

**(Corrected) MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 7, 2022 at 6:30 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 6:30 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffer, Councilor Robin Whatley, Councilor Jesse Murdock, Councilor Jackie Baker and Councilor Cris McPhail are all present.

Also Present

Deputy Town Clerk Virginia Jones, Town Clerk Cindy Pemberton, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor McPhail led the Pledge.

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) Work Session – October 12, 2022 at 5:30 p.m.
- 4) Regular Session – October 19, 2022 at 6:30 p.m.
- 5) Work Session – October 26, 2022 at 5:30 p.m.
- 6) Work Session Retreat – November 1, 2022 at 5:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session - Wednesday, December 21, 2022, at 6:30 p.m.

c) Possible Approval of Resolution 2022-1100 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the Regular Election held on November 8, 2022. Staff Resource: Cindy Pemberton

Mayor Jenkins asked Council for their availability to schedule an Executive Session for next week. Council will need to add an Executive Session on Wednesday, December 14, 2022 at 5pm to start interviews for the Interim Manager Position.

Motion made by Vice Mayor Moore to approve the consent agenda including the additional Executive Session Meeting set for Wednesday at 5:00 p.m. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

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

No public commented.

6. **Special Announcements and presentations**

• **Public Works Quarterly Report Staff Resource: Ken Krebs**

Public Works Staff gave each of their division's Quarterly Report. Staff members include Dorie Blair, Jeff Kobel, Troy Odell, Jeff Lowe, and Shawna Figy.

• **Economic Development Quarterly Report. Staff Resource: Steve Ayers**

Economic Development Staff gave each of their Division's Quarterly Reports. Staff members include Director Steve Ayers, Specialist Crisi Clark and Specialist Sean Brooks.

• **Clerk's Office Quarterly Report. Staff Resource: Cindy Pemberton**

Town Clerk Cindy Pemberton reviewed the Clerk's Office Quarterly Report. Ms. Pemberton also informed the Council that Maricopa County Superior Court has issued by Court Order a recount for Yavapai County. This does not affect the Town directly; it only affects the AZ Attorney General and AZ Superintendent of Public Instruction races.

7. **Discussion, Consideration and Possible Appointment of one (1) member to serve on the Planning & Zoning Commission for a term that Expires 2026. One applicant, Andrew Faiella.** Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton said Council received one application for the Planning and Zoning vacancy. This member will serve a three (3) year term that will begin on January 1st.

Andrew Faiella introduced himself and restated his commitment to the Commission. He is currently serving on the Commission now.

Motion made by Vice Mayor Moore to appoint Andrew Faiella to the Planning and Zoning Commission for a term that expires 2026. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

8. Discussion, Consideration and Possible Appointment of one (1) member to serve on the Board of Adjustments for a term that Expires 2026. Two applicants Rodney Corbin and Nancy Higginbotham. Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton said the Board of Adjustments has one vacancy. Her office received two applications: Rodney Corbin and Nancy Higginbotham. The 3-year term will expire January 2026.

Rodney Corbin introduced himself and reviewed his previous Board experiences.

Nancy Higginbotham introduced herself and said that she is currently serving on the Board of Adjustments; her term is expiring.

Motion made by Councilor Baker to appoint Rodney Corbin to the Board of Adjustments for a term that expires 2026. Second was made by Councilor Escoffier.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

9. Discussion, Consideration and Possible Approval of the FY24 Budget Calendar. Staff Resource: Mike Showers

Finance Director Mike Showers reviewed the FY24 Budget Calendar and the detailed budget timeline. He is hoping to get everything done in June.

Vice Mayor Moore would like to add a Work Session to talk about town fees. After some discussion, Mr. Showers will bring back fee suggestions to Council at a future Council Meeting.

Councilor Baker said that citizens do not appreciate daytime meetings because they have day jobs and cannot attend the meetings to give their input.

Councilor Escoffier would like to know what the departments submits verses what the Manager recommends for CIP projects.

Councilors discussed different day and time options to add more meetings.

Mr. Showers will change the suggested Friday meetings to Wednesdays and coordinate the calendar with the Town Clerk, plus add a new Work Session to review Town Fees. He will remove the February 10th meeting, but Council needs to look at their calendars, specifically at the Friday meetings that could possibly change to Wednesday; make sure they aren't out on vacation. Meetings will start about 5pm. He could possibly add a couple hours each day; potentially to the Thursday meetings.

Motion made by Vice Mayor Moore to direct staff to bring back a revised calendar as per the discussion. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

Mayor Jenkins would like to move Item 17 after Item 10 to keep the Community Development Department items together.

Break: 8:20pm

Resume: 8:30pm

10. Presentation, Discussion and Possible Direction to staff on long-range planning projects as it relates to the Community Development Department. Staff Resource: BJ Ratlief

Town Planner BJ Ratlief gave an update on long range planning projects. These projects include Coding amendments, update to Sign Ordinance, Right to Farm Ordinance (not open discussion on the Animal Count), and Main Street Plan & General Plan Updates. The Right to Farm Ordinance has been set aside until Spring. Ms. Ratlief said the animal count needs to be addressed separately, not in the Right to Farm Ordinance discussion. Hobby verses commercial operation needs to be clarified.

Council is ok with keeping the animal count separate from the Right to Farm Ordinance discussion.

Direction to staff is to hear what the public has to say about the animal count but keep it separate from the Right to Farm conversations. The Right to Farm is not about the animal count. Also, it is ok to step back from the Main Street Area Plan and go to kick start the General Plan with a Joint Session with Council and Planning and Zoning Commission.

Motion made by Councilor Murdock to direct staff to continue forward with long range planning as presented and continue to work on the Right to Farm Ordinance with keeping the Animal Count separate and moving forward with the General Plan as stated. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

17. **DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1097, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA APPROVING THREE (3) FINAL SITE PLANS FOR HIGH VIEW AT BOULDER CREEK PAD (PLANNED AREA DEVELOPMENT). EACH PARCEL IS ZONED C3-PAD (COMMERCIAL: HEAVY COMMERCIAL – PLANNED AREA DEVELOPMENT). SITE PLANS INCLUDE ZANE GREY MINI STORAGE ON PARCEL 403-15-009B, ZANE GREY RV AND BOAT STORAGE ON PARCEL 403-15-009A, AND DEAD HORSE RV REPAIR AND SALES ON PARCEL 403-15-009C.** Staff Resource: Cory Mulcaire

Town Planner Cory Mulcaire reviewed the background on this item. They are looking for Final Site Plan approval of (3) of the projects. Jeremy Bach is attending via ZOOM and was available for questions.

Motion made by Councilor Escoffier to approve Resolution 2022-1097, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving three (3) Final Site Plans for High View at Boulder Creek PAD (Planned Area Development). Each parcel is zoned C3-PAD (Commercial: Heavy Commercial – Planned Area Development). Site plans include Zane Grey Mini Storage on parcel 403-15-009B, Zane Grey RV and Boat Storage on parcel 403-15-009A, and Dead Horse RV Repair and Sales on parcel 403-15-009C as amended by staff. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

11. **Discussion, Consideration and Possible Approval of Ordinance 2022-A475, an Ordinance of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, Amending Section 2-3-7.1(B) Management of Meetings (Meetings will conclude at 10:00 p.m.).** Resource: Mayor Jenkins

Council Members were able to choose an option for amending Section 2-3-7.1 of Ordinance 2022-A475 Management of Meetings:

- **OPTION A-** Section 2-3-7.1 (B) Meetings will conclude at 10:00 p.m. with planned recesses during the meeting. (This completely removes the 10:00 p.m. from the Code)

- OPTION B- Meetings will conclude at 10:00 p.m., or prior to 10:00 p.m. the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline.
- OPTION C- Meetings will conclude at 10:00 p.m., or prior to 10:00 p.m. the Mayor, or in case the Vice Mayor or other Council member is presiding over the meeting, shall have the sole authority to announce the meeting will continue pass the 10:00 p.m.

Mayor Jenkins said Option C is not an option. Mayor Jenkins stated 'I think it's pretty self-explanatory but this Mayor wouldn't want to do Option C. So I wanted to make it very clear that this Mayor would not want to do that.'

Motion made by Councilor Whatley to approve Ordinance 2022-A475, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County Arizona, amending Section 2-3-7.1(B) Management of Meetings using Option B. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye
 Councilor McPhail: aye
 Councilor Murdock: aye
 Councilor Whatley: aye
 Councilor Escoffier: aye
 Vice Mayor Moore: aye
 Mayor Jenkins: aye
Motion carried 7-0.

12. Discussion, Consideration and Possible Appointment of Council members as Town Representatives and alternates to various Boards, Committees and Organizations. Staff

Resource: Cindy Pemberton

Town Clerk Cindy Pemberton has left a handout with information for each Member. The list of assignments is as follows:

- Copper Canyon Fire & Medical District Liaison- Jenkins/Escoffier
- Yavapai College Governing Board- McPhail
- Yavapai Apache Nation Liaison- McPhail/Baker
- Intergovernmental Association Meetings- All Council
- NACOG Regional Council- Baker/Escoffier
- VVREO- Murdock
- League of Resolutions Committee- Jenkins
- AZ Municipal Risk Retention Pool- Elected Position
- Verde Valley Transportation ORG- Baker/McPhail
- Verde Valley Transit Committee- Baker
- VV Water Users Liaison- Moore
- Verde Valley Homeless Coalition- Steve Ayers will bring more information to Council
- Mental Health Coalition- Steve Ayers will bring more information to Council
- Verde Front- Moore/Jenkins
- Verde Valley Steering Committee of MATFORCE- Baker/Escoffier
- PSPRS Board Chairman- Jenkins
- Phillip England Center for the Performing Arts Foundation- Whatley/Baker
- Verde Valley Leaders- Jenkins
- County Co-op- Jenkins

- Friends of the Verde River- Escoffier/Baker
- School Board- Whatley/McPhail
- Sustaining Flows Meeting- Steve Ayers will bring more information to Council
- Truancy Committee- McPhail
- CV Dark Skies- Escoffier/Baker
- Earth Day- McPhail
- Welcome Home Vietnam Vets/Traveling Wall- Baker

Motion made by Councilor Whatley to approve Council Committee assignments as stated. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
 Councilor McPhail: aye
 Councilor Murdock: aye
 Councilor Whatley: aye
 Councilor Escoffier: nay
 Vice Mayor Moore: aye
 Mayor Jenkins: aye

Motion carried 6-1.

13. **Discussion, Consideration and Possible Approval to establish an IT Department or Division consisting of adding an IT System Administrator and IT System Tech job descriptions and wage scale with funding from Town Manager's budget.** Staff Resource: Russ Martin
 This item was tabled.

14. **Discussion, Consideration and Possible Approval of a career ladder, job descriptions, and new pay ranges for the positions of Permit Technician I, II and III.** Staff Resource: Roxanne Jasman

Community Development Director John Knight reviewed the positions, descriptions and pay ranges. This information has been discussed with HR.

Vice Mayor Moore would like the Permit Technician Career Ladder to say, "*for at least (1) year OR have met all the requirements*". You might be limiting yourself, one year is a long time. Mr. Knight explained they are trying to create a career ladder that is specific to those positions.

Motion made by Vice Mayor Moore to approve the career ladder, job descriptions and new pay ranges for the positions of Permit Technician I, II, and III with the change in description to read, "to qualify for the Permit Technician position all candidates must possess a high school diploma or GED, have a Permit Technician Certificate, worked as a Permit Technician for at least (1) year or have met all the requirements of the Permit Technician Career Ladder". Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
 Councilor McPhail: aye
 Councilor Murdock: aye
 Councilor Whatley: aye
 Councilor Escoffier: aye
 Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

- 15. Discussion, Consideration and Possible Approval to accept or reject the FIRST AMMENDMENT TO LEASE AGREEMENT Between the Town of Camp Verde and Verde Lakes Recreation Corporation 2022 for Parcel 404-15-257C.** Staff Resource: Kathy Hellman

This item was tabled.

- 16. Consideration, Discussion and Possible Approval to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 grant to build the canopy for the automated library branch (Parcel 404-15-257C-Verde Lakes) in the amount of \$50,000.00 and allocating \$50,000.00 in matching funds from the general fund.** Staff Resource: Kathy Hellman

This item was tabled.

- 18. 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))

Sheila Stubler, Fort Verde State Park- wanted to thank Council for sponsoring the Candle Light Tours on Saturday, December 10th, free admission from 5:00 p.m. to 8:00 p.m. She would also like help from the community to spread the word that the park is open even with the road closures for the light parade. Ms. Stubler presented the traditional wreath to Town Manager Russ Martin from the Fort Verde State Park.

- 19. Council Informational Reports.** *These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. 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 attended a production of the Nutcracker and she informed Council that on December 18th at 3pm, the Cottonwood Community Band will be in the Multi-Use Center playing Christmas music.

Councilor McPhail attended Game Con, Tribal Council Meetings, JAG Induction Ceremony at the High School, Verde Valley Regional Transportation Planning Organization, Teen Game Night, and the bricks are starting to go in Hallett Plaza. She also mentioned the Casino has an ice-skating rink that is open to the public and a need for a County-wide advocacy group for transportation.

Vice Mayor Moore attended the JAG Induction. She also added the Parks and Rec Commission applications are out; we need a good turnout for this. Council needs to come up with a list of questions.

Councilor Escoffier toured the Public Works Department.

Mayor Jenkins attended the JAG Induction, met with Frame Tech to get an update, met with Northern Arizona Healthcare Josh Tinkle and received a letter with his goals for the facility, and met with the representatives from the Verde Valley Sanctuary.

- 20. Manager/Staff Report** *Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.*

Town Manager Russ Martin-

- Jeff Lowe shared his concerns about the water company. He is working on getting two (2) more employees. Waste water fees may be increasing. Mr. Lowe will give updates when a study happens but he is moving forward with that.
- Marshall Rowley is on a police scene tonight; Mr. Martin will update as he gets information.
- Tim Wiggle passed away the Sunday after thanksgiving. He has given about 6,000 hours to our community. A Celebration of Life is planned for Spring. Mr. Martin would like to possibly honor him with a road named after him.
- An Active Shooter Training is planned for this weekend in Sedona. Mr. Martin will send out exact details to each Council Member.

- 21. Discussion, Consideration, Consultation and Direction to staff regarding the purchase of real property. Note Council may, by majority vote, recess the meeting, hold an executive session with staff and then reconvene for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(7). Staff Resource: Steve Ayers and Heather Vinson**

This item was tabled.

22. Adjournment

Mayor Jenkins adjourned the meeting at 9:54 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 December 7, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9th day of January, 2023.



Cindy Pemberton, Town Clerk