



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 2, 2022 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83638255588?pwd=cEtWbTZaMEIxRmxVZzlHTSs3MHZ1Zz09>

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

Meeting ID: 836 3825 5588

Passcode: 247850

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Work Session – September 14, 2022 at 5:00 p.m.
 - 2) Special Session – September 28, 2022 at 5:30 p.m.
 - 3) Regular Session – October 5, 2022 at 6:30 p.m.
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – Community Gym - Wednesday November 9, 2022 at 5:30 p.m.
 - 2) Regular Session – Wednesday November 16, 2022 at 6:30 p.m.
 - 3) Regular Session – Wednesday December 7, 2022 at 6:30 p.m.
 - c) **Approval of revisions to the Economic Development Director job description.**
Staff Resource: Steve Ayers
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:

- **Proclamation declaring November 2, 2022 as Extra Mile Day**

7. Discussion, Consideration and Possible Approval of Ratification of the July 6, 2022 Regular Session minutes that were previously approved by Council on July 20, 2022 correcting and adding action taken in open session regarding items #36 and #37 supervisory and organization structure of the Town Marshal's Office and its employees and legal advice to receive an update regarding potential notice of claims. Staff Resource: Cindy Pemberton

8. Discussion to consider the Town's position and possibly instruct staff to commence negotiations for the purchase of real property downtown for future Town use. 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)(7).

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

9. 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))

10. 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.

11. 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.

12. 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 10-27-2022 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

[Page intentionally left blank]

DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 14, 2022 at 5:00 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 5:00 p.m.

2. Roll Call

Mayor Dee Jenkins, Councilor Robin Whatley, Councilor Marie Moore, Councilor Cris McPhail, Councilor Jesse Murdock, and Vice Mayor Joe Butner are present. Councilor Jackie Baker is absent.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Capital Improvement Plan Update, Discussion and Possible Direction on:

a) Immediate project needs for FY22-23, 3-minute presentation(s) from departments.

Town Manager Russ Martin explained the need to set priorities for this budget year. He is giving all department heads 3 minutes to talk about projects that are important to them. They will not give details of project, but just an overview of the project. Mr. Martin asks Councilors to ask to agendaize any item they want to discuss further. We can't do everything this year. Some projects don't need to start right away but we need the information now to know details and cost.

Councilor Moore requested moving the Camp Verde Schools Traffic/Road Expansion Project to the first in the list.

1. Camp Verde Schools Traffic/Road Expansion Project – Public Works

Project Summary: The Town is working with the School District to get the traffic issues resolved. The next step after the Study, is to pursue Engineering so that a formal bid/cost can be determined.

Need/Justification: Need to limit the traffic issues in the neighborhood associated with the Schools, specifically the Elementary School and connection with Montezuma Castle Highway.

Additional Information/Comments: Mr. Steve Hicks Superintendent of Camp Verde School District stated that stakeholders have committed money towards this project. If money comes from COVID money we have (1) this year and (1) next year. **Please put this topic on an agenda, possibly a special session September 28th.*

2. Parsons Riverfront Preserve Development- Steve Ayers, Economic Development Dir

Project Summary: The development of Parsons Riverfront Preserve is called for in both the River Recreation Master Plan and the Town's General Plan. As a first phase of development, vehicular access to the property needs to be restricted, which calls for the placement of fencing and gates at the entry points, road improvements and a parking area needs to be graded out, surfaced and fenced off so daytime visitors to the property will not have to park in the adjoining neighborhood.

Need/Justification: The development of Parsons Riverfront Preserve is called for in both the River Recreation Master Plan and the Town's General Plan to provide public access and to the Verde River recreational opportunities.

Additional Information/Comments: Councilor Whatley said this would be good river access point.

3. Verde Lakes Community Park Improvements- Mike Marshall Parks & Rec Manager

Project Summary: Add several new amenities to Verde Lakes Community Park (VLCP) such as picnic tables, charcoal grills, seating benches, trash cans, fencing, gates and signage. We see this as similar to the way we made the improvements at Rezzonico Family Park, getting a sum of money every year for a period of years to make improvements as needed.

Need/Justification: Currently VLCP has minimal or no amenities in the park. Existing picnic tables and benches are in very poor condition, and most cannot be salvaged. There is one charcoal grill and a homemade gazebo. Some identification and rule signage were placed last spring along with temporary trash cans as a start. New tables, benches, grills, trash cans and signage are needed. P&R is working on a more detailed plan for the future as well as looking for grants. We have a basic idea of the need for these basic amenities plus some others which may be needed and available with this funding. We may need fencing and additional signage as work progresses.

Additional Information/Comments: This is leased land owned by the Verde Lakes Corp. commission and do not want to put in permanent amenities. Russ, stated staff needs more time to get the project put together. Not basic park amenities. **Please put this topic on an agenda.*

4. Heritage Pool Upgrades- Mike Marshall Parks & Rec Manager

Project Summary: Replace existing swim lane lines and add storage reel and cover. Replace old unusable pool thermal mats with new and add cover to existing storage reel as well as new access gate in fence.

Need/Justification: Existing lane lines are severely sun damaged and many floats are broken leaving a sharp edge as a hazard to swimmers. Current lane lines do not have a storage reel or protective cover for storage when not in use. Existing pool thermal covers have not been usable for several years due to sun damage. This means increased pool water heating costs and additional debris and sand in the pool resulting in additional maintenance costs. New thermal covers will reduce propane costs and the cover will protect them from sun damage when on the existing reel.

Additional Information/Comments: Mr. Marshall initially asked for a picnic area that the public could rent out to have parties instead of having to rent the whole pool. He will be using grant money to pay for this area. Staff would be working on the new area during the off season. Councilor Murdock would like to see a splash pad out there. She asked if staff have we reached

out to the Yavapai Apache Nation to see if a partnership can be reached? They may want to sponsor a silver sneakers aerobics program. Mr. Marshall is not sure if they have a rec department. Mr. Marshall would like to see a splash pad at the new sports complex. That location wouldn't need lifeguards and it could be used after hours or during the off season.
**Please put this topic on an agenda.*

5. 50-Year Water Development Plan for Domestic and Fire Supply- Director of Public Works Ken Krebbs and Town Engineer Troy Odell.

Project Summary: Water Study to include GIS and Water-CAD Model of the existing water system, Fire Supply Necessary Improvements on a 50-year Plan, Domestic Supply Water Improvements on a 50-year Plan, a Development Schedule/Path for the implementation of the 50-year Capital Improvement Plans. This would lay out a present and future development plan for the water system, so we make the smartest moves in the right order.

Need/Justification: There are no current studies or expansion plans for the existing water systems in Camp Verde. Lack of adequate fire flow for new developments is already a problem in those project reviews. This means that potentially current commercial project developments could be refused due to an inadequate fire-fighting water supply. We currently do not have a Water-CAD Model to use for system design and diagnostics, which is a much-needed addition to our toolbox in sizing pipes, flows, pressures, pressure reducing valves, hydrants, etc.

Additional Information/Comments: Councilor McPhail said we need to look at what we have currently and also, we need to look at how we can expand. Mr. Krebbs said they are looking at a couple sites so if something goes down, we have time to get a second source to be a backup. Mr. Martin said this can be taken care of with WIFA funds/grants and said Rick is putting a plan together that they would like to present to the Council at a later time. Mayor Jenkins said this is a priority. **Please put this topic on an agenda in October or November.*

6. Construction Lift Station #5 at Rezzonico Park- Town Engineer Troy Odell

Project Summary: Construction of Lift Station #5 at Rezzonico Park to service future sewer throughout the Black Bridge area, the park restrooms, and a future main sewer collection line north under Black Bridge and toward the schools

Need/Justification: Allows connection of residents who have been levied for the district improvements for more than 10 years. Allows future expansion to the north on and adjacent to Montezuma Castle HWY and connection of the restrooms at the Rezzonico Park.

Additional Information/Comments: Council talked about areas that have always paid but never been served. A lift station could bring in other areas.

7. Design & Construction Arsenic Removal System Mongini Well Site- Town Engineer Troy Odell

Project Summary: Design and Construction of a 2,000 gallon per minute (lead/lag configuration) arsenic removal system at the existing Mongini Well Site. Currently the well site has 2 useable wells that provide 650gpm +/- each and a 3rd is anticipated to be required at an additional 650gpm in the near future. The arsenic levels at this well site with record water usage dictate arsenic removal is required. We were under violation as early as last month with 12 parts per billion (ppb), which is above the allowed 10 parts per billion (ppb). This is the sole source of water for the Town of Camp Verde.

Need/Justification: Water usage at the Mongini Well Site is at record levels continuously with rising arsenic levels with more water used. Exceedance of arsenic levels with a test of 12ppb happened last month and are anticipated to only increase with more record water usage. This would assure a safe water supply for the Town instead of continuously exceeding allowed arsenic levels.

Additional Information/Comments: The current system is running for a 24-hour period. Levels could be brought back now by doing a blend. Hope to one day do total treatment. The cost could be supplemented with WIFA Funds. **Please put this topic on October/November agenda.*

8. Design & Construction Arsenic Removal System Verde River Estates Tank Site – Town Engineer Troy Odell

Project Summary: Design and Construction of a 50 gallon per minute (lead/lag configuration) arsenic removal system upgrade at the existing Verde River Estates Tank Site to provide current and future flow demand with treated water.

Need/Justification: Currently the tank site has a water treatment system that will provide 30 gallons per minute, which is overwhelmed with current high flows of 40gpm. When these overwhelming flows occur, the filters are ineffective and allow untreated water to be released to system. The media that is used is expendable media and is exhausted much more quickly in the existing system causing required media replacement to more frequently than was designed. The new system would stop any arsenic violations and extend the life of the expendable media.

Additional Information/Comments: Mr. Martin said this will be coming back lumped together with #5. **Please put this topic on October/November agenda.*

9. Lower Maintenance Building- Addition. Jeff Kobel Maintenance Division Manager

Project Summary: Build an addition on the NE side of the lower shop for equipment storage that is attached to the maintenance building. 41 ft X 22 ft. This project will have a concrete floor, concrete curb on the north corner to divert water away from the building. Building will have power, insulated, lighting, heat, fully enclosed, x2 roll up doors.

Need/Justification: Need additional room for storing equipment, grounds and building supplies, materials, chemicals, etc.

Additional Information/Comments: Mr. Kobel stated this will be added on to the lower shop to make up for 3 space they will be losing in the main building.

10. Firearms Replacement- Justin Reay

Project Summary: CVMO has been conducting research and training regarding replacing all department issued firearms from 40 caliber to 9mm. This is a buyback program where all current weapons and ammunition would be traded out and price adjusted accordingly. This pricing does not include the rebate so final costs will be lower.

Need/Justification: Switching to 9mm will increase accuracy during training. 9mm is quickly becoming the industry standard, while adding optical sights to the weapons. This accuracy has been tracked by both YAPD and CVMO during training exercises.

Additional Information/Comments: Weapons are 10 years old. 9mm rounds are cheaper to buy for training. Mr. Reay said that original iron sites taught the officer to focus on the front sight,

this makes the target blurry. The officer could falsely identify threats. Using the red dot changes the target. This will be huge. They will be turn in the other guns for a rebate. They would like to use the rebate money to cover training. Each officer will be required to go through a course, which means using a minimum of 500 rounds per officer.

11. Patrol Taser Purchase- Justin Reay

Project Summary: Obtain new X26P Tasers and Taser Cartridges for use as replacements and for future deputies.

Need/Justification: The Marshal's Office currently has 22 tasers issued to sworn officers in the department. Each taser has 2 cartridges. These cartridges expire and need to be replaced every 2 to 3 years. Without having replacement tasers and cartridges on hand leaves a deputy with one less means of effecting an arrest of a violent or fleeing suspect. The Marshals Office currently has a minimal stock of replacement tasers and cartridges on hand.

Additional Information/Comments: Mr. Reay said there are no extra cartridges. When the old cartridges expire, they will use them for training. They are asking for 5 more tasers.

12. Less lethal launchers- Justin Reay

Project Summary: Council previously approved 2 Less Lethal Launchers; we are looking to add 2 more so each shift sergeant will have one available to deploy if needed for their shift coverage.

Need/Justification: Less Than Lethal means is a must in this profession, we need to ensure each shift has at least one launcher available to them. These less lethal tools are replacing bean bag shotguns due to lowering the liability in a less lethal event.

Additional Information/Comments: They have (2) now and are asking for (2) more for a total of (4) within department. These helps de-escalate incidents. Councilor Whatley asked how do you differentiate, using the taser from using the less lethal launcher. Mr. Reay said a taser is limited range, you have to be close to use it. Using the less lethal launcher, you can use from a distance. Marshal Rowley explained departments had been using bean bag bullets but those had lethal consequences. Less lethal launchers uses a pepper like spray. This is more effective but less lethal.

13. Old Circle K Parcel-Russ Martin

Mr. Martin stated Council needs to start working towards doing something with the remaining sections of this parcel once the intersection is put in. Councilor McPhail said the first step is to complete a design for intersection to know how much space they have available. Councilor Moore suggested using it as public parking. Councilor Murdock asked if staff had an update on the neighboring property- the Verde Valley Carwash? Mr. Martin said the owner is in attendance. Marc Roubik owner of the car wash said he has some ideas on how he'd like to redevelop his property but he would like to formally present it to Council at a later date. Charlie German also presented a proposal for the "*Friendship Plaza Development*". It would feature key elements of Camp Verde history and culture in a visually dramatic location for residents and visitors to enjoy and appreciate. It would celebrate how the Yavapai Apache Nation and the Town of Camp Verde have provided a site of historical, educational and cultural significance for all who live here and those who visit our Town. Mr. German would take the lead and would like to get started on creating a committee. The Yavapai Apache Nation could possibly partner with this project. Mr. German will be presenting this idea to Tribal Council at a meeting later this week.

Meeting Break: 6:45pm
Meeting Resume: 6:50pm

b) Additional projects and evaluation of immediate staffing and community space needs and options for location(s). CIP Manager Jim Waters

Mr. Martin explained there isn't enough space for staff right now, especially trying to get off Main Street. He turned this portion over to Mr. Jim Waters. Mr. Waters went room by room on the map, showing remodeled spaces. He said they are talking about sound proofing the Human Resource Office. Council discussed ACs with Mr. Waters. Councilor Murdock supports this. Councilor McPhail said we need to do this but do we have funding? Mr. Martin said it depends on what projects Council picks. They don't have absolute numbers but if Council likes it, they would come back with a full-blown proposal with better funding idea. Mayor Jenkins would like to see real numbers then decide where to get funding. Council discussed the progress of moving Economic Development off of Main Street. Councilor Murdock would like an update on the movement of the BRIC. Mr. Martin can get that information at a later date. Councilor Murdock would like this project to be done by either all staff handling the construction or have it all done by contractors.

c) Long-term staffing and community spacing needs including but not limited to possible options for location(s) for Town Hall and Marshal's Office building(s).

Mr. Martin stated there is a need to prepare for growth in community and are looking for direction to what Council would like to see with locations for Town Hall and the Marshal's Office. The Marshal's Office needs to expand. Dan Jacobs gave Council a handout with information on each site. He reviewed the site plans of the different locations.

- CVMO Site 1- Highway 260 & I-17, this site location offers easy access to Highway 260, room for future growth and is convenient location for public access.
- CVMO Site 2- Current location of Marshal's Office, it is more centrally located to the center of Town, it has the least room for future growth, the site would be easy for the Public to locate and would provide additional parking off Main Street.
- CVMO Site 3- Off Industrial next to "Streets", this site is more obscure than Site 1, it still provides quick access to Highway 260, it has the most room for future growth, would be more difficult for the public to find, but it is Town property already. There is only one way in and out of that road.
- CVMO Site 4- location near the existing jail site on Highway 260. This was suggested by Yavapai County Supervisor Gregory. This site would consolidate services with Yavapai County. This would be future project possibly 3-5 years out.

Marshal Rowley said they have evaluated different locations and with the growth of Town, they feel their top choice for location is Site 1- HWY 260 and I-17. They have looked into remodeling their current building, but it wouldn't work with the growing needs. Councilor Moore said the building needs to include Victim Services regardless of location.

Blake Carroll with Provident Real Estate Ventures explained how he got involved in this project. He stated his company has already high financial stake in this project at the request of the Town. There has been some misconception that he is trying to sell this upon the Town. He has only responded to what the Town has requested of him. He has put a lot of time, effort, energy into this project and is trying to be a good partner with the Town. He feels there is some misconception of tit for tat for other projects. He has tried to save money for this project to make it as cost effective as he possibly can. He and Council discussed the benefits of using Mr. Carroll's property and the misconceptions and miscommunications there have been.

Mayor Jenkins suggests doing some remodel on the current building to hold us over until a decision can be reached.

With all the discussion Council seem to agree a joint venture would be ideal. Vice Mayor Butner stated it might be a good idea to wait to see what the County is going to do.

Mr. Martin stated there will be a large conversation in February or March about CIP Projects. They will be putting figures together over the next few months.

5. Adjournment

Mayor Jenkins adjourned the meeting at 8:26 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 Work Session of the Town Council of Camp Verde, Arizona, held on September 14, 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

[Page intentionally left blank]



Support your local merchants

**DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 28, 2022 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87618502093?pwd=NGNKZWJmK1Q5MVdZVmVCc0U3UWRrdz09>

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

Meeting ID: 876 1850 2093

Passcode: 236401

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 5:30
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner (Late), and Mayor Dee Jenkins.

Also Present. Town Manager Russ Martin, Town Clerk Cindy Pemberton, Recording Secretary Mary Frewin.
3. **Pledge of Allegiance** Councilor McPhail led the 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) Set Next Meeting, Date and Time:

- 1) Regular Session – Wednesday October 5, 2022 at 6:30 p.m.
- 2) Work Session – Wednesday October 12, 2022 at 5:30 p.m.
- 3) Regular Session – Wednesday October 19, 2022 at 6:30 p.m.
- 4) Regular Session – Wednesday November 2, 2022 at 6:30 p.m.

Councilor Murdock requested a special executive session to be entered for the public record for Monday October 3rd at 6:30 p.m.

Motion made by Councilor Murdock to approve consent agenda as presented with the addition of October 3, Special/Executive Session. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: absent

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-0.

5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Mayor Dee Jenkins asked if there were any cards. The Clerk said no. (Pursuant to ARS §38-431.01(H))

6. Special Announcements and Presentations:

- **Quarterly Report from Library.** Staff Resource Kathy Hellman.

Vice Mayor Butner joined the meeting at 5:35.

Library Director, Kathy Hellman read the mission of the Library and gave some details regarding their mission. She said it energizes the staff to meet the needs of the community.

She introduced Nicole Metz-Andrews as an Ameri-Corp Vista member and explained how valuable she is, and has done a fantastic job, with a salary only being \$10,000.

Ms. Metz-Andrews reviewed the Adult Programs and Services. She mentioned Carson Ralston, her Vista supervisor, and went into details about his roles at the Library. She talked about the music programs and Open Mic Night, along with Music in the Stacks.

Next, she spoke about the Children's Services, which connects families through free and equitable access. Letty Ancira, Library Specialist runs the children's services. Letty brings great involvement for the Hispanic and Latino Community.

Ms. Metz-Andrews encouraged Council to read through the programs that are offered for children at the Library. She gave some examples of these programs; one being supervised visits for parents and their children. She said the homeschool community uses the Library a lot, as the internet works great there.

She talked about circulating books around the Library. She discussed weeding, the process of taking books out that are not used. She said they run reports and they know what the community checks out and what they ask for. She informed Council about the home delivery service the Library offers, using volunteers.

She spoke about the PC Helpdesk, and having an IT person and many volunteers. Something big at the PC Helpdesk right now is the ability to check out hotspots, iPads, laptops, Chromebooks, etc. for a 3-week period. These are grant funded.

She told a story of someone who came into the Library with a dead phone, all data lost. She went to Wendy, the IT person, and Wendy was able to restore most of the phone, despite Verizon saying it wasn't possible. This community member was very thankful for Wendy for many reasons. Many people at the Library do more things than their titles.

She spoke of Jay Valles and his talents at the Library, specifically in Technical Services. She gave details of his job and Jay's volunteer, who is a 97-year-old woman. Volunteers come to the Library because they want to be involved and want to be a part of the work community.

She talked about Zach, the Teen Librarian, doing game night which is a huge success. They want to build relationships with these kids. They want to start a Youth Advisory Council for more civic teen engagement.

She gave details on Ameri Corp Vista workers. She listed additional things volunteers do at the Library, including a laundromat Library, which she said was very popular. Her job is to make positions for volunteers. She's very passionate about books they must get rid of. What they do with those is donate them to incarcerated individuals at the jail. The Library provides everyone with resources for education and pleasure.

Kelly Robertson spoke about the Adult Education program. Six students passed at least one part of the General Equivalency Diploma (GED), nine passed all of them to receive their GED diplomas. There is a large increase of younger students coming in to earn their GED's. Six students are under the age of 18.

COVID made it hard for English as a Second Language (ESL) students, but recently, two ESL students have enrolled from South Korea and Taiwan.

Ms. Hellman spoke to Council and informed Council on upcoming programs and grants they're hoping to receive. Lastly, she invited them all to lunch at the Library on Monday October 10th, 2022.

- **Quarterly Report from the Marshal's Office.** Staff Resource Corey Rowley.

Marshal Corey Rowley went over the quarterly report, starting with major projects. They have ordered new in-car computers and technology that will ensure access to their calls despite any sort of power or connection issue.

They have hired four new employees and spoke highly of them. He gave an update on other employee positions as well, mentioning that it's been hard to hire the dispatch positions.

Rowley read through statistics and gave details on each category, stating the officers are doing a fantastic job getting to the calls that require them to stay for a long period. Rowley went into details on the major incidents, specifically fraud schemes, which they are hoping to have their first arrest for by tomorrow.

Dispatch is receiving a high volume of calls, but they are answering them quickly and efficiently. He said they are even prepared and able to answer calls from people who are deaf. He wrapped up by reading statistics on the records division.

They did a School Resource Officer Training with 24 different agencies across the USA and Canada, and are hoping to host more when they have more space.

Working with the Library, they are working on their truancy program, working with Ms. Metz- Andrews to make that happen for the community. The Marshal's office has gone out and talked to students, whom the school has deemed truant. They are helping to create an after-school homework program. The goal is to have a school resource officer at every school, and they have gotten approval to do so.

Statistics are pulled from Comm Stat. They are at the point where they want to go to the next stage of it, which is the community dashboard, where any community member can log in and can look at statistics for the Town of Camp Verde. Specifically, if someone were to ask how the crime is in the community, they can log into that community dashboard and be in the know immediately. It will help the police department be transparent in the community.

Mayor Jenkins had a question regarding insurance for volunteers at the schools, specifically ex police officers who want to volunteer their time at the schools. Rowley indicated the hang up was that Risk Management didn't want to hire a man because he was a retired NYPD officer and didn't have Arizona experience. But the school is still going to pursue it.

Councilor Moore said she recommends having more of a social media presence, much like other communities. She knows social media isn't the solution, but she would love to see a more consistent presence online to show the positive and effective things the Marshal's office does.

Mr. Rowley said the issue is they are low staffed, so it's hard to get it put out there to the community. It's not to the level it needs to be, but agrees they need a Public Information Officer, one for Marshal's Office and one for Town.

Councilor Murdock asked about National Night Out and Rowley clarified that Sergeant Richardson has put a lot of work into it. It's a great way for kids to get out and see police officers in a positive light. He said this one coming up is one of the biggest ones he's ever been involved in.

Quarterly Report from Courts. Staff Resource Gary Horton.

Judge Gary Horton said they are down one employee, and the rest of them are heavily taxed. He thanked them for approving a recent Court Administrator position. He spoke of the space they have for the court, it's quite small and hard to seat everyone. He would like to see a door in the back that doesn't lead directly outside.

They need new fire alarms for the building. The Marshal's Office can no longer provide security, and are hoping to find a retired officer, to hire as bailiff.

There have been some legislative changes that affect them.

- The orders of protections will now be valid for two years, and protection will be more affordable. Our courts have reacted and published administration orders.
- He spoke on remote hearings and said the Supreme Court has a follow up to the COVID situation in which remote hearings were allowed, but stated he believes coming in is the best option. In order to do remote proceedings, they will be using Zoom. The state will get them their Zoom licensing. He said it will afford them the opportunity to put everyone in on Zoom that needs to be there.

The Judge spoke about community engagement, stated they will be getting community restitution off the ground. There is a hearing set for October 3rd. They will have the necessary waivers in place if they're going to work for the Town, so there won't be liability associated with that. They will work in whatever capacity that helps the community.

The Court has had classes from South Verde visit two different times and it's gone very well. The students were attentive and polite. He said it's important for them to see a variety of cases. They saw everything from a dog at large to a Driving under the influence.

7. Discussion, Consideration and Possible Approval for a part-time Court Security Officer for the Courts Department with an amendment to the Town's Salary Plan by adding. Staff Resource Veronica Pineda.

Judge Horton explained to Council due to the Marshal's Office not being able to provide security they are requesting to hire for that position because the Court is required to have a security person. This person would also need to check the parking lot and various other areas. They would love to work with this individual on active shooter training.

Mayor Jenkins asked what the salary schedule would be.

Town Manager Russ Martin clarified that it would be the same as a law enforcement officer.

Motion made by Councilor Moore to approve the establishment of the Court Security Officer position and amending the salary structure to include said position. Second was made by Councilor McPhail.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 7-0.

8. Discussion, Consideration and Possible Direction to develop a Committee or Commission for Parks and Recreation.

Mayor Jenkins explained they have brought in examples from neighboring communities and how they operate their Parks and Rec Commission. She encourages the community to give Council input on a Parks and Rec Commission.

Councilor Moore stated she has had a lot of public requests to be more involved with events. She said there are lots of events that need more manpower. These events have been scaled down because they don't have that manpower. People want to see things done differently in various areas, and she thought maybe the proper way to go about that would be a Parks and Rec Commission. A Parks and Rec Commission would give people the opportunity to have a voice and be a part of the Parks and Rec events and projects. Whether they want to mirror what other Towns or doing, it would be a volunteer position, not a paid position. Council would decide what the roles would be for Commission Members. You must be appointed by Council, that way Council can choose individuals who are truly committed. She would like to see it be a Commission because when you apply and are appointed to a position, there is more of a commitment requirement. There is much need for this in the Town.

Councilor McPhail said she has experience in Parks and Rec and thinks they need to have strict requirements, such as if you miss so many meetings, you are off. She also said that the Commission can make requests or recommendations, but ultimately Council would approve it. McPhail stated Staff is working on a Master Plan for Parks & Recreation. If this ends up becoming a big thing, they may need to add additional staff.

Councilor Moore said that as we grow as a Town, they are going to need to add more staff. She thinks everything in this Town starts with the Parks and Rec Department. Inevitably they will need more staff. Her hope would be that it doesn't create more work for Parks and Rec, yet helps them.

Mayor Jenkins said she'd like to hear from the public. She wants input and wants to know what the vision would be from different individuals.

Councilor Murdock said that she would like to hear from the Parks and Rec Staff as well.

Shana Lee Grady stated she owns a business on Main St., she is on the board for Camp Verde Youth Football and Cheer. She thinks the Commission will help with creating a space for individual groups such as cheer, soccer, etc. to address Parks and Rec with their specific needs and concerns, without having to go to longwinded Council meetings. She gave an example about a scheduling field conflict with cheer and soccer, and rather than having to go to Parks and Rec for

their need, they can go to the Commission. She hopes to be on the board. She knows Parks and Rec is very busy, so the Commission can even go to Parks and Rec and take things off their plate. They can focus on the large events and the Commission can take over some of the smaller things. They can also help with some of the bigger events as well, even finding Parks and Rec volunteers for these events.

Councilor Baker said it's been a problem in the past finding individuals to fill the Commission. She asked if she knew individuals who would want to be on the Commission.

Ms. Grady said she does know individuals who would want to be on there, and if they cannot find the right ones or enough, they can always create a Facebook ad to advertise what they're wanting to do.

Town Clerk Cindy Pemberton inquired why this meeting is interactive with the public, as opposed to following the parameters of a Special Session as it not agendized with public input.

Mr. Martin stated yes, they are allowing that flexibility.

Mayor Jenkins said she clarified with Mr. Martin that they can have public involvement. It's important with this item to engage the public.

Cindy Pemberton said she agreed, and stated it would need to be stated on the agenda appropriately in the future so they can have public/Council engagement for the record.

Gail Phelps loves the idea of having a Commission. She thinks it would help mend the relationship between the public and Parks and Rec. She thinks there's been a lot of misconceptions in the past about what Parks and Rec does. We're the center of the state, this is a great opportunity for the Town to create large recreational events, such as Pickleball tournaments, to bring people in. She knows Parks and Rec is overextended and a Committee would be able to step up for Parks and Rec.

Mayor Jenkins clarified that there were no more cards from the public. She asked to hear from the Parks and Rec Dept.

Parks and Rec Manager Mike Marshall said they're always interested in additional interest and support from the Community. He doesn't have experience with Commissions, but they do have some ideas on how they could be structured so that it would be beneficial to them and not additional work. He didn't necessarily want to present it tonight because they hadn't had a chance to discuss it internally. They're getting the information from Council, and they can look at those things and come back with some proposals.

Mayor Jenkins asked if it would be helpful to have a Work Session to sit down and nail down what this would look like and hash this out.

Marshall stated yes. Additional public input would be good. Sometimes what people think they want to happen and what can really happen are two different things. More discussion on how it would work would be great. They added some additional staff and one of the things that's a priority is that they're mission driven, and results driven. When they're planning for events, they sit down and ask themselves what they're trying to accomplish. They go back to their mission statement a lot when planning for events. They want a Commission that is also working toward their same vision. They don't want a Commission that is just going to add more paperwork and work for them. He wants to get it designed well and wants those on the Commission to know what will be expected of them, even if it's different than what they thought it was going to be.

Councilor Moore asked him about their recent conversation about Christmas. She said it was a short conversation, but she thinks that in the future if there was a Commission, someone could go before said Commission rather than draining Mike and Shawna. The Commission can make a recommendation to Council to make these things happen. If financially Parks and Rec doesn't have the funding for it, the Commission can talk to Council about pulling the money out of the contingency fund. She asked if it makes sense what she's wanting, and would that be helpful to them?

Mr. Marshall said yes. They are always looking for additional support. Their budget limitations are the starting point of most of their issues. If the public could go to the Commission and Commission could go to Council, that would be more helpful than Parks and Rec having to go in front of Council several times a year asking for more money. He also said that other problems arise with staffing. They need staffing to make big things happen. If they're going to do big pickleball tournaments, they need more bodies. They reach out to a lot of volunteer groups for many of their big events, some are interested, some are not. He thinks that a Commission asking for volunteers would be more effective than him asking for volunteers. A Commission could expand the reach for them in terms of volunteers. These Commission members would have contacts that Parks and Rec doesn't necessarily have.

Councilor Moore said this confirms to her that this could be good for Parks and Rec.

Mike said if it's structured properly, it could be very good.

Councilor Baker brought up the memory of having a Commission in the past. She said if you're going to be a volunteer, you need to be dedicated. There are lots of things coming up that would make it very useful to have a professional and dedicated Commission. She believes it will make a huge difference for Parks and Rec if it's done right with professional and dedicated people. She believes a good Commission will take a lot of work off of the Parks and Rec staff.

Mr. Marshall said that the old Commission mission is very old and dated and needs to be readdressed and updated in order to move forward with the Commission.

Councilor Baker agreed. They can recreate it in a new and better way that will support Parks and Rec.

Councilor Murdock spoke up and said she's familiar with the Commission because she was once involved in Parks and Rec. She gave examples of what the old Commission used to look like and things they did. She knows that it can be done well because it had once been done well. She's seen effective meetings done on a previous Commission. Moving forward there needs to be a lot of work to the code and mission statement. She wanted to clarify with the Clerk how they move forward to make it happen? She was once in opposition of the Commission, wanting to hear from staff, making sure it was something that would be helpful for staff. She appreciates Gail for coming up and speaking. She thinks it could be very helpful and wants to see it moving forward. She asked Mayor Jenkins if they should make a motion?

Mayor Jenkins isn't quite sure what the next step is, so she asked Mr. Martin. She said the framework is there because it's in the code. The old Resolutions need to be changed.

Mr. Martin said that because of the format issues, they can come together with staff and create a good framework on what a Commission would look like. He would like to get a few Council members involved on that. They can also get public input. Then, they can readdress it in a new meeting.

Councilor Whatley suggested they go through an application process that would be filled out by the public by a certain date. This way they would see what type of people are wanting to be involved.

Mayor Jenkins asked if Mr. Martin if he's looking for direction for staff to organize some meetings with the public.

Mr. Martin answered yes. The folks in the audience and probably hundreds more people relate to the Parks and Rec so it will hopefully be easy to do an outreach to individuals interested in the Commission. They can come to an organized discussion, and they'll then move on to the next level. This will hopefully give people a better understanding of what they're applying for. He wanted staff to be directed to post for a public outreach meeting.

Councilor Moore wanted to make sure that they don't limit the Commission to just events, but they include many things such as parks, trails, and the pool. She asked if she needs to be specific in giving her direction? She wanted to make sure that when a meeting does happen, will they get the feedback from the meeting?

Mr. Martin answered and said he's not sure they'll get all the feedback. It will be dependent on who shows up. He wants to make sure that the members are passionate about all things regarding Parks and Rec, not just specific things like trails. Someone might show up to the meeting only passionate about a specific part of Parks and Rec, not caring about other parts. They need to make it clear that the

mission of the group includes all items of Parks and Rec. Once there is a mission out there, people can decide if they want to be a part of that.

Councilor Baker said if they put out something on the web or the newspaper and clarify to the public what they're looking for in the Commission, people will understand that it's Parks and Rec issues, not just specific things. She believes that this is very important, as important to the Town and Council and staff, as Planning and Zoning. It will be very helpful to the Town and staff. It will fulfill a great need that they have right now, as they've expanded in a great way.

Councilor Moore agreed and said that she understands having things come up in the Town that she doesn't have interest in, and all Commission members should understand that they are going to likely address issues that they don't agree with. It's not just getting on Commission to bring up issues that you agree with only, but all Parks and Rec issues. She wants commitment and dedication and individuals who are interested in making the Town better as a whole.

Councilor Whatley agreed, saying that's exactly what she was going to say.

Mayor Jenkins asked Mr. Martin if the recommendation is going to be that staff is directed to get an outreach?

Mr. Martin said yes. He said they can formalize it and then make a form for the Commission. He said a criticism that has been received in the past is a lack of structure. He wants there to be structure to work with so that those who are applying in a formal way know what kind of commitment they're making. He wants to work with the community and staff on this structure, so they know what they're going to be up against.

Motion made by Councilor Moore to direct staff to set a public outreach meeting for discussion regarding the development of a Commission for Parks and Rec. Second motion was made by Councilor McPhail.

Roll Call Vote:

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

Motion Passed 7-0

Mr. Marshall said that he doesn't want Council or the public to hesitate asking Parks and Rec questions, even before a Commission is started.

9. Discussion and Direction to the Town Manager regarding the prioritization in filling the FY2023 Budgeted New Position Requests.

Mayor Jenkins asked Mr. Martin if the positions are filled.

Martin stated the Deputy Manager position, they intended to advertise and hire in October, but the difficulty for most of these, is space issues.

They are re-advertising for the Town Attorney position, but again they'll need a space for that position. For the Economic Development Director, they are reviewing the existing job description with Human Resources and they will bring that in front of Council to then put out. The current person in that position isn't set on his retirement, but the goal is the 1st of February. They've both looked at this position, and it may be hard to pull someone on right at the end of the year. They are flexible in that timeframe.

Approval of the Civil Engineer job description will be ready next week. The wage listing for the Engineer is a starting wage. Regarding the job description on the Storm Water Tech they are going to wait on that. They have a Utility Director interview set up and are hoping they can soon announce that. The Utility Director will help come up with the job description for the Storm Water Tech. Hopefully both will be hired by spring.

The Maintenance positions are filled for seasonal usage. The Code Enforcement Officer position was not approved. They have not filled the Building Inspector position, but they are using another person as a short-term solution. They intend on advertising the Planner position also in October and are just making sure they have the right job description.

Camp Verde Marshal's Office people are hired.

Wastewater positions are budgeted for, and staff has been told that until they come forward with a reuse ordinance that gives a cost for return on that investment, they will put this position on hold. They don't have a formula or a cost to return revenue to offset that cost moving forward.

Councilor Murdock asked if they're looking to fulfil the Reuse Position with the resale of the reclaimed reusable water at whatever rate possible.

Martin Stated that's exactly what they're trying to do. She asked how often it's advertised and how often do they sell? Mr. Martin said they have zero price on it. They use it for their own or the arena, they do not currently make that happen, and he thinks that's why it needs to be formulized and in that position the reuse project will be necessary for that person to do. He thinks they need some revenue to offset that expense.

Councilor Murdock just asked if they are ready and just waiting?

Mr. Martin said the Utility Director will be the one to make those things happen. They will work out the rate structures that they want to do within the sewer. They will defend that to the user. It's a good project for them to manage. He's hoping by mid-

October this position is hired.

The Library Manager position is a half year only cost. Library Clerk is within the budget accordingly.

Also, within the budget, a new Parks and Rec coordinator was budgeted. One will be leaving, but one is also hired.

Mayor Jenkins wanted to let him know that she feels that the Planner Position is a priority, the Town Attorney position is a priority, but she also feels Economic Development is also a priority. She knows Steve may hang around and won't just disappear, but his contacts will be immeasurable. It will be a lot of new information for someone. She'd like this position to be more of a priority than others stating the Economic Development Manager is usually the first-person developers meet and want to talk to. They have a lot of projects that will support their businesses and support work force, they need to set this as a priority.

Councilor Moore asked when they're looking for an Economic Development Director, because it looks to be that it's coming up quickly.

Mr. Martin said it's appropriately for 3 months. It could be the end of February or March. They've timed it with the budget. The timeframe reflects the budget and them not wanting to go over it.

Councilor Moore said that makes sense. She would hope that his person would have some sort of tourism background. They need someone to handle tourism.

Mr. Martin wants Council to review the job description and make sure they are okay with it. He said job descriptions need to be reviewed and discussed.

Councilor Moore asked if that will be ready in October for them to look at.

Mr. Martin said yes. They can look at it and if they need to bring it back and change anything, they can.

Mayor Jenkins said its good information to go through these descriptions. It will help increase the revenue part of the budget. It will give an update of where they are and things they need to repost. It also gives them opportunity to give him feedback on positions they find to be more of a priority than others.

Councilor Murdock asked about the Library Manager and the half a year cost. Is that a postpone?

Mr. Martin said they can wait until January so that job is open mid-year.

Councilor Moore said they're drastically raising the salary of an engineer in order to get a civil engineer.

Mr. Martin said there is plenty of money in the budget in order to do that. They

have a lot of flexibility.

Councilor Moore wanted to be sure they don't have to slash money from other areas to fulfill that monetary obligation.

Mr. Martin said no. They will continue discussing this. There is plenty of money in the budget.

10. Update by the Town Manager and Discussion regarding the Town's Project Manager position, Job Description and project assignments.

Vice Mayor Butner said he'll frame the discussion. He expressed in a recent meeting that they have a huge project they are in the middle of, and they hired a project manager for this project, and he thinks this project manager's contact with that project is quite limited. He's also under the Risk Manager as a Supervisor, and he thinks he should be under the Public Works Director or under the Town Manager because his projects are in essence, Public Works. He also wonders why he isn't doing more out at the park. He wonders if his job description needs to be modified concerning supervision and duties.

Mr. Martin said that Jim Waters, the CIP Project Manager is working on several projects, including the CIP list. The goal of his position is to take on many different projects because of his many different skillsets. He takes a list of items and can start to accomplish some long-awaited projects. That's happening on all sorts of levels. Martin stated he talks to Jim regularly to get an update, and he's checking lots of boxes and getting things done.

Vice Mayor Butner asked if they're working to get Jim an office in the Public Works area.

Mr. Martin said yes, but with a brand-new Public Works Director, he's waiting for the right time so that everyone can get used to what they're doing and getting used to the learning curve of their position. They are working to get organized so everyone knows what project their supposed to be doing, but sometimes these projects get overlapped with different people.

If the park is the priority for all the things, then the list of things that they'd like to see accomplished as well, would slow down to almost not being addressed. With Jim, he's making sure the park and many other projects are getting attention all at the same time. He's managing a lot of projects. He knows that doesn't necessarily deal with the issue of the park and its timeframe. However, they are trying to team on that project, bringing in more people than Jim to dedicate their time for to make sure things are getting addressed. He doesn't want to keep pushing the rest of the project forward until they get the money in place in a concrete way.

Vice Mayor Butner wants him to know that he doesn't want to micromanage them. He said what came up, brought to his attention that they need a project manager, other than the fact that it's a big project and it needs a manager, was the issue with APS and the lights. If they had a project manager, they would be able to note the facts regarding

that.

Mr. Martin said that's very fair. He knows that he needed to clarify who was the manager of this project.

Vice Mayor Butner said lights are up, they're not lighting yet, but they're up.

Mr. Martin said they aren't lit because of the APS issue, but progress is being made. Next week they'll meet to talk more in depth on some of these buildings that are being started at the new complex. He realizes the park is a priority, but there are other buildings that are needing attention and will fall in Jim's lap. He wants to deal with things when he knows what the numbers will be. There are great team members to pick up pieces to the park.

Mayor Jenkins asked if they still have someone focusing on the park. It used to be Ron, and then they hired Jim for the park and other things. Now that they don't have Ron, do they have someone solely for the park. She doesn't want to see them lose any more steps. She's not sure who the go to person is at the park. She wants assurance that there is someone dedicated to getting this park done.

Mr. Martin said there's a team. There's Public works Staff on it who gives him updates. When Ron left, Jim came in to take over bits and pieces. They're trying to wrap up the contractor, but they're on an 'as available' basis. The low and slow approach is happening because there is no power out there. Things will get done, and then something else won't be done for a while. They push quite a bit as they can, but contractors are doing it as they can because they've prolonged them to this date. They are still waiting on some bids as well. Once they're in, they can make the final pitch. Jim is doing a lot for the park, but other departments are as well.

Councilor McPhail commended Jim for doing so many projects. She has confidence in any project he's asked to handle. She looks forward to when Jim is over in Public Works.

Councilor Baker said she would ask that they get periodic updates on this multimillion-dollar project that they have going on right now. She said it would be nice to get updates on it as much as possible. She also knows she needs to go out to the park and walk around. She said regarding APS, she was told they made a mistake out there. She said they're responsible for the delay. She thought that might be what has created the issue.

Councilor Murdock stated that we're straying on some of these issues.

Mr. Martin wrapped it up by saying he gets what Mayor Jenkins is saying. He'll do some updates on the CIP in one of the next couple of meetings to give a general overview of the successes that are happening out at the park. He said the CIP Project Manager will transition to Public Works as soon as they have the space.

Mayor Jenkins wants more routine updates from the park, rather than seeing the lights are up because they drove by the park. She wants more updates as they pick up the

pace of the park.

Mr. Martin said they'll work on it.

Mayor Jenkins asked Jim Watters CIP Manager if he had any comments.

Mr. Martin said Jim will be speaking at another meeting.

11. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Wendy Escoffier wanted to talk to Council about dark skies. She read from a paper that stated the Town has not submitted their Dark Sky Report. If they do not submit their Report by Saturday, October 1st, they will lose their International Dark Sky Community designation.

Mr. Martin said staff is aware of the issue.

12. Council Informational Reports.

Councilor Whatley has attended the Marine Water Shed conference. She said many people across the state have attended this meeting and they gave lots of good information on the Verde. She thinks it's a great conference. She also attended Colonel's Daughter. There are two girls who were in the running. They had lots of kids in the britches and petticoats. The spiders are coming to Camp Verde again and urges Council to attend.

Councilor McPhail attended the tribal Council meetings. She gave updates on the new members. She also attended the 9/11 ceremony and got to hear Mayor Jenkins speak. Additionally, she attended the truancy meeting and thinks they are making good progress. She has seen an improvement of students and their school attendance. The next focus is getting after school homework help. She also went to the water meeting. She congratulated Mayor Jenkins for getting a round of applause. She's been at the Marine Water Shed conference. She got a lot of great insight at this meeting.

Councilor Murdock attended the water users meeting and it was very informative. She recommends that we do something like that in our community. It was very successful. She reminded everyone of the National Night Out.

Mayor Jenkins loved the 9/11 ceremony and thought it was very well done. She also attended the national women in law enforcement meeting at Low Places and thought it was great and well attended. She also attended the Adjudication Update at the school. She thanked staff for posting it on the website. It was great insight. A lot of feedback she got was outside of Camp Verde. She again was invited to have the welcome speak at the Verde Water Shed conference. She was happy to do it.

13. Manager/Staff Report

Mr. Martin spoke about the National Night Out and reminded them when to be there if they're volunteering. He said they should be in the more visual spots. He'd love to see all of them there.

He asked that they be there tomorrow at 10:30 a.m. because they have two finalists for the Utility Director position. He said hopefully by next week they have someone chosen.

Mayor Jenkins asked about blue cards. She wants to know what happens to those cards when people want a response from Council.

Mr. Martin said that they're working on a process for that. He said they're talking about a tracking system.

Mayor Jenkins said they've changed the blue cards, but she's missing the final step of what they then do to address the issue.

Town Clerk Cindy Pemberton said the Clerk's office will be monitoring that with a summary index report of action items that are taken. They will make sure each blue card goes to the right department head if directed by Council. Sometimes there aren't actions to be taken with each card, but they want to assure Council that each card is taken into consideration.

Councilor McPhail said that there are several people on Council including herself that will talk to members of the public if needed.

14. Adjournment Mayor Jenkins adjourned the meeting at 8:20 pm

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on September 28, 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
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WENDSDAY, OCTOBER 5, 2022 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 p.m.
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, Finance Director Mike Showers, Transcriptionist Dana Donahue.

3. **Pledge of Allegiance-**the Pledge of Allegiance was led by Councilor Murdock.
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 – September 7, 2022 at 5:30 p.m.
2. Executive Session - September 7, 2022 (recorded and on file)
3. Regular Session– September 7, 2022 at 6:30 p.m.
4. Work Session – September 14, 2022 5:00 p.m.
5. Special Executive Session – September 15, 2022 at 5:30 p.m.
6. Executive Session – September 15, 2022 (recorded and on file)

b) Set Next Meeting, Date and Time:

- 1) Work Session – Wednesday October 12, 2022 at 5:30 p.m.
- 2) Regular Session – Wednesday October 19, 2022 at 6:30 p.m.
- 3) Regular Session – Wednesday November 2, 2022 at 6:30 p.m.

Mayor Jenkins requested removal of item number 4.a.4 (Approval of Minutes) from the Consent Agenda.

Motion by Councilor McPhail to approve the Consent Agenda with the exception of item 4.a.4. **Second** by Councilor Whatley

Vote;

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

Motion Passes 6-0

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

David Dane spoke regarding his property located on Salt Mine Road. He read items from the Camp Verde Zoning Ordinance relating to the keeping, care, and breeding of livestock in a residential area. He stated the zoning of the property in his neighborhood does not allow for the operation of a breeding facility. He went on to say the property behind his breeds cows commercially.

Gary Carr spoke regarding a problem with the new manufactured homes that are being placed on the properties near him in Town. He stated the homes have formaldehyde which has caused him some significant health problems and he does not want anyone else to suffer from the causes of off gassing. The manufactured home units are cheap and available. He wants to make sure the Council is aware of the issue.

Mr. Carr stated he has researched the formaldehyde issue and discovered several federal codes relating to this. In the past, a notice was posted on the cabinet doors of the new homes, but now it is not. He wishes for a notification regarding the use of formaldehyde in the homes, to be made to any buyers of such property.

Debbie Fenner spoke regarding a house she was trying to sell in Verde Lakes. She stated two buyers pulled out of the sale because of the burned and abandoned homes in the neighborhood. She stated there are four burned houses and several abandoned homes that make the area look poorly.

She wanted to know if or why there has not been a large dumpster placed in Verde Lakes so the area can be cleaned up. The weeds and debris around Verde Lakes are

excessive. She stated the neighborhood should be cleaned up. She also would like to place some ironwork in the roundabouts. Ms. Fenner also was concerned about the road on Finney Flat.

Charlotte Salsman spoke via Zoom. She told the council National Night Out was a great success. She loved the location and felt the entire event was well done. She stated the Marshals office did a great job on National Night Out.

6. **Special Announcements and Presentations:**

- **Proclamation Declaring October 2022 as Domestic Violence Awareness Month.** Resource: Tracey McConnell

Jessye Johnson, a representative for Verde Valley Sanctuary, spoke regarding Domestic Violence. She summarized the need for support for domestic violence victims. The Verde Valley Sanctuary began 23 years ago and provides education, crises hotline, transitional housing, and legal help to victims. They have facilities in Cottonwood, Sedona and Camp Verde. The purpose of Domestic Violence Awareness Month is to bring attention to the issues and victims of Domestic Violence.

Mayor Jenkins declared October Domestic Violence Awareness Month.

- **Proclamation Declaring the Month of October as Fort Verde State Historic Park Month:** Resource: Shelia Stubler

Shelia Stubler, the Director of Fort Verde, spoke regarding Fort Verde State Historic Park Month. Stubler thanked the Council for their support of the Fort. She provided several flyers of the event and reviewed what types of things will be happening at Fort Verde Days.

Mayor Jenkins declared October Fort Verde State Historic Park Month.

- **Finance Department Quarterly Report.** Staff Resource: Mike Showers.

Finance Director Mike Showers relayed the Finance report Fiscal Year 2022. Showers reviewed the General Fund Revenues, stating the Town is ahead of budget in every category. He informed Council it was a great year for Revenues.

- Tax Revenues have increased 170% since 2014. After Covid the Town made a large jump in Revenues.
- Regarding sales tax Revenues, Retail is dominate with restaurant second and accommodation third.

- Construction Revenues will be higher in the coming year because of growth.

General Fund expenses are currently under budget. Showers stated even in good years, the Town is able to keep expenses down.

Unassigned cash is currently at \$4,156,361, the majority of which is sitting in the Parks Fund.

Councilor Moore asked for clarification regarding “Revolving Home Loan”.

Mr. Showers explained this was an old program that has been completed. However, some houses in the program have been sold and the money is reimbursed to the Town. These Funds can only be used for housing projects and currently the Town sends the money to Northern Arizona Council of Governments (NACOG) when they have a housing project.

When questioned regarding the amount of Money in the Revolving Loan Home Loan Fund, Showers indicated the current amount is approximately \$75,000.00

In response to questions regarding the Reserve amount of \$1.5 Million, Showers stated he set the amount in 2020 at \$1.5 as a best practice and indicated the Town should review it again in a few years.

Mr. Showers continued regarding the General Fund. The Fund balance is currently \$4.5 million. The Town has saved a large amount of money in wages. Operational expenses are on target.

Regarding HURF Fund there is \$181 thousand and they are under budget. Wastewater Revenues are steady. The increase construction accounts for the overage. Wages and Employee Related Expenses (ERE) are over budget in Wastewater because of plant maintenance and supplies. All other categories are where they should be.

In response to questions regarding managing inflation within the budget, Mr. Showers indicated each department Director is managing their budgets with close regard to inflation. Expenses such as fuel use are being assessed every six months because of inflation.

Mr. Showers went on to speak about the Water Department. He told Council there were substantial expenses and Water is currently over budget, however, Revenues are doing well, and he expects it to continue to do well because of growth. The Finance Department is progressing with the Rate Study.

Mr. Showers explained the Capital Improvement Program (CIP) Fund. Stating nine projects have been completed. There is \$700 thousand remaining in the Fund.

- American Rescue Plan Act (ARPA -Covid Relief Funds). Seven completed projects from this Fund. Several other items are near

completion. \$650 thousand remains in the Fund.

- Investments; Local Government Investment Pool (LGIP) is doing well. Mr. Showers likes this program for its accessibility and liquidity. This is a very successful vehicle for investment.

Mr. Showers moved onto Debt.

- Wastewater and Water are the largest loans the Town owes. User Fees are paying the loan.
- The Town took a loan to pay down the unfunded balance for the Public Safety Personnel Retirement System (PSPRS). The loan is saving the Town a large amount of money.

Mr. Showers moved on to Revenues for August 2022. He stated Revenues are doing very well. The Town is on target with its Revenues and Debt.

The Finance Department is still working on Onsite Credit Cards. Online payments for Wastewater is taking off and doing well. The conversion for Water and Wastewater is coming along. The Town is getting caught up on vendor tax reviews.

Finance is planning for next year's budget.

7. Discussion, Consideration and Possible Approval of Firearms / Less Lethal weapons purchase in the amount not to exceed \$45,000. Staff Resource: Corey Rowley

Marshall Rowley spoke regarding this item. He referred the item to Lt. Jacobs.

Councilor Whatley asked if there were any cost saving value in selling the used items (guns) the Town is replacing.

Lt. Jacobs stated the company that the Marshals office is working with will trade used items for the new ones which will save the Town money.

Motion by Councilor Moore to approve Firearms/Less Lethal weapons purchase in the amount not to exceed \$45,000. **Second** made by Councilor McPhail.

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. Presentation, Discussion and Possible Approval of \$45,000 in CIP Funding for construction of an aggregate base surfaced road, parking area, pipe rail fencing and an informational kiosk at Parson Riverfront Preserve. Staff Resource: Steve Ayers

Economic Development Director Steve Ayers spoke, giving Council an overview of Parsons Park and its location and condition. In 2016 the Town created a Master Plan for the park, however, there is no parking area, and the public must currently park on the street. Mr. Ayers would like approval for an aggregate parking base with a pipe rail fence surrounding it.

In response to Council concerns regarding spending taxpayer dollars that may be washed down the river, Mr. Ayers stated he understood Council concerns. He has met with a representative of Yavapai Fence who assured Mr. Ayers that six to eight inches of ABC would be sufficient for a parking lot base. Mr. Ayers also stated the construction of the "wing walls" of the bridge would protect the parking area from severe flooding. River access points will always be in danger of flooding. Mr. Ayers does not feel this will be a continuing expense.

Councilor Whatley stated the project needed to be finished. People need access to the river. This will benefit Rezzonico Park. The kayakers float between Parsons Park and Rezzonico Park, which is a very nice stretch of the river.

Mr. Ayers replied that the Town has heard from two potential River (floating) vendors that would like to run this route. He would like to explore extending the route through property owned by the Town near the Caves development.

Council expressed concerns regarding flooding and proposed parking.

Mr. Ayers replied that access to the area beyond the fence is accessed through private property, which should impede illegal access. He stated ADOT has graded the area nicely. He felt the area needed to be fenced because of the traffic in the meander land that is overflowing into the park. The trash in the area is building up and the Town sponsored no less than three clean up days.

Ayers explained the Kiosk would be similar to the one at Rezzonico Park.

Councilor Murdock spoke about the access point on the river near Clarkdale and how nice it is. She is in favor of access to the river through Parsons Park. She indicated \$45 thousand is a lot of money for a parking area and fence.

Mr. Ayers replied the area really needs a fence and that is the majority of the expense. He felt the parking area for Parsons Park is far enough above the river to avoid the damage caused by flooding.

Motion made by Councilor Whatley for approval of \$45,000 in CIP Funding for construction of an aggregate base surfaced road, parking area, pipe rail fencing and an informational kiosk at Parson Riverfront Preserve.

Second 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

9. Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Civil Engineer to the Plan. Staff Resource: Ken Krebbs and Troy Odell

Director of Public Works Ken Krebbs and Town Engineer Troy Odell, spoke regarding the salary for Civil Engineer.

Councilor Baker asked for clarification on the salary range.

Mr. Krebbs replied, stating they had based the salary on Towns of similar size to Camp Verde.

Motion by Councilor Moore for approval amendment to the Town's Salary Plan by adding the Civil Engineer to the Plan. **Second by Councilor McPhail**

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

10. Discussion, Consideration, and Possible Approval of Town Council to ratify Staff

approved Change Order 9, 10 and 11, to Tierra Verde Builders, in the total amount of \$106,674.62 for the purpose of concrete removal, ABC parking lot installation and electrical material cost increases at the Camp Verde Sports Complex. Staff Resource: Russ Martin

Town Manager Russ Martin explained this item. He stated the Town has recently been billed for this work. Concrete had to be removed from near the dugouts at the Camp Verde Sports Complex. Material costs have increased since the contract was approved. Under the Town's Financial Operations Guide, the change orders require Council approval.

Mayor Jenkins asked about signatures on the change orders.

Mr. Martin replied, yes, signatures will be done when it is approved.

Councilor McPhail asked about the money and if we can be reimbursed through grants.

Mr. Martin replied yes, several grants can be applied to the cost.

Motion by Councilor Baker for the Town Council to ratify Staff approved Change Order 9, 10 and 11, to Tierra Verde Builders, in the total amount of \$106,674.62 for the purpose of concrete removal, ABC parking lot installation and electrical material cost increases at the Camp Verde Sports Complex. **Second by Councilor McPhail.**

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

11. **Discussion, Consideration, and Possible Approval of a comprehensive evidence and operations assessment of Camp Verde Marshal's Office Property and Evidence Unit to be performed by Evidence Management Specialists LLC to maintain compliance with the Arizona Association of Chiefs of Police ALEAP accreditation program for an amount not to exceed \$6500.00 to be sourced from the Town's Legal Defense Fund.** Staff Resource: Corey Rowley and Heather Vinson

Risk Management Director Heather Vinson spoke regarding this item. She stated this item is a compliance issue. An audit must be performed yearly to meet criteria. This audit is a "best practice" to keep the ALEAP accreditation. She feels the money should

come from the Legal Defense Fund. She stated subsequent years audits should be in the amount of \$2k.

Councilor Whatley stated the audit appears to be rather long. She would like a review of the audit when it is finished.

Marshall Rowley stated that every time a new Property Evidence Manager is hired, an audit is performed. However, an overall professional audit has never been accomplished.

Councilor Whatley reiterated the need for a review for Council after the audit is completed.

Councilor Baker asked about the evidence room and the need to upgrade it.

Marshall Rowley stated that yes, the evidence room needs upgrading, but not immediately.

Motion by Councilor Moore for Approval of a comprehensive evidence and operations assessment of Camp Verde Marshal's Office Property and Evidence Unit to be performed by Evidence Management Specialists LLC to maintain compliance with the Arizona Association of Chiefs of Police ALEAP accreditation program for an amount not to exceed \$6500.00 to be sourced from the Town's Legal Defense Fund.
Second made 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

12. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))

None

- 13. Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor Whatley, nothing to report.

Councilor McPhail attended the Tribal Council meeting and continues to attend Teen Game Night, the community yard sale and a yoga opening. She helped cook at National Night Out. She attended the Truancy Committee Event. She also wanted to recognize the two employees in Maintenance that attained their certification for chemical use.

Vice Mayor Butner, nothing to report.

Councilor Moore, nothing to report.

Councilor Murdock attended National Night Out. She stated the event was excellent and well received by the community. She assisted in making snow cones, which were also very well received.

Councilor Baker also attended National Night Out. She stated it was well done. The Marshals Office and First Responders were excellent. The community really enjoyed it. She would like to see more events that involve the community.

Mayor Jenkins attended the Utility Director meet and greet and National Night Out. She stated the event was wonderful and the location just right. The event received rave reviews on social media.

- 14. 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.

Mr. Martin spoke about National Night Out. It was a wonderful event and very successful. He wanted to recognize Regina Freeman and all her hard work. The

Kiwanis also were very helpful. Mr. Martin asked for Council feedback regarding the Utility Director position.

15. **Update, Discussion and Consultation with the Town Attorney(s) for legal advice regarding Sewer Design Engineering contract for services and updates on any pending Risk Management legal issues. The Council may, by majority vote, recess the special meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(2); (A)(3); (A)(4); (A)(5).**

- **Recess into and hold Executive Session pursuant to A.R.S. §38-431.03 (A)(2); (A)(3); (A)(4); (A)(5).**
- **Reconvene Open Session**

15.1. **§38.431.03 (A)(1)**

15.2. **Reconvene Open Session**

Motion by Councilor Murdock to Recess into and hold Executive Session pursuant to A.R.S. §38-431.03 (A)(2); (A)(3); (A)(4);

Second 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

Council moved into Executive Session at 8:15 P.M.

16. **Discussion with the Town Manager and Town Attorney regarding performance review and contract negotiation. Pursuant to A.R.S. 38-431.03(A)(1) and A.R.S. 38-431.03(A)(3). The council my, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible action on these items as covered under A.R.S. 38-431.03(A)(1) and A.R.S.**

38-431.03(A)(3).

- **Recess into and hold Executive Session Pursuant to A.R.S 38-431.03(A)(1) and A.R.S. §38-431.03 (A)(3).**
- **Reconvene Open Session.**

Motion by Vice Mayor Butner to notify the Manager accordance with provision 5 entitled Notice of this contract on page 3 of 8 that the Town has elected not to renew his contract and also to advise him at least 60 days' notice indicating the Towns decision not to pursue the renewal and also the provision the Manager shall continue during this transition period perform Town Manager duties until the end of the contract period which ends on March 1, 2023. Second by Baker.

Councilor Baker-aye
Councilor Murdock-aye
Councilor Moore-aye
Councilor McPhail-aye
Councilor Whatley-no
Vice Mayor Butner-aye
Mayor Jenkins-aye

Motion passes 6-1

Discussion and clarification with the Town Attorney, Bill Sims indicated he understood direction, per the Town Code, for him to write the letter to the Manager.

17. Adjournment

Without objection, Mayor Jenkins adjourned the meeting at 10:15 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 October 5, 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

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

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021

DRAFT

[Page intentionally left blank]



Agenda Report Form – Section I

Meeting Date: 11/2/2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Work Session

Requesting Department: Economic Development Department

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): Approval of revisions to the Economic Development Director job description

List Attached Documents: 1) 2022 Economic Development Director Job Description with revisions

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews and comments Completed by:

Town Manager: _____ Department Head: _____

Town Attorney Comments: _____

Risk Management: _____

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

Background Information:

The Economic Development Director Position was first approved by the Council in 2011. Several revisions were made to the job description in 2018 and approved by the Council. The proposed revisions for 2022 reflect changes and clarifications to the Economic Development Director’s responsibilities, Salary Range designation, the addition of the new Business Resource and Innovation Center as well as the role the department has taken in communications and marketing.

Recommended Action (Motion): Move to approve revisions to the Economic Development Director Job Description.

Instructions to the Clerk:

Job Description



ECONOMIC DEVELOPMENT DIRECTOR

**SALARY RANGE 25
EXEMPT**

Department:	Economic Development	Revised Date:	<u>October 2022</u> November 2018
<u>Reports:</u>	<u>Town Manager</u>	<u>FLSA</u>	<u>Exempt</u>

GENERAL PURPOSE: Under limited supervision and general policy direction, creates, develops, plans, organizes, manages and implements the activities of Business Development, Marketing, Community Relations, Business Attraction, Retention and Expansion, Creative Placemaking and project management programs for the Town. The position requires an extremely high degree of independent judgment and decision making.

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.*

- Creates, develops, plans, organizes and manages economic development projects related to business expansion, attraction and retention and expands development opportunities for the Town, attracting public and private capital investment and diversifying employment.
- Provides assistance in the development of short and long term community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.
- Fosters a positive, flexible 'can-do' environment, projecting a cooperative and innovative team-playing image to current businesses, potential businesses, other departments within the organization, regional partners and residents of the community
- Works with Town departments in providing guidance through local and state permitting process to individuals and companies wanting to establish, relocate, or expand their businesses within the community.
- Assist in the planning, research and coordination of community development and other town sponsored projects that support voter and council approved planning documents
- Interprets the Town's economic development policies; prepares and recommends policies pertaining to economic development matters and coordinates with industrial, business, governmental, and private organizations in developing long and short range plans for economic development programs
- Becomes familiar with the existing inventory of available public and private buildings, businesses and residential development sites within the community

Job Description

- Investigates economic development grant sources; prepares, or directs the preparation of, and reviews, grant applications
- Assists Town Administration in improving communications with the public.
- Oversees communication with difficult and sensitive citizen inquiries and complaints directed to the Economic Development Department
- Initiates and manages capital improvement projects related to economic development
- Assists with the negotiation, preparation, processing and implementation of such documents as development agreements, public/private partnership agreements, public facility buy-in agreements, professional service contracts, requests for proposals/qualifications, memorandums of understanding and intergovernmental agreements
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the Town of Camp Verde on matters related to economic development
- Is responsible for delivering verbal and written presentations to Town Management, Town Council, boards, commissions and citizens groups in a professional and effective manner.
- Analyzes and researches parameters for Town incentives for developers and other businesses working with the Town.
- Liaises and maintains strong relationships with the general public, area businesses, clients, media, local and regional business organizations, marketing organizations, non-profits and special interest groups as well as various federal state and local government agencies while maintaining the Town's image of an effective, positive, customer-service oriented environment
- Directs the activities of the Department staff; plans, budgets, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops departmental goals and priorities.
- Develops a municipal marketing plan for visitor engagement and tourism.
- Oversees management and development of Business Resource and Innovation Center (BRIC) and the Visitor Center.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Manages Economic Development Department staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public or business administration or economic development or a related field and two years experience in economic development, real estate or marketing environment. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Required Knowledge of:

- Federal, State, County and Municipal economic plans and development laws, rules, regulations and ordinances
- State of Arizona and Town of Camp Verde building and zoning codes and ordinances

Job Description

- Administrative and management policies and procedures
- Supervisory methods and practices
- Long term operational plans and major policy development practices and procedures.
- Contract development, mediation and administration.
- Financial management and budget development practices and procedures
- Public relations and consumer service practices, methods and techniques

Required Skill in:

- Effective oral and written communications
- Mediating and negotiating differences between developers, contractors, builders, planners and community organizations to best meet the needs of the Town
- Handling and prioritizing multiple funding sources: projects and programs
- Creating and maintaining a positive image among community groups, individuals, media and governmental entities
- Identifying organizational systems and staffing functions
- Identifying and projecting fiscal impacts of trends or projects on community tax base
- Establishing and maintaining effective working relationship with others.

Physical Demands / Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Although most work is performed in an indoor office environment, some work may be performed outdoors, on uneven surfaces and in inclement weather
- Some travel is required. Individuals must be physically capable of operating motor vehicles safely

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: level 25



PROCLAMATION
Designating November 2, 2022 as
EXTRA MILE DAY

WHEREAS, Camp Verde, Arizona is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Camp Verde, Arizona is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Camp Verde, Arizona is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, Camp Verde, Arizona acknowledges the mission of Extra Mile America to create 500 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 2, 2022.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde, AZ do hereby proclaim November 2, 2022 to be Extra Mile Day. We urge each individual in the community to take time on this day to not only “go the extra mile” in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

Passed and approved by a majority vote of the Common Council at the Regular Session of November 2, 2022.

Dee Jenkins, Vice Mayor

Date

Attest:

Cindy Pemberton, Town Clerk

[Page intentionally left blank]



Agenda Item Submission Form – Section I

Meeting Date: NOVEMBER 2, 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 Approval of Ratification of the July 6, 2022 Regular Session minutes that were previously approved by Council on July 20, 2022 correcting and adding action taken in open session regarding items #36 and #37 supervisory and organization structure of the Town Marshal's Office and its employees and legal advice to receive an update regarding potential notice of claims.

List Attached Documents: COPY OF APPROVED MINUTES
CORRECTED RATIFIED MINUTES FOR APPROVAL

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: The Clerk discovered the Minutes for July 6, 2022 that was approved on July 20th, 2022 had missing information related to a motion held in public after an executive session occurred.

Recommended Action (Motion): Move to approve and ratify the meeting minutes of July 6, 2022 as revised.

Instructions to the Clerk:

APPROVED MINUTES

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

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

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

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

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

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

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

b) Set Next Meeting, Date and Time:

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

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

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

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

Second made by Councilor Whatley.

Vote;

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

Motion passes 6-0

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

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

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

Second by Councilor Murdock.

Vote;

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

Motion passes 5-1. Councilor Baker abstaining.

5. Call to the Public for items not on the Agenda. (Please complete Request to

Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

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

6. Special Announcements and Presentations:

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

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

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

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

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

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

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

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

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

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

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

Second by Councilor McPhail.

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

Motion passes 6-0

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

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

No further discussion by Council or public.

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

Second by Councilor Moore.

Vote;

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

Councilor Baker-aye
Mayor Dee Jenkins-aye

Motion passes 6-0

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

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

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

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

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

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

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

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

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

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

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

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

Second by Councilor McPhail.

Vote;

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

Motion passes 6-0

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

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

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

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

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

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

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

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

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

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

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

Second by Councilor McPhail.

Vote;

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

Motion passes 6-0

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No cards.

Vote;

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

Motion passes 6-0

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

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

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

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

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

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

Mayor Jenkins thanked Mr. Martin for the clarification.

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

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

Vote;

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

Motion passes 6-0

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

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

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

Second by Councilor Whatley.

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

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

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

No further discussion.

Vote;

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

Motion passes 6-0

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

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

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

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

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

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

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

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

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

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

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

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

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

Second by Councilor Whatley.

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

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

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

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

Mr. Martin replied yes, the budget you approved.

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

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

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

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

There is no citizen input.

Mayor Jenkins called for a vote.

Vote;

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

Councilor Baker-nay
Mayor Dee Jenkins-aye

Motion passes 5-1

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

The meeting resumed at 8:15

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

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

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

Mayor Jenkins asked the Marshall if he currently has a people for this position. Marshall Rowley replied yes, we have had one interview and another coming up.

Councilor Moore asked for clarification about the level of command.

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

There are no cards from the public for this item.

No further discussion.

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

Second by Councilor McPhall.

Vote;

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

Motion passes 6-0

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

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

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

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

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

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

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

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

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

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

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

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

Second by Councilor Whatley.

No further discussion. No cards from the public.

Vote;

Councilor Whatley-aye

Councilor McPhail-aye

Councilor Moore-aye

Councilor Murdock-aye

Councilor Baker-aye

Mayor Dee Jenkins-aye

Motion passes 6-0

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

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

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

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

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

Councilor McPhail asked how many employees the library currently has.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Second by Councilor McPhail.

Vote;

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

Motion passes 4-2

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

Discussion ensued regarding the remainder of the meeting.

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

Council moved to agenda item 18.

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

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

Call the public for comments.

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

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

Second by Councilor Whatley

Vote;

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

Motion passes 6-0

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

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

Mr. Schwimmer recalled his request to speak.

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

Second by Councilor McPhail.

Vote;

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

Motion passes 6-0

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

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

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

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

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

Second by Councilor Whatley.

Vote;

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

Motion passes 6-0

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

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

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

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

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

Second by Councilor Whatley.

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

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

Vote;

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

Motion passes 6-0

The Council moved onto agenda item 36.

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

Second by Councilor McPhail.

Executive session commenced at 9:05.

- 32. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
- 33. Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
- 34. Legislative Update**
- 35. Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
- 36. Update, Discussion and Consultation with the Town Attorney for legal advice regarding the reporting, Supervisory and organization structure of the Town Marshal's Office and its employees.** The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this Item as covered under A.R.S. 38-431.03 (A)(3).
- 37. Update, Discussion and Consultation with the Town Attorney for legal advice to receive an update regarding potential notice of claims.** The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then

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

38. Adjournment

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

Dated this 25th day of July, 2022.

Cindy Pemberton

Cindy Pemberton, Town Clerk

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

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/88967232617?pwd=ly4v9TPzX-bS1Q3Vm2AgVnIKBluLg.1>

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

Meeting ID: 889 6723 2617

Passcode: 411391

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, and Mayor Dee Jenkins. Vice Mayor Joe Butner was absent

Others Present: Town Manager Russ Martin, Town Clerk Cindy Pemberton, Assistance Clerk Jadie Edwards, Town Marshal Corey Rowley, Librarian Kathy Hellman, Risk Manager Heather Vinson, Human Resource Director Julia Kaiser, Maintenance Foreman Jeff Koble, Community Development Director John Knight, Planner B.J. Ratlief, Deputy Clerk Virginia Jones and Recording Secretary Dana Donohue

3. Pledge of Allegiance

Councilmember Moore led the Pledge of Allegiance

Mayor Jenkins requested a Point Of Personal Privilege and requested everyone to join her in a moment of silence for Yavapai County Officer Rick Lopez who was killed in the line of duty.

- 4. Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

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

b) Set Next Meeting, Date and Time:

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

3) Regular Session – Wednesday August 3, 2022 at 6:30 p.m.

Council Member Moore requested the Minutes from June 8, 2022 be pulled.

Town Clerk indicated the Work Session on July 13, 2022 would be 5:00 p.m. on July 20th, Manager confirmed.

On a motion by McPhail, seconded by Whatley, Council voted 6.0 to approve the consent agenda as presented, correcting the work session time to 5:00 p.m. and not including item 4A1, June 8, 2022 minutes that were pulled for discussion.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

Councilor Moore stated the June 8th minutes were not up to standard, with several typos, very vague information. Moore stated the level of transparency is very important and the Town should have a level of transparency and a level of standards that we should follow. The Clerk and Deputy Clerk have a lot that they have to put together, along with a deadline of when items need to be turned in, just as the transcribers have a deadline to submit the draft minutes. If these items are not given to the Clerk in a timely manner she does not have the ability to make sure items are up to our standard. Moore stated our minutes need to be up to standards and requested the minutes of June 8th be redone properly and brought back for approval at the July 20th meeting, and clarify that the Clerk has to get the items for the Agenda in a timely manner so they would have the appropriate time to review the items.

Motion by Moore to **not** accept the minutes of the June 8th Meeting and directed staff to revise the minutes and bring them back for approval at the July 20, 2022 meeting. Council Murdock seconded the motion.

Roll Call Vote:

Councilor Baker: No

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 5:1

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking

any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

Sheri Hauser updated Council regarding activities for Camp Verde Chamber-Business Alliance. Sheri stated they have appointed Emily Point as a new Board Member. Current Board Members are Emily Point, Dr. John Watson, David Love, John Smoley and Sheri Hauser. Sheri stated the Chamber Web site is very active and the best in the state. The new Chamber Resource Guide is completed, they added 80 pages and will be available at the Corn Festival. The Board is discussing and considering a tourist Kiosk, no details have been decided. Chamber is also conventional Chamber Mixers coupled with education targeting business. Hauser provided the Clerk with a flyer for the August and September Mixer dates and times, along with topics.

6. Special Announcements and Presentations:

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

Librarian Kathy Hellman provided PowerPoint presentation educating the Council and Public about the Town's -e-notify system on the Town's official website along with step by step directions for citizens to be notified of any or all points of interest they may want to receive.

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

On behalf of the 'Old Guys' Recreation Leader, Angie Grubbs stated she was honored to introduce and recognize Dobie Champion who was awarded the 2022 Arizona Citizen Forester of the Year from the Department of Forestry and Fire Management's Recognition Program. The Citizen Forester of the Year is someone who upholds and demonstrates values associated with a dedication to forestry and responsible management of forest resources. This person is a constructive member and dedicated volunteer within their community.

Angie stated Dobie is a Founding Member of the Tree Advisory Committee, she assisted the Town being recognized as a Tree City USA, helped raise over \$6,000.00 for the initial planting of trees and shrubs at the library, helped develop the Suggested Plant Palette for the Town of Camp Verde, along with several other numerous accomplishments.

Angie presented Dobie with the "Tree Cookie" plaque from the Arizona Department of Forestry and Fire Management.

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

Manger Martin explained this is an annual resolution required by the state written by the state and in the future will most likely be placed on the consent Agenda.

Councilor Murdock explained the Expenditure Limitation places a cap on the amount of funds the Town can spend.

On a motion by Murdock, seconded by McPhail, Council voted unanimously to approve Resolution 2022-1092, a Resolution of the Mayor and Common Council designating the Chief Fiscal Officer for Official submitting the Fiscal Year 2023 Expenditure Limitation Report to the Arizona Auditor General.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Community Development Director John Knight stated he is turning this item over to Planner B.J. Ratlief., who has been working with the applicants who are also in the audience if you have any questions. Ratlief stated Dan and Alicia Ely submitted the application a couple months ago, they own Firebird Towing and are local residents. They started Firebird Towing in 2013, leasing property and have had the opportunity to purchase their own property. The current property is zoned C-2 which does not allow a towing yard. They requested the zoning be changes to C-3.. There was a Planning & Zoning Commission Public Hearing last month with unanimous recommendation from the Commission, and Staff supports the change, it is in line with the General Plan. There have been several other rezones in the same area.

On a motion by Murdock, seconded by Moore, Council voted unanimously to approve Ordinance 2022-A468 an Ordinance of the Mayor and Common Council for a Zoning Map change from C2-3 (Commercial: General Sales and Services, minimum 3,000

square foot lot) to C3 (Commercial: Heavy Commercial) for approximately four (4) acres, specifically described in Exhibit A (currently parcel 403-22-019J), located off of W. Wilshire Boulevard and W. Moonrise Drive, Town of Camp Verde, Yavapai County Arizona.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Mayor Jenkins called for clarification stating the staff report indicated this item as Consent Agenda, Clerk Pemberton stated it looked like a clerical error, it should be a decision item.

Director Knight stated this was originally anticipated as a consent agenda item, previously use permit extensions were consent items. Knight explained this is an extension of Use permit previously approved by Council one year ago. The applicants have been operating their bed and breakfast for a year, there have been no problems or concerns. The original use permit is valid for three years with an annual review and at the end of the three years, the extension of the Use permit may be considered.

Mayor Jenkins asked if the owner would like to speak.

Owner Randy Rosan stated the project is going very well, it is a work in progress get most of clients that are coming to the area for recreational purposes. Most of them come because of the reviews they receive on Air B&B.

In response to questions from Council, Director Knight stated Use Permits should be approved on conditions and operations, should be reviewed for compliance, believe there is a little bit of change in policy going forward this Council is interested in having a Use Permit for a period of time. A better policy going forward is giving conditions. Unfortunately, if Council did not approve extensions, the property owner has spent a great deal of money on this project. Use Permits do go with the property. This was approved by a Resolution and the only way to change a Resolution is by another Resolution.

Councilors stated support and indicated it makes sense to do it in perpetuity.

On a motion by Baker seconded by McPhail, Council voted to approve the renewal of Use Permit 20210297 for an additional year to July 7, 2023.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Manager Martin stated he has been working with staff over the last couple of months and the manager and staff are recommending approval of 7 vehicles not to exceed \$85,000.00 annually instead of the requested 11 Vehicles. Martin explained all 11 vehicles are not necessary at this time, there are some vehicles that can be moved to different departments, the spreadsheet in the packet explains the vehicles that would be purchased and some of the vehicles that would be shifted to other departments. The Town would be looking at a 5-year lease program, based on orders and purchased at the end of the lease.

In response to questions regarding maintenance on the Leased Vehicles Martin stated the maintenance is included in the lease price, not the replacement of tires, but contracted with local businesses.

On a motion by Murdock, seconded by McPhail Council moved to approve the order of seven (7) vehicles for an annual cost of up to \$85,000.00 per year as the manager recommended.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Manager Martin introduced new Human Resource Director Julia Kaiser. Mayor Jenkins requested the Manager explain the ramification of each position as it comes on the agenda.

Julia Kaiser, explained there are some job descriptions that are new and some that are updated job descriptions reflecting the true duties of the position. Kaiser referred Council to the Permanent Salary Range included in the packet with new positions in red

Kaiser explained item 11, Administrative Support Manager for Public Works and Utilities Department does not require any new staff, this job description is a clearer reflection of the actual duties of that position. This position would support Public Works and Utilities Department.

On a motion by Whatley, seconded by Baker, Council voted to approve the revisions to the Town's Salary Plan by adding the Administrative Support Manager for Public Works and Utilities Department to the Plan.

In response to questions from Council, Manager confirmed the old job description does not go away. Kaiser stated the job description by itself does not require someone to fill that position, moving forward in the future you may need that position and the job description is already there, and you could fill it if you needed it, depending on the budget.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Community Development Director Knight stated we hire good people, and want to keep good people. The Department is growing. We are going to open up new positions in the future and this is one of the positions, we currently have a building inspector but we would like to create a 'ladder' to include Building Inspector 1, Building Inspector 2 and Building Inspector 3. The only new position we are looking to fill is item #20 Senior Building Inspector.

In reply to Council's question the department currently has a Building Inspector. The Town is creating new positions for opportunities for advancement within the department.

On a motion by McPhail, seconded by Whatley, Council voted to approve the Town's Salary Plan by adding the Building Inspector I to the Plan.

Whatley requested Council address each job description individually.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Human Resource Director Kaiser stated this item does not require the hiring of an additional staff member, only a revised job description.

On a motion by McPhail, seconded by Whatley, Council voted to approve the Town's Salary Plan by adding Building Inspector II to the Plan.

In response to questions from Council, Manager stated that as the employee becomes more skilled, and experienced and more certification they will have the ability to move up the 'ladder', it does not necessarily mean the steps or additional people are part of the discussion, but the opportunity it there. Part of it is prestige or loyalty.

Director Knight stated Council is only approving positions, we are not hiring but it is giving us the tools for future use.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Kaiser stated this is a new position to assist the Town Manager, if the Manager is gone, the Assistant Manager would be in charge. In response to questions depending on the Deputy Manager and that persons qualifications, the duties will be 'as assigned'. There will be a need to change portions of the personnel manual and the Town Code.

Councilor McPhail made a motion to amend the Town's Salary Plan by adding the Deputy Town Manager to the Plan.

Councilor Baker stated we are a town of twelve thousand plus and she thought this had been discussed and was under the impression that the Manager did not feel the need for a Deputy Manager. Baker stated she was unnerved that this was an agenda item so soon. It has worked so well in the past with the Marshal and Clerk backing up when you are out of town.

Town Clerk Pemberton reminded everyone that per our normal process, we open it for discussion prior to any motion, when there is no further discussion as the Mayor stated you may then make a motion.

Councilor Murdock stated this is a support person for the Manager, and support this agenda item. He was given direction to bring this to Council.

Whatley seconded the motion that was on the floor.

Roll Call Vote:

Councilor Baker: No
Councilor McPhail: Aye
Councilor Whatley: Aye
Councilor Moore: Aye
Councilor Murdock: Aye
Mayor Jenkins: Aye

Motion Carried: 5:1

Council adjourned the meeting for a 10 minute break at 8:03 p.m.

Council reconvened the meeting at 8:13 p.m.

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

Marshal Rowley stated when he came to the Town he had a Commander, he retired and the position was not filled. he currently has 16 full time civilian staff plus volunteers. employees, is requesting a Civilian Commander to the Plan that 'may be required to be law enforcement certified'. This position is budgeted for and has the skill level to fill the position.

On a motion by Baker seconded by McPhail Council voted to amend the Town's

Salary Plan by adding the Civilian Commander to the Plan.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Kaiser advised Council this is a revised job description to be added, does not include any additional position, just clarifying the current duties of that position.

In response to questions from Council regarding the Magistrate being a Contract employee, Martin advised, even though he is a Contract employee, he is a Department head and has the ability to hire and fire. This position would report to the Magistrate.

Clerk Pemberton reminded Council that in the interest of time Council still has 15 more items to review and 2 Executive Sessions with only an hour and one half before Council must to shut down the meeting.

On a motion by Moore, seconded by Whatley, Council voted to amend the Town's Salary Plan by adding the Court Administrator to the Plan.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Kaiser stated this is a new position to the Salary plan. Librarian Kathy Hellman stated currently the town has an America Corp-Vista Volunteer. Several years ago we created standard operating procedures, it list the duties that each employee performs on a daily, weekly, monthly basis. When you compare the Library Manager and the Director position less that 50% of the duties overlap. The duties of the Library

Manager can support staff in a way that the Director cannot.

Council stated concerns regarding the salary noting they very much support the Library however the salary is maybe not affordable at this time. Council also stated that volunteers are huge and it is important to have someone that can coordinate them.

Hellman stated if the position was not approved we would loose the momentum the Library currently has.

Public Input: Paul Schwimmer stated he is volunteer and very much supports the position.

On a motion by Baker, seconded by McPhail Council voted to amend the Town's Salary Plan by adding the Library Manager to the Plan.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: No

Councilor Murdock: Aye

Mayor Jenkins: No

Motion Carried: 4:2

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

Manager stated because of the time frame, he would like to release the two people waiting for the executive session, those items could be heard at a later time. Mayor suggested postponing the Salary Plan, Job Descriptions to a later date. Manager and Council agreed to finish the Library items.

Kaiser stated revised description, no additional staff is being added for item 18.

Public Input: Paul Schwimmer stated he withdrew his request to speak.

On a motion by McPhail, seconded by Whatley, Council voted to amend the Town's Salary Plan by adding Library Specialist 1 to the plan.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Kaiser indicated is another revised job description, does not require any new staff hire.

Public Input: Paul Schwimmer stated he withdrew his request to speak.

On a motion by Baker, seconded by McPhail Council approved amendment to the Town's Salary Plan by adding the Library Specialist II to the plan.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

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

Council did not hear this item. Postponed

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

Kaiser stated this is a revised job description, does not require adding any additional staff members.

On a motion by Murdock, seconded by Whatley, Council voted to amend the Town's Salary Plan by adding the Spanish Outreach Library Specialist to the Plan.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

Clerk Pemberton inquired if Mayor would like Council address item #31 before Executive Session. Mayor agreed.

- 22. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Stormwater Specialist to the Plan.**

Council did not hear this item. Postponed

- 23. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Town Engineer to the Plan.**

Council did not hear this item. Postponed

- 24. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Utility Clerk to the Plan.**

Council did not hear this item. Postponed

- 25. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Utility Director to the Plan.**

Council did not hear this item. Postponed

- 26. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division Manager to the Plan.**

Council did not hear this item. Postponed

- 27. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Wastewater Division Foreman to the Plan.**

Council did not hear this item. Postponed

- 28. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Operator to the Plan.**

Council did not hear this item. Postponed

- 29. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Youth Services Supervisor to the Plan.**

Council did not hear this item. Postponed

- 30. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division Foreman to the Plan.**

Council did not hear this item. Postponed

31. Discussion Consideration and Possible Approval of Town Manager to receive COLA effective June 26, 2022 in waiver of the terms of his contract. Staff Resource: Russ Martin

Mayor Jenkins stated this is a formality to keep everything legal, explaining that the managers contract states the Manager does not receive a COLA until his anniversary date, which is August, in fairness the Mayor felt it was the right thing to do to give him his COLA along with the other employees.

On a motion by McPhail seconded by Whatley, Council voted to approve the Town Manager to receive COLA effective June 26, 2022 in waiver of the terms of his contract.

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

In response to questions from Council Mayo Jenkins explained the contract states that if a COLA he receives it on his anniversary, Jenkins stated she felt it was the right thing to do, but did not want to violate the terms of his contract and for that reason brought the item to Council.

On a motion by Moore, seconded by McPhail, Council voted to go into Executive Session at 9:05 p.m.

32. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Council did not hear this item. Postponed

33. Council Informational Reports. These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Council did not hear this item. Postponed

34. Legislative Update

Council did not hear this item. Postponed

35. Manager/Staff Report

Council did not hear this item. Postponed

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

On a motion by Moore, seconded by McPhail, Council voted to go into Executive Session for legal advice regarding the Reporting, Supervisory and Organization structure of the Town Marshal's Office and its employees. The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(3).

Roll Call Vote:

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

Motion Carried: 6:0

Council moved into Executive Session at 9:05 p.m.
Council reconvened into open session at 9:35 p.m.

Motion by Councilor Moore to rescind the motion to approve the Town Marshal to be an appointed position to operate under the Town Council and no longer directly under the Town Manager as decided on April 6, 2022. Second by Councilor Baker. Motion Passed 6-0. Councilor Butner absent.

Roll Call Vote:

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

Motion Carried: 6:0

- 37. Update, Discussion and Consultation with the Town Attorney for legal advice to receive an update regarding potential notice of claims. The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(3).**

On a motion by Councilor Murdock, seconded by Moore, Council voted to go into Executive Session for legal advice to receive an update regarding potential notice of claims. The Council may, by majority vote, recess the Regular meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(3).

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Mayor Jenkins: Aye

Motion Carried: 6:0

Council moved into executive session at 9:38 p.m.

No action taken due to Town Code requirement to end meeting at 10:00 p.m.

38. Adjournment Without objection, Council adjourned the meeting at 10:03 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes, ratified on November 2, 2022 are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on July 6, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk