may species

Proposed Zoning: R1-18 Proposed Use: Build work force housing with MH Advantage homes on Foundations

5. Purpose: (describe intent of this application in 1-2 sentences)

Eliminate spot zoned island by rezoning lots to match the surrounding parcels . Construct Clayton Cross Mod 50 and Clayton Cross Mod 64 on the parcels after rezoning is complete.

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action.

Owner: [Signature] Date: 6/7/22 AND

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: [Signature] Date: 6/7/22

**Robert M Witt**  
Managing Partner  
Verde Income Partners

465 W Hereford Dr  
Camp Verde, AZ 86322

Phone: 928-202-1000  
Fax: 888-955-2001

robertmwitts@gmail.com

6/07/22

To Whom It May Concern:

We are proposing a zoning change from R1L-18 to R1-18 for two (2) of the parcels located within The Preserve at Clear Creek Subdivision; specifically

- A. Lot 31, located at 2802 S. Twin Leaf Circle (parcel 404-13-500); and
- B. Lot 32, located at 2804 S. Twin Leave Circle (parcel 404-13-501). See map on back page

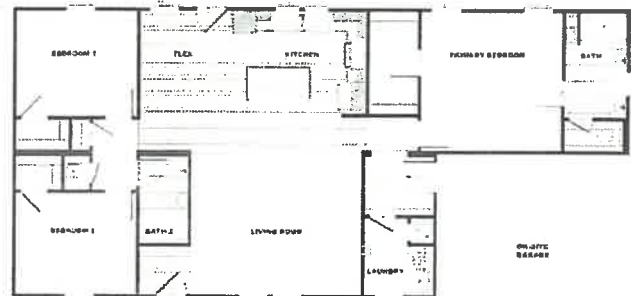
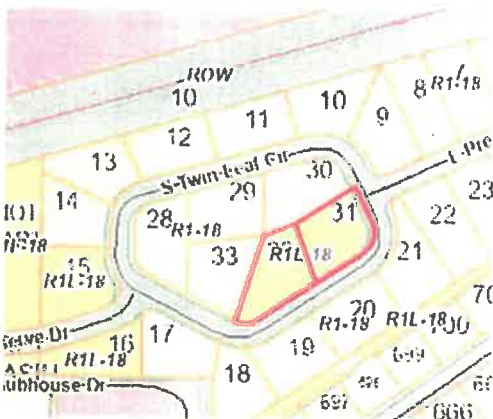
**We invite you to a neighborhood meeting to learn more about this proposed Zoning Map Change. The meeting will be held per Zoom at 10:00am on Friday July 22end 2022. The link to join is <https://us05web.zoom.us/j/87354597437?pwd=QjFIOUd5dmNkYnZueXVoYUViVzEwZz09>**

In December of 2019, we rezoned the majority of the parcels in this subdivision. The purpose was to allow manufactured homes. At that time, the owners of these two lots were not included in the zoning change. We have since purchased these lots and want to have a consistent zoning throughout the entire subdivision.

We are planning to develop this subdivision with a product that includes portions of the homes built in the factory and portions that are built on site. The MH Advantage Homes we will construct will have engineered structural foundations, block piers and stem walls, 5/12 roof pitches, covered from porches and attached garages.

We are looking forward to starting to develop all the Preserve at Clear Creek, with MH Advantage homes. The homes are being built with the intent of selling the to owner occupied buyer looking for a place to call home in a difficult market.

We invite you to come to the meeting to learn more. You may submit written comments to me and/or attend the meeting in person to discuss this project.



Kindest Regards,

Robert Witt  
465 W Hereford Dr.  
Camp Verde AZ 86322



64 CROSSMOD - CLAYTON H8G DESIGN PLAN  
FRONT ELEVATION A  
REVISED - 06-20-2021

# Affidavit

I, Robert Witt, owner/agent of parcel 404-13-500, 501 have notified the neighbors within 300' of above property, by sending letters on June 17 2022 to notify them of the neighborhood meeting that I conducted on the 5<sup>th</sup> day of July 2022.

I posted my property with meeting the date, time, and place, on the 20<sup>th</sup> day of June 2022, and taken a photograph of such posting.

I, Robert Witt, owner/agent of parcel 404-13-500, 501 will provide a summary of neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde with the associated application submittal, attesting to the issues and concerns discussed at the above neighborhood meeting.

### Summary

Statement: NO ONE attended the meeting. I visited the neighbor Bill & Holly Middaugh. They both signed the sign in sheet. Bill asked 3 questions. What type of homes? We showed them the plans for the Mod 64. The second question was can we only sell homes to friendly people. The answer to that was NO. The final question was are the houses going to be painted purple. The answer was that we had no plans to paint homes purple.

NO ONE Attended 2<sup>nd</sup> Zoom meeting on July 22 2022

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

[Signature]  
Signature of Document Signer No. 1

\_\_\_\_\_  
Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 6 day of July 2022.



[Signature]  
Signature of Notary

## Neighborhood Meeting Sign in Sheet

**PLEASE PRINT**

Name	Address	E-Mail
Bill Middaugh	[REDACTED] DR,	[REDACTED] @ GMAIL.COM
Holly Middaugh	[REDACTED] DR. C.V-AZ86322	





**Meeting Date: September 7th, 2022**

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

**Requesting Department:** Public Works/Engineering

**Staff Resource/Contact Person:** Ken Krebbs/Troy Odell

**Agenda Title (be exact):** Discussion, consideration, and possible approval amendment to the Town’s Salary Plan by adding the Assistant to Town Engineer to the Plan.

**List Attached Documents:**

1. **Job Description**
2. **Salary Plan as would be amended**
3. **Current project list and calendar**

**Estimated Presentation Time: 5 minutes**

**Estimated Discussion Time: 5 minutes**

**Reviews Completed by:**

- Department Head: Ken Krebbs**
- Town Attorney Comments: N/A**
- Finance Department: N/A**

**Background Information:** This is a new position for the Engineering Division of the Public Works Department. This position is responsible for performing a wide variety of technical and professional work within the programs and activities of the Engineering Division of Public Works; under the general supervision of the Town Engineer and the Public Works Director. The Duties and Responsibilities of this position will be as listed on the attached Job Description. The most important overall value of this position is offering much needed support to the Town Engineer and the Public Works Director.

This position is key to aid the Town Engineer and the Public Works Director in the duties of construction management and inspection, review of private development plans for the Community Development Department, compiling Engineering Standards, completion of a Drainage Ordinance, completion of a Town Utilities Ordinance, a Town Drainage-Way Protection ordinance, help with the development of plans, specifications, bid documents, as well as all of the items on an active project schedule, etc.. The variety of tasks that this position will aid in are outlined within the attached Job Description.

The salary range for this position “Assistant to Town Engineer” will be placed on our salary sheet in level 17 or the same level as Senior Building Inspector. This is a budgeted position; funding has been approved as part of the final budget FY 2022-2023. This salary range appears to match the current rate most closely for someone with the Minimum Qualifications shown within the attached Job Description from researching new hires within the Engineering Profession.

**Recommended Action (Motion): Move to approve the revisions to the Town’s Salary Plan adding the Assistant to Town Engineer.**



**ASSISTANT TO TOWN ENGINEER**

Department:	<b>Engineering - Public Works</b>	Revised Date: 08/24/22	<b>August 2022</b>
Reports to:	<b>Town Engineer</b>	FLSA	<b>Non-exempt</b>

**GENERAL PURPOSE:** Under the general supervision of the Town Engineer and the Public Works Director, performs a wide variety of technical and professional work within the programs and activities of the Engineering Division of Public Works; and provides highly technical and complex support to the Town Engineer and Public Works Director.

**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.*

- Participates as a key division member taking an active part in project management for construction and inspection services and activities within the Engineering Division of Public Works; assuring that projects are in conformance to contract, plans, specifications, Town Standards, Town Codes and regulations.
- Review of subdivision plans, preliminary and final site development plans, grading & drainage plans, roadway improvement plans, drainage reports, traffic control reports, and associated engineering calculations for compliance with Town Codes and regulations. Makes recommendations/requests revisions as necessary for these proposed developments to meet the adopted standards.
- Prepare and develop all or in part construction plans, specifications, bid documents, notices of award and to proceed, award recommendations to Town Council, construction contracts inspection reports, as-built data and plans, as well as all related reports and correspondence.
- Prepare and perform Requests for Qualifications, review Statements of Qualifications, perform as a part of an interview committee making selections of candidates, and developing contracts with those wishing to provide the Town with Job Order Contracting Services, On-Call Consulting Services, Alternative Bid Projects, other services, etc.
- Aid the Engineering Division of Public Works in the compiling and adoption of Engineering and Construction Standards, a Town Drainage Ordinance, a Town Utilities Ordinance, Tree Ordinance, and a Town Drainage-Way Protection Ordinance.
- Draft/Design plans utilizing AutoCAD/Autodesk software or equivalent.
- Develop plans, specifications, and contract documents for specifically assigned projects such as utility repair, roadway improvements, drainage improvements, etc. Manage these assigned projects ensuring conformance to those plans and specifications.

- Manage the development of construction plans and specifications for large scale municipal projects done by outside professional consultants for the Town, including aiding in the selection of those consultants.
- Provide any staff assistance to the Town Engineer and Public Works Director. Prepare and present reports and other correspondence as is appropriate and necessary.
- Represent the concerns of the Engineering Division of Public Works in the absence of the Town Engineer or the Public Works Director in meetings with other Town departments/divisions, outside agencies and partners, representing the Town at a variety of meetings and committees.
- Represent the Town at a variety of boards and commissions presenting reports and other correspondence to the Town Engineer and the Public Works Director as required.
- Contribute to the resolution of difficult infrastructure, drainage, emergency repair, and various other items as they occur with corrective design work and prioritization of that work.
- Answer questions and provide information and engineering assistance to Town staff and the general public regarding engineering issues; respond to varied difficult citizen inquiries and complaints; investigate field problems and determine solutions.
- Performs civil inspection and reviews materials tests for conformance with the specifications.
- Other duties as assigned.

#### **MANAGERIAL RESPONSIBILITIES**

None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- A Bachelor's degree in Civil Engineering from a university that is regionally accredited, Construction Management and civil inspection experience preferred or an Associate's Degree in Civil Engineering from a regionally accredited University/School with a minimum of 5-years of experience in Civil Engineering Design, Construction Management and civil inspection (Preferably experience with Public Works Projects).

##### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Incumbent may be required to obtain EIT or specific technical certifications depending on education and experience.

##### **Required Knowledge of:**

- Town policies and procedures.
- Principles and practices of construction management, engineering, or related field.
- Project development, scheduling, monitoring and control systems.
- Modern methods, materials and techniques as applied to the design, construction, operation, and maintenance of public works infrastructure, utilities, wastewater treatment, streets/roads, and storm drainage.
- Modern drafting/design techniques utilizing AutoCAD/Autodesk software or equivalent.

##### **Required Skill in:**

- Work cooperatively with others with the ability to adapt to minimal staffing for some projects.

- Work safely and promote a safe working environment.
- Use a personal computer, engineering applications, data, and project management software.
- Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts and other visual aids
- Keep cost records and prepare work and inspection reports.
- Physically capable of operating vehicles safely.

**Physical Demands / Work Environment:**

- This position is subject to work inside the office and outside in varying weather conditions with exposure to construction dust, noise, and traffic. The employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls, sit, climb, balance, stoop, kneel, crouch, and crawl. Lift no more than 60-90 pounds.

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

**FLSA: Non-Exempt**

**Salary Range: 17**

**Town of Camp Verde**  
**Permanent Salary Range Table 8/17/2022**

<b>Salary Range</b>	<b>Minimum (Annual/Hourly)</b>		<b>Midpoint (Annual/Hourly)</b>		<b>Maximum (Annual/Hourly)</b>		<b>Job Classifications</b>				
<b>1</b>	\$	26,030	\$	12.51	\$31,888	\$	15.33	\$37,753	\$	18.15	None
<b>2</b>	\$	27,331	\$	13.14	\$33,481	\$	16.10	\$39,631	\$	19.05	Seasonal Pool Cashier
<b>3</b>	\$	28,697	\$	13.80	\$35,155	\$	16.90	\$41,613	\$	20.01	Library Clerk Recreation Aide Seasonal Pool Lifeguard Seasonal Camp Counselors Visitor Center Ambassador Receptionist Janitor
<b>4</b>		\$30,133	\$	14.49	\$36,913	\$	17.75	\$43,694	\$	21.01	Library Clerk, Senior Parks & Rec Leader Seasonal Pool Supervisor Seasonal Camp Manager Laborer
<b>5</b>		\$31,639	\$	15.21	\$38,759	\$	18.63	\$45,878	\$	22.06	Administrative Assistant
<b>6</b>		\$33,221	\$	15.97	\$40,696	\$	19.57	\$48,173	\$	23.16	Records Specialist I
<b>7</b>		\$34,882	\$	16.77	\$42,732	\$	20.54	\$50,581	\$	24.32	Court Clerk Library Specialist I Animal Control Officer Equipment Operator Maintenance Worker
<b>8</b>		\$36,626	\$	17.61	\$44,868	\$	21.57	\$53,111	\$	25.53	Finance Clerk Utilities Clerk Permit Technician
<b>9</b>		\$38,457	\$	18.49	\$47,111	\$	22.65	\$55,766	\$	26.81	Property & Evidence Custodian Parks & Rec Coordinator Equipment Operator, Senior Water Operator Wastewater Operator
<b>10</b>		\$40,380	\$	19.41	\$49,467	\$	23.78	\$58,554	\$	28.15	Code Enforcement Administrative Clerk Spanish Outreach Library Specialist  Library Specialist II Planner, Assistant Admin to Town Manager

							Dispatcher
11	\$42,399	\$ 20.38	\$51,941	\$ 24.97	\$61,482	\$ 29.56	Human Resources Specialist Records Specialist II Public Works Analyst Wastewater Operator, Senior
12	\$44,519	\$ 21.40	\$54,537	\$ 26.22	\$64,556	\$ 31.04	Building Inspector I Deputy Town Clerk Children's Librarian Civilian Investigator Maintenance Worker, Lead
13	\$46,744	\$ 22.47	\$57,264	\$ 27.53	\$67,784	\$ 32.59	Plans Examiner Planner Recreation Supervisor Streets Maintenance Foreman
14	\$49,083	\$ 23.60	\$60,127	\$ 28.91	\$71,173	\$ 34.22	Accountant Building Inspector II Court Supervisor Maintenance Foreman
15	\$51,536	\$ 24.78	\$63,134	\$ 30.35	\$74,732	\$ 35.93	Peace Officer I Dispatch Supervisor Water Division Foreman Wastewater Division Foreman
16	\$54,113	\$ 26.02	\$66,291	\$ 31.87	\$78,468	\$ 37.73	CAD Draftsman Streets Supervisor
17	\$56,819	\$ 27.32	\$69,605	\$ 33.46	\$82,392	\$ 39.61	Accountant, Senior Senior Building Inspector Assistant to Town Engineer Planner, Senior
18	\$59,660	\$ 28.68	\$73,086	\$ 35.14	\$86,512	\$ 41.59	Parks & Recreation Manager Library Manager
19	\$62,643	\$ 30.12	\$76,740	\$ 36.89	\$90,837	\$ 43.67	Economic Development Specialist Water Division Manager Wastewater Division Manager
20	\$65,775	\$ 31.62	\$80,577	\$ 38.74	\$95,379	\$ 45.86	Chief Building Official Police Sergeant PW/ Utilities Admin Support Court Administrator Admin Support Manager

21	\$69,064	\$ 33.20	\$84,605	\$ 40.68	\$100,148	\$ 48.15	Economic Development Project
23	\$76,143	\$ 36.61	\$93,278	\$ 44.85	\$110,413	\$ 53.08	Library Director
24	\$79,590	\$ 38.26	\$97,942	\$ 47.09	\$115,934	\$ 55.74	Town Clerk Public Works Deputy Director Lieutenant
25	\$83,947	\$ 40.36	\$102,838	\$ 49.44	\$121,731	\$ 58.52	Economic Development Director
26	\$88,144	\$ 42.38	\$107,980	\$ 51.91	\$127,817	\$ 61.45	Commander Civilian Commander
27	\$92,552	\$ 44.50	\$113,379	\$ 54.51	\$134,207	\$ 64.52	Community Development Director Human Resources Director Parks & Rec Director
28	\$97,179	\$ 46.72	\$119,048	\$ 57.23	\$140,917	\$ 67.75	Finance Director Utilities Director Public Works Director Town Engineer
29	\$102,038	\$ 49.06	\$125,001	\$ 60.10	\$147,964	\$ 71.14	
30	\$107,141	\$ 51.51	\$131,251	\$ 63.10	\$155,362	\$ 74.69	Town Marshal
31	\$112,498	\$ 54.09	\$137,814	\$ 66.26	\$163,130	\$ 78.43	
32	\$118,122	\$ 56.79	\$144,705	\$ 69.57	\$171,286	\$ 82.35	Deputy Town Manager
33	\$124,028	\$ 59.63	\$151,939	\$ 73.05	\$179,850	\$ 86.47	
34	\$130,229	\$ 62.61	\$159,537	\$ 76.70	\$188,843	\$ 90.79	
35	\$136,741	\$ 65.74	\$167,513	\$ 80.54	\$198,285	\$ 95.33	Town Manager
36	\$143,578	\$ 69.03	\$175,889	\$ 84.56	\$208,200	\$ 100.10	
37	\$147,757	\$ 71.04	\$184,683	\$ 88.79	\$218,609	\$ 105.10	
38	\$158,295	\$ 76.10	\$193,917	\$ 93.23	\$229,541	\$ 110.36	
39	\$166,210	\$ 79.91	\$203,613	\$ 97.89	\$241,017	\$ 115.87	
40	\$174,520	\$ 83.90	\$213,794	\$ 102.79	\$253,068	\$ 121.67	

<b>Range</b>	<b>Range Width</b>
5.00%	45%

PROJECT LIST AND CALENDAR:			
PROJECT	STATUS	NEXT ACTION	ESTIMATED COMPLETION
Main Street Sewer Connections	Construction Completed	None	July 2022
Sagged Line North of I-17 Highway	Under Construction	Construction Completion As-Builts	August 2022
Yaqui Circle Sewer Repair	Out for Quote	Award and Construction	September 2022
Third Street Residential Connections	Data Gathering and Design	Out for Quote	October 2022
Third Street and Maryvale Siphon Repair	Not Yet Started	Data Gathering	November 2022
Dickison Circle Erosion Repair	Design Complete	Secure Easements for Construction	Jaquary 2023
Dickison Circle Drainage Diversion	Design Underway	Secure Easements for Construction	March 2023
Main Street Sewer Line Replacement Design with Water, Storm Sewer & Reclaim	First 30% Submittal Made	Continue Design and Engineering & Aquire Funding	2025
Main Street Lift Station Aeration	Under Consultation With Staff	Construction	October 2022
Hauler Station Upgrades	Under Construction	Completion and Install	November 2022
Chlorine Canopy at WRF	Waiting for Construction Start-Up	Construction Completion	October 2022
Ron Long Pond Project	Design	Out for Quote	February 2023
Lift Station at Park	Design	Out for Quote	February 2023
Potable Water Line Park	Data Gathering	Design	February, 2023
Clarifier and Plant Upgrade WIFA	Design	Out for Quote	1 <sup>st</sup> half May 2023
Awning Large Shop at WRF	Design	Out for Quote	December 2022
Northbound Sewer Expansion	Almost 90% Plan Completion	Plan Completion Preparation for Bid	October 2024
Equalization Basin	Design to Commence	Design and Permitting	2027
WRF (Existing) Capacity Change Addendum	In Design	Addendum to the APP	2024-2025
Treatment Plant Sister Facility Expansion	Design to Commence	Design and Permitting	2028
Howards Road Drainage	Design Complete	Land Purchase & Construction	November 2022
NW Corner Verde Lakes Drainage	In Design	Out for Quote	November 2022



Salt Mine Road Drainage Problems	Data Gathering for Design	Design	With Funding 2024
Fire Flow Water Study	Data Gathering	Fund/Perform Study	With Funding 2023
Rehab Mongini Wellsite	Data Gathering	Design	2023
Arsenic Treatment System Mongini Wellsite	Data Gathering	Design	2024
Arsenic Treatment Improvements Verde River Wellsite	Data Gathering	Design	2024