

**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 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 p.m.

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 Garcia, 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.

Shannalee Brady 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. Brady 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, in the future, 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 13th day of December, 2022.



Cindy Pemberton, Town Clerk