

**(Corrected) MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, APRIL 19, 2023 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 Escoffier, Councilor Jackie Baker, Councilor Jesse Murdock, and Councilor Cris McPhail are present. Councilor Robin Godwin is absent.

Also Present

Interim Town Manager Gayle Mabery, Town Attorney Trish Stuhan, Town Clerk Cindy Pemberton, Administrative Clerk Jadie Edwards, Deputy Town Clerk Virginia Jones and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock 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 – March 30, 2023
- 2) Regular Session – April 5, 2023

b) Set Next Meeting, Date and Time:

- 1) Joint Session with P&Z Commission - Wednesday, April 26, 2023, at 5:30 p.m.
- 2) Regular Session - Wednesday, May 3, 2023, at 6:30 p.m.
- 3) Special Session - Wednesday, May 10, 2023, at 5:30 p.m.

Motion made by Councilor McPhail to approve the consent. Second was made by Councilor Escoffier with corrections to the minutes.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: absent
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: 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.) *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))*

Shannon Rhoda would like the Council to consider hiring another Code Enforcement Officer. The Town is a lot to cover for one person. There are several properties that aren't kept up to code and codes and laws need to be enforced.

6. **Special Announcements and presentations**

Proclamation –Declaring Saturday, April 22, 2023 as Camp Verde’s Arbor/Earth Day Celebration 2023. Economic Development Director, Molly Spangler

Economic Development Director Molly Spangler spoke about the celebration. Mayor Jenkins would like to note one correction, to change the designation for Mayor to read Dee Jenkins, Vice Mayor. Mayor Jenkins read the proclamation and declared it so.

7. **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 McPhail attended the Yavapai College Governing Board Meeting, Game Night, the Tribal Council Meeting, and a ribbon cutting at a local business. She attended the volunteer appreciation BBQ and welcomed everyone to attend Earth Day festivities on Saturday. Ms. McPhail wanted to thank the Street Department for filling in potholes so quickly.

Vice Mayor Moore gave updates on events in the Verde Valley: the Haven will be holding a Job Fair May 4th, there are monthly Craft Fairs at the Verde River RV Resort, the next one is scheduled for May 6th from 10am-3pm, there will be a Verde Natural Resource Conservation District Meeting on May 12th at the Camp Verde Library from 9am-12pm and there will be a “BeneVet” Event/Cornhole Tournament at the Agave Highland Golf Course in Cornville on May 21st from 11am-6pm.

Councilor Escoffier attended a MATFORCE Meeting and an Open House with the Forest Service, School District and Marshal Office regarding motorcycle use on the school property adjacent to the old Forest Service airstrip on Old Church Road.

Mayor Jenkins said she attended the normal monthly meetings with the exception of the League Meeting which was canceled this week. She also attended the Forest Service, School and Marshal's Office Open House with Councilor Escoffier. Mayor Jenkins also noted she attended the 10th Annual Reception for Yavapai College Foundation at Cliff Castle Casino. This foundation gives financial aid to nontraditional students.

8. **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.*

Interim Town Manager Gayle Mabery

- The deadline for Town Manager recruitment is April 30th. They have received 20 applications so far. Council will go through the applications with the recruitment coordinator on May 10, 2023 to determine semifinalists.
- Ms. Mabery wanted to correct some misinformation from recent news coverage. The headlines led members of the community to believe homeowners were to receive money for flood damage to their property. She said the State did set aside money for Yavapai County, but it is for local governments to fix infrastructure & damage to government properties. She is unsure of the amount.
- The Camp Verde Sports Complex will have a soft opening with kids playing on the field by the end of May. The lighting will not be done by that time so games will be scheduled for daytime hours.

9. **Discussion, Consideration and Possible Adoption of Amended Town Personnel Manual.**

Human Resources Director Julia Kaiser presented the personnel manual and noted some changes that were added since Council received the manual:

- On page 69, ***Policy on Pay Adjustments, Section 3-3-5, Section C***: at this time, Human Resources is not requesting any changes to this policy specifically in regards to the maximum pay rate. In practice the Town has not always adhered to this, and after consulting with the Town Attorney, and as a Council adopted policy, the salary range maximum will be enforced in the future.
- On page 80, there are two typos: (1) ***Section 3-14-2 Definitions, Meal Periods***, at the end of the first sentence, it should say “...meal ~~beaks~~ breaks.” and (2) ***Rest Periods***, should read “***Rest period of 10 15 minutes are paid***”

Motion made by Vice Mayor Moore to approve and adopt the amended Personnel Manual with the corrections made by Julia (Kaiser Human Resources Director). Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: absent

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 6-0.

10. **Discussion, Consideration, and Possible Adoption of Resolution 2023 -1106, a resolution of the Mayor and Common Council for approval of final site plan for partial development of Verde Commercial property zoned C2-PAD (Commercial: General Sales and Services – Planned Area Development). Site plan includes a 12,800 square foot UPS Logistics Center on parcel 403-22-035P, Camp Verde, Yavapai County, Arizona. Staff Resource: Cory Mulcaire**

Town Planner Corey Mulcaire presented the UPS final site plan. She said the applicant is attending via zoom, if Council has any questions.

Councilor Baker thanked the developer and staff for their work.

Councilor Escoffier asked about landscaping. Applicant Blake Carroll said landscaping is planned around the entire property.

Councilor Murdock wanted to clarify if this is a distribution center and not a store front. Mr. Carroll said this is a 35-truck distribution facility. Trucks come to load up and then distribute parcels around the Verde Valley but there will be a customer service counter available for customers who have issues, they can go in and speak to someone there.

Motion made by Vice Mayor Moore to adopt Resolution 2023-1106, a resolution of the Mayor and Common Council for approval of final site plan for partial development of Verde Commercial property zoned C2-PAD (Commercial: General Sales and Services – Planned Area Development). Site plan includes a 12,800 square foot UPS Logistics Center on parcel 403-22-035P, Camp Verde, Yavapai County, Arizona. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: absent

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 6-0.

11. **Discussion, Consideration and Possible Approval of the request from MATFORCE to terminate their lease of the Town's property location at 600 South Main Street, effective April 30, 2023, and directing staff to reimburse MATFORCE up to \$9,155.00 for tenant improvements made to the property.** Staff Resource: Gayle Mabery

Interim Town Manager Gayle Mabery stated MATForce recently notified the Town they would like to terminate their lease. They don't need the amount of space in this building because they can work remotely. She stated the original lease agreement doesn't state what happens in regards to tenant improvements. They have made significant improvements in the two years they have leased the building. Staff recommends reimbursing them an amount up to \$9,155 which is half of the costs of their improvements. Ms. Mabery stated the address 600 South Main Street is incorrect.

Councilor Baker suggested the Council consider reimbursing them three quarters of what they spent instead of half because the improvements are valuable.

Mayor Jenkins asked if the Town has plans for the building once MATForce moves out? Ms. Mabery says they are looking at which staff can move there. This will delay the need to renovate the 300 building but the Town will still have to put a generous amount into renovations.

Vice Mayor felt the \$9,155.00 was generous as funding will need to be used to renovate.

Councilor Escoffier supported Vice Mayor Moore's sentiments.

Motion made by Councilor Murdock to approve the request from MATForce to terminate their lease of the Town's property located in Camp Verde, effective April 30, 2023, and direct staff to reimburse MATForce up to \$9,155.00 for tenant improvements made to the property. Second was made by Vice Mayor Moore.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: absent

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 6-0.

12. Work Study Session on Water and Wastewater Rate Study/Analysis and Long-Term Financial Plan. Resource: Dan Jackson, Economists.com

Economist.com representative Dan Jackson gave a presentation on Water & Wastewater Rate Study/Analysis and Long-Term Financial Plan. He included two scenarios to consider for Water Rate Plans and two plans for Wastewater Rate Plans. Councilor McPhail suggested introducing more tiers. He presented his recommendations as the next steps moving forward. Councilor Escoffier inquired about wastewater usage associated with senior rates. Mr. Jackson said many cities have a senior citizen rate. There are advantages for those seniors who are on a fixed income to pay less. The disadvantage is to the utility because seniors who are well off and could pay the full rate would also get the discount. Vice-Mayor Moore asked if Council could return for a work session on the topic. Town Manager Mabery stated Council can certainly do that. Councilor Murdock expressed community concern of higher rates versus best interest of the community to protect the water. Utilities Director, Jeff Low stated it has been a pleasure working with Mr. Jackson and looked forward to Council's direction and future meeting.

13. Adjournment

Mayor Jenkins adjourned the meeting at 8:00 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 April 19, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9th day of May, 2023.



Cindy Pemberton, Town Clerk