

**MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 12, 2022 at 5:30 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 5:30 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

Also Present- Town Manager Russ Martin, Town Clerk Cindy Pemberton, CIP Project Manager Jim Waters and Recording Secretary Dana Donahue.

3. Pledge of Allegiance

Councilor Moore led the Pledge.

4. Discussion, Consideration and Possible Direction on the School Area Traffic Study conducted in partnership with the Camp Verde School District. Staff Resource: Russ Martin

(a) Summary of School Expenditures and (b) Ensuing Traffic/Road Expansion Project:

(a) Summary of School Expenditures Town Manager Russ Martin introduced School Superintendent Steve Hicks. Mr. Hicks handed out a chart comparing 14 schools in the Verde area and the amount of money they spend per student. He explained the report is a compilation of data sent to the State. The first page outlines per pupil spending over seven years. Mr. Hicks pointed out that in 2020 and 2021, the per student amount rose for Camp Verde because of monies allotted by the State for repairs. Camp Verde Schools are also the lowest in spending per pupil in administrative costs. He stated this is intentional, as the School Board makes cuts in administration costs as opposed to classroom spending.

Mr. Hicks went on to state that according to the documentation, Camp Verde is the lowest in monies per student compared to other schools.

Additional Information/Comments: Mr. Hicks stated that of Instruction Monies in the classroom, Camp Verde is mid among the 14 other schools. Camp Verde is average in teacher salary and very low in Administrative Spending per Pupil. He states that the schools are trying to do what they can with what monies they have. The school does not have a big budget for maintenance or construction costs.

(b)Traffic Road Expansion Project: Mr. Hicks requests a permanent fix for the traffic issues, especially those involving traffic in and out of the Elementary School and onto Montezuma Castle Highway. At the beginning of the semester and or school year, there is an increase in parents wanting to bring children to school. The Marshals office has set up signs that have helped, but a permanent fix is needed. The district has committed grant money to this project, and it must be spent this year.

Additional Information/Comments: Council asked what portion of money is committed by the District through CARES ACT funds.

Mr. Hicks stated the entire project is projected at \$250k. The District is committed to half, approximately \$125K.

Council asked what the next step would be. It must be clear for the public.

Mr. Martin stated that initially the traffic study is only concepts. After that, the Town would have to pay for an engineering plan, about \$20k. The engineering plan needs to be done first. Then bids, then decisions. Based on the study, there are two options;
Mr. Hicks explained;

Option 1- additional turning lane as vehicles come up the hill into the elementary school 10 cars deep, on the other side of the retaining wall past the hill.

Option 2- right hand turn lane off Camp Lincoln onto Montezuma Castle Highway at the bottom of the hill.

Council asked if traffic coming off Apache Trail is an issue and if so, what is being done about it.

Mr. Hicks stated none of the current traffic study is looking at Apache Trail. The urgency is the Elementary School, especially in the morning.

Vice Mayor Butner clarified each option, stating that both options could be constructed to alleviate the traffic concerns. He asked how much that would cost. Mr. Martin replied about \$250k for construction of both lanes and engineering for two lanes. The cost is above \$250k with the study.

Council asked for clarification of costs for both options. Mr. Martin replied there might be additional costs with the options. This can be dealt with when the engineering proposal is submitted.

Council agreed by consensus to move forward with the engineering and subsequent bids.

Mayor Jenkins clarified for the Manager to start the engineering study for options one and two.

Mr. Martin stated he can move forward with the engineering. He will engage the engineer for Option one and two not to exceed \$20K. This will allow things to move faster and perhaps have bids included with the engineering.

Council asked if the right of way for the road construction existed. Mr. Martin stated there is enough right of way to work with, but the affected neighbors will be contacted and informed.

5. Discussion, Consideration and Possible Direction regarding the Utilization and Realignment of Main Street and Montezuma Castle Highway and the remaining parcels (Old Circle K property). Staff Resource: Russ Martin

Project Summary: Mr. Martin gave Council a brief review of this item. The discussion concerns how to utilize the old Circle K property without infringing on the adjoining properties and their owners. This includes realignment of the traffic light currently on Finnie Flat and the one-way access road coming from Montezuma Highway. There is also interest in the remainder of the old Circle K property (after the traffic alignment is concluded) from Marc Roubik, owner of the Rain Tunnel Car Wash (the adjoining property to the north). Mr. Martin stated Mr. Roubik could not be present tonight but had presented a rough outline of what he would like to do with the property if he were able to purchase it.

Need/Justification: The realignment of Main Street and Montezuma Castle Highway to improve traffic flow and utilize the remaining Town Property (old Circle K property) in the best manner possible.

Additional Information/Comments: The Council discussed two issues regarding this Discussion;

- 1. The best option to realign Main Street and Montezuma Castle Highway, this would include repositioning the current streetlight.** Mr. Martin stated that several years ago direction for this matter included taking the intersection and tying it into the shopping center. The designs presented tonight are based upon that direction. If the intersection is tightened even further, the traffic is redirected onto Arnold Street and the remaining property would be less, making it very tight. The Town acquired the property (old Circle K property) for both options.

The best option for the turns would require crossing into the private property of the shopping center, not connect with Arnold Street. This is the preferred option.

Mr. Martin reminded Council that the designs are based on previous direction given staff several years ago. If Council has any other ideas or would like to move in a different direction, final design concepts have not been finalized yet.

Councilor McPhail asked if there were a preferred option for the realignment. Mr. Martin replied yes, the one previously stated.

2. Best utilization of what would remain of the Town parcel (Old Circle K property) after the realignment (and further discussion of the road realignment)

The floor was turned over to Mr. Charlie German. He spoke regarding the utilization of what would remain of the Circle K parcel after the realignment, stating the engineering will determine the best alternative for the realignment. He is proposing a *Friendship Plaza Development*. This development would be a joint effort between the Yavapai Apache Nation and the Town of Camp Verde. If the realignment is off Arnold Street, less property would remain of the Circle K parcel. If the southern access is utilized, closer to the real estate office, it would leave more of the Circle K parcel intact.

Councilor Baker asked about the referencing of Arnold Street during the discussion. Mr. German explained the realignment would move the current light, which is at Finnie Flat and the one-way access ("bypass") road from Montezuma Highway, to Main Street and Arnold Street.

Councilor Whatley asked if the "bypass" road would be abandoned. Mr. German replied the left-hand turn would probably be abandoned. Only a right-hand turn would be allowed. Proper signage would have to be posted.

Council was provided a draft of the realignment that included a photograph of the proposed area on one side and a draft drawing (referred to as the "picture" side) on the other. Mr. Martin reiterated that the "picture side" is the preferred alignment.

Mr. Martin stated the left-hand turn would be eliminated. The preferred alternative will include a light at Main Street and Arnold Street. The photograph alternative is least desirable because it is tight.

Council asked Mr. Martin why the Arnold Street option was presented if it was too tight for traffic.

Mr. Martin replied, because traffic engineers like to tie into existing roads. Offsets cause potential conflicts. Also, if there was a significant redevelopment of the property adjacent to Arnold Street such as a hotel and restaurant. This would positively impact the traffic on Arnold Street, which is a great opportunity. That being said, the realignment would want to be turned into Arnold Street with a light. If it is not, and the light is positioned toward the shopping center, traffic turning right off of Arnold onto Main Street would immediately be faced with a traffic light, which would back up traffic on Arnold Street.

Vice Mayor Butner asked about the property where the Valley View is located off of Arnold Street. Vice Mayor Butner had heard talk of the property possibly being sold and purchased by a construction company. He wanted to know if there were any plans for the property. Mr. Martin replied he had not heard anything different than what Vice Mayor Butner had just said.

Mr. Martin stated we need to restrict the traffic through the empty places near businesses and force traffic back onto Main Street.

Councilor Whatley stated that traffic is currently busy enough that it is difficult to make a left hand turn out of the shopping center or Arnold Street onto Main Street.

Mr. Martin stated there would need to be consideration for additional traffic implementations such as a double light or stop bars to help the traffic on Arnold Street.

Mayor Jenkins asked Mr. German how either one of these scenarios of realignment impact the work he has done with the Friendship Plaza Development.

Mr. German replied, either option would work, but it would be better to tie into Main street off of Arnold. It would depend on what the engineering says on the incline toward Arnold.

Councilor Murdock expressed concern over the tie into Arnold. She prefers the tie in at the Shopping Center. Triggers (tripping for a green light or keeping a green light on longer) could be added to Arnold Street to assist in the traffic flow. She feels if the Town is leaning toward supporting the Park (Friendship Plaza Development), the "shopping center" tie in would leave more space for traffic and parking.

Councilor Whatley expressed concern about how the realignment would affect the Rain Tunnel Car Wash and asked Mr. German how his group felt about the realignment. Mr. German replied he had spoken to several business owners in the area about the realignment and the proposed Friendship Plaza. He stated they were interested, and that is why he is bringing it before Council.

Councilor McPhail suggested putting the Park in the open space near Ace Hardware, however, she is not recommending any particular option.

Councilor McPhail also pointed out that the diagram presented showed more open area, however, none of these options are ideal. Perhaps it could be redesigned to ease the flow of traffic and encompass the view.

Mayor Jenkins said it would be helpful to know what the Car Wash is going to do.

Mr. Martin outlined the Car Wash proposal. He clarified that he is merely presenting the proposal, not supporting it. This following information is from the owner of the Car Wash. Mr. Martin stated the following;

- The owner of the car wash is following Council direction from the past (aligning the road with the shopping center)
- Acquire the property where the old Circle K building was located.
- Abandoned the bottom slip ramp on the circle K property and make it pedestrian friendly.
- There are no vertical issues at this time.

Councilor Murdock stated her vision of Friendship Plaza was one of unobstructed views. She expressed concern that the car wash proposal is for condominiums or subsequent housing. She understands this is merely a proposal. She supports the entire Friendship Plaza proposal, not a smaller version.

Mr. Martin stated there are many large, complications in the car wash owner proposal.

Councilor McPhail stated the proposal creates several problems, including changes in zoning, the loss of the view and does not visually enhance the area. She does not support the proposal for additional housing in this location.

Councilor Whatley is against the idea of a housing development in this area. Council is concerned about the aspect of "density change" and how it would affect the Town.

Vice Mayor Butner spoke about a seminar he attended at the League of Cities and Towns where a town revamped an old industrial building into very nice condominiums. It had a very positive outcome despite the difficulties. He encouraged Council to think about density change for the future.

Councilor Baker stated it is not a good area for additional housing because of the additional traffic. She does not support the car wash proposal, but encouraged examination of the Valley View Property.

Council discussed the property where the Valley View restaurant is located. Many things could be done with the property, such as living areas and craft business.

Council agreed by consensus that placing a building (housing development) on the old Circle K property would be detrimental to the Town. Council does not support such a plan.

Mr. Martin stated the car wash owner was looking for an opportunity to expand but would understand the Council's feelings on the matter.

Ruth Bonde spoke regarding usage of the old Circle K property. She stated that it would be a good place for a War Memorial. A Memorial would not take up a lot of room. It would be nice for people to recognize the sacrifices made by our military.

Mr. German replied, stating that the Yavapai Apache Nation and Camp Verde have been working on projects together throughout the years with great success. They proposed "Friendship Plaza" on the property to celebrate both the Nation and Camp Verde. It would include the Nation's history and the Town's history. They determined the property was a good place to put a memorial/history park because of the expansive view.

Mr. Martin reminded Council that the car wash owner has several other ideas to develop his property. Mr. Martin and Economic Development Director Steve Ayers will continue to work with him for the best alternatives.

Councilor Murdock asked for clarification on what decisions or direction is expected of Council with this discussion.

Mr. Martin clarified that there is a grant coming forward and a design can be done. The Arnold alignment is more costly because it is a tight exit and requires retaining walls on property the Town does not own. Staff can move forward with engineering and proposals. He stated staff will not move forward with a design until Council allocates resources for it.

Mayor Jenkins stated Council has no direction to staff on this item.

6. Discussion, Consideration and Possible Direction regarding the final bid packet for the Sports Complex Concession and Restroom facility. (Staff Resource: Russ Martin/Jim Waters)

Project Summary; Review of proposed building plans of the Sports Complex Concession and Restroom Facility by Council as presented by CIP Project Manager Jim Waters.

Need/Justification; The facility/building is part of the overall plan of the park. Its primary function is to provide restrooms, a serving kitchen and a place to eat and congregate at the park.

Additional Information/Comments; Mr. Martin and Jim Waters spoke regarding the details of the proposed building. Mr. Martin understands Council has some concerns about the bids. He asked Council to stay engaged with this process through the financial operations guide. Council can give direction to staff in the bid processes. He suggested that two members of the Council act as liaisons when the design and construction of significant buildings is occurring, such as a new police station or City Hall. This way, notification at certain times during the processes can be shared with other Council members. This keeps Council engaged in the process.

Mayor Jenkins asked Mr. Martin how Council is informed about pertinent projects they may be interested in. Mr. Martin replied by Councils direction to fund them.

CIP Project Manager Jim Waters told Council that it would be beneficial if Council members looked at the building plans he had brought. He displayed the plans so Council could review them in their entirety.

Councilor Whatley asked how many bathroom cubicles for men, and how many for women.

Mr. Waters replied that according to code, what the women have, the men also must have and vice versa. Each gender must have equal facilities. There are two extra rooms

(family restrooms) that include baby changing facilities. Total bathrooms/toilet facilities total 14 spaces. There is another small room (12 feet by 6 feet) for maintenance and cleaning supplies. The plan also includes a changing room for the umpires and a small office for a park manager. The building includes a "serving" kitchen with an ice machine and compartment sink and filtered water. The kitchen includes pull down lights and multiple electrical outlets throughout. There are roll down doors over the windows and ADA counters.

Mayor Jenkins asked if this was the only building being provided for the park. Mr. Waters replied yes, as far as he knows. Mayor Jenkins also asked if this plan was typical for concession stands as far as bringing food in and not cooking it on site. Mr. Waters replied yes, in all the facilities that he has been involved in.

The exterior dimensions of the building are 41 ft by 41 ft. There is an outside barbeque grill. The kitchen does not have ovens or stoves.

Mayor Jenkins asked if the umpire room was the only umpire room for the entire complex. Mr. Waters replied yes.

Council asked if the plans have been approved by the health department.

Mr. Waters replied not yet, however, he does not anticipate any problems with the health department because the facility is not cooking food. Councilor Moore stated it is important the plans get approved by the health department before getting bids. She stressed that health department approval is not a quick process.

Councilor Murdock expressed concerns about the lack of stove or oven in the kitchen. Often people are at the park for the entire day, they will need a "real" meal. She stated the facility needs an oven/stove to adequately serve food, especially at large events. She feels without a stove/oven the Town is "underserving" the community.

Director of Public works Ken Krebbs spoke regarding cooking at the facility. He stated there are alternative appliances that can be used to heat and cook food that don't have to be approved like a commercial range/hood/stove. He explained that anytime a facility puts in a device that heats any type of grease laden vapors, a hood vent system is required if the food is cooked inside. The hood/vent system must be engineered prior to construction.

Councilor Moore stated that a hood and suppression system is about \$30k to \$40k and must be inspected every two years. It is expensive and there are only a few companies that do it. A commercial stove is around \$2k. Children must also be limited in the area near a commercial stove. The cost of a stove is a concern as is the maintenance, however, she would like to examine considering putting in a commercial stove. The reported cost of the maintenance facility is \$500k. For the cost of the building, it would appear that putting in a commercial cooking facility needs to be examined.

Vice Mayor Butner agreed, stating the need for a commercial kitchen that can cook and prepare food is in the best interest of the Town and future of the park.

Councilor Moore discussed several options such as an electric convection oven that could be used as opposed to deep fryers. She suggested Council examine options other than a commercial stove.

Mayor Jenkins stated that it appears there is consensus that the Council would prefer to have some device used to cook at the park.

Council agreed that further study on the stove/cooking apparatus for the kitchen be examined before moving forward, such as a large, outdoor flattop grill. It was also suggested to examine Cottonwoods concession stand for ideas.

Mr. Waters stated he came into the project after it was designed. He spoke to the architect who told Mr. Waters that the direction he was given was to have a "serving" kitchen as opposed to a "cooking" one.

Mike Marshall, Parks and Rec Manager explained this issue from a user point of view. He stated staff research indicated that virtually no facilities/towns have a commercial oven/stove in their snack stands. The condition was found throughout facilities in the state. Instead, heating appliances are used, such as hot dog heaters as opposed to a commercial stove/oven. He went on to say that a commercial kitchen requires a great deal of inspection, maintenance, and rules. He told Council the plan was never to have a "cooking" kitchen at the park. The Health Department will also impose strict rules about cooking, cleaning and how food is prepared and stored with a commercial kitchen. He stated that his office did not feel that the absence of a commercial kitchen was a detriment to the facility. He said they were looking at "self-contained" cooking units that don't require a hood vent. The intent of the kitchen was to have a large facility with adequate room for cleaning and serving food. There is an outdoor space at the concession stand for cooking.

Bree Murdock (written through Zoom and read by Town Clerk Cindy Pemberton)

"I feel we need to think ahead for the second phase and remember that it will need its own concession stand and bathroom."

Mr. Marshall went on to say that in the future each field will have its own concession stand and bathroom facilities.

Councilor McPhail wondered if the outdoor grill could be used to cook food. There was discussion about cooking the food outside and then bringing it inside.

Council expressed concern about the cleaning of a commercial stove. This may add a lot of cost and complications to the facility.

Mr. Waters reiterated that there is a propane barbeque for cooking food outside.

The conversation moved to the proposed water catchment system and solar panels. Mr. Waters explained the rain collection barrel which holds about 1500 gallons. The architect put this in to assist in watering all the potted plants around the building. Mr. Waters has concern about this system because one good rain will overflow the tank. A drain was added, but the drain empties out onto the concrete where people are congregating. Mr. Waters would like to eliminate this item. He would like to get a bid for building the facility with the system, and without.

Councilor McPhail explained that the park is using reclaimed water and planting low water to no water plants, per the grant requirements. She would like the rain barrel option deleted.

Council agreed to eliminate the rain barrel/tank/rain harvesting option.

Council returned to the discussion regarding the commercial kitchen. It was decided that the grill on the outside of the building needed to be large and the area covered. Perhaps an electric griddle for pancakes and warming ovens might be an option. Some Council members felt cooking outside and then moving the food inside was inefficient.

Mr. Waters stated there are picnic tables all around the facility.

The discussion moved to the solar panels on the roof of the facility.

Councilor McPhail stated it would make more sense to have solar panels on the maintenance building, but not on the concession portion. The maintenance building is a better choice because it would be in use more often. She stated solar panels in this setting may not be the best option and too expensive.

Councilor Whatley wanted to know if the Town gets paid or credited for any electricity it gathers through solar panels and doesn't use.

Mr. Martin explained net metering. He stated the cost associated with the construction of installing the solar panels exceeds the benefit of having it.

Mayor Jenkins stated she did not support either the water harvesting nor the solar panels. Rather, she would like to see a well-built building that can stand the test of time.

Vice Mayor Butner wanted to know if the maintenance structure is "overbuilt" (regarding structural integrity) to accommodate the solar panels.

Mr. Waters replied the solar panels don't weigh very much. He stated the engineer probably did not over build the roof for the solar panels or the water catchment. The roof is appropriate for the building.

Mr. Martin explained the two-roof structure of the building. One roof covers the building and the other overlaps it to include a greater area of shade. It is like a ramada building that covers the other building and picnic tables.

Council agreed to delete the solar panels and the water catchment system from the bid for the Maintenance/Concession building.

Mr. Waters told council he would eliminate the solar panels and water catchment system from the bid and look into alternative cooking systems for the kitchen.

The meeting was adjourned at 7:25 p.m.

7. Adjournment



Mayor Dee Jenkins



Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 12, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 13th day of December, 2021.



Cindy Pemberton, Town Clerk