

MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 14, 2023 at 5:30 P.M.

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 5:30 P.M.
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
Councilor Murdock was absent at the time of Roll Call.

Also Present. Interim Town Manager Barbara Goodrich, Town Clerk Cindy Pemberton, Assistant Clerk Jadie Edwards.

3. **Pledge of Allegiance** Councilor McPhail led the Pledge of Allegiance.
4. **Call to the Public or 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 blue cards.

5. **Discussion, consideration, and possible action to approve staff to enter into and sign an agreement with Local First Arizona as a grant subrecipient to assist in the execution of a workforce development project for the region in an amount up to \$50,000.** Staff Resource: Molly Spangler

Councilor Murdock joined the meeting at 5:31.

Economic Development Director Molly Spangler shared with Council that they are a subrecipient of a local workforce development grant that will be taking part over four counties. Part of that role is to work with Workforce stake holders and develop a blueprint to ask for larger funds to implement workforce solutions here in the Verde Valley. Camp Verde and the BRIC was selected as one of the key back bone sites, which means they have responsibilities associated with this.

There's a strong likelihood that this will continue in future years. It's their understanding that it could be up to \$50,000 every year, maybe less. This grant can be used to pay staff for their time and supplement their payroll items, which Councilor

Baker was happy to hear.

Miss Spangler said this is part of their work priorities, to work on these type of workforce initiatives.

Councilor Escoffier asked if there were any matching funds for this grant?

Miss Spangler said there is not.

On a motion by Councilor Escoffier, seconded by Councilor Godwin, Council moved to approve entering into and signing an agreement with Local First Arizona as a grant subrecipient to assist in the execution of a workforce development project for the region in an amount up to \$50,000.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

6. **Discussion, consideration, and possible approval of Change Order #14 to the Town's contract with Tierra Verde Builders to finish completion of the electrical and lighting for the Camp Verde Sports Complex.** Staff Resource: Ken Krebbs

Public Works Director Ken Krebbs shared with Council that the change order requested this evening was to be able to move forward and complete the electrical and lighting for the Camp Verde Sports Complex. He told Council that Ben Bassous from Tierra Verde Builders was here to answer any questions and bring any clarification.

Tierra Verde Owner Ben Bassous shared with Council the specifics of the change order pertaining to the lights. The original base bid came up to the J Box. From the J Box, over to the lights, and all the way to the top, was never included. When the lights were delivered, Ron Long, directed them to install them. It wasn't correct policy and procedure to install without a signed change order, but it saved a lot of money. Mr. Bassous was not there when this happened, or else he would not have permitted this.

Several Councilors had questions for Mr. Krebbs and Mr. Bassous regarding the change orders. Bassous shared with Council another change orders that may be coming before them.

Vice Mayor Moore shared her frustration with the miscommunication and policy not being followed. She thought it was unfortunate and hopes that circumstances like

this will not keep happening so they can move forward with the project, without having to explain to taxpayers all the newly added costs and price increases.

Mr. Krebbs and agreed and said moving forward, things should go more smoothly.

Councilor McPhail would like there to always be a signed change order before work continues to be done. Everyone understands the price increases due to COVID; however, she would like to see a contingency moving forward so the numbers are adjusted, and no change orders take place.

Councilor Escoffier thanked Mr. Bassous for his clear explanation as to how the wiring didn't fit in the original bid documents.

Mr. Bassous shared that he is not doing any contractor mark up on this, but there will be bonding and sales tax that will be added, which will add another 9%.

On a motion by Councilor McPhail, seconded by Vice Mayor Moore, Council moved to approve change Order #14 not to exceed \$82,000 to the Town's contract with Tierra Verde Builders to finish completion of the electrical and lighting for the Camp Verde Sports Complex.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor McPhail: Aye
Councilor Murdock: Aye
Councilor Godwin: Aye
Vice Mayor Moore: Aye
Mayor Jenkins: Aye
Motion Carried 7-0.

7. Discussion and Review with Council of FY24 proposed Capital Improvement Plan. Staff Resource: Mike Showers

Finance Director Mike Showers shared with staff the proposed Capital Improvement Plan, done in five years, as well as the funding for each. The funding will be coming from several areas.

Mr. Showers explained specific packet details to Council to better understand what they were looking at. As Mr. Showers gave background information to Council on the packet, Council asked him questions to further their understanding.

It is possible, if more projects get funded by grants rather than loans, to adjust the project list. Additionally, if certain projects fall through year to year, they can pull another approved project from a different year.

Gayle Mabery spoke on Zoom, sharing with Council some specifics on potential grants for these projects. They will have a better idea on these grants mid-year.

Mayor Jenkins shared concerns that, though they have a list of projects, they don't necessarily have all the money to pay for the projects. She wondered if Mr. Showers would periodically give updates on the financing.

Mr. Showers said that he plans to do that in his monthly reports.

Vice Mayor Moore wondered why there were projects listed that have been budgeted for, but not necessarily approved by Council. She also wondered why there were new projects to get completed, when several projects still sit around that are not completed.

Mr. Showers said that the reason from his understanding was that Council wanted staff to create a list of priority projects and then fit them into the budget to have brought back to them. Some of the listed proposed projects are "to be approved" projects.

There was some confusion between Council and Mr. Showers on the proposed CIP list. Council had thought they would be receiving a list of priority projects from staff, and they would work together to put those in a 5-year plan.

Mr. Showers understood it as Staff presented their priority projects to Council, and he would take those and put them in a 5-year plan to present to Council, based on the budget they have for them.

Ms. Mabery agreed with Mr. Showers. She gave some suggestions on how to eliminate some of the confusion moving forward.

Council continued discussion with Mr. Showers on this proposed Capital Improvement Project list to come to a better understanding of how this list was constructed, as well as the priority and funding behind them.

Council made it clear that if there is a project listed in year one, they would like to see that projected completed first, before others begin, or at least given an explanation as to why the project may not have been completed in a timely manner. They would also like to have these listed projects be clearly distinguished as old vs. new. They would like to focus on the funds they have available, and how they're going to get some of these major projects done that have already been started.

Mr. Showers wanted to make a point to staff, that while the Sport's Complex is a big example of a project getting started and not getting completed in a timely manner, there are only two other projects in the packet before them that have been potentially outlast 1-1.5 years, Gazebo Repair and Wayfinding Signage. Every other project is practically new. He understands what Council is asking them and will accommodate.

Vice Mayor Moore would like to have a better understanding on projects and where they are to better give the public information when they ask.

Break: 7:28 P.M.

Resume: 7:38 P.M.

Regarding the Sport's Complex, Mr. Showers feels that one of the biggest misunderstandings has been caused by not having a budget for the park process that is laid out and followed along so that expectations are seen and can then be compared with the progress that has been made. Additionally, there were miscommunications regarding the grant for the park and what that grant covered. Staff thought they were good to go in a lot of areas, only to find out there were things they couldn't do.

Mr. Showers shared specific finance details with Council pertaining to the Sport's Complex. These specific details included town funding for the Complex, loans taken out, and grants.

One specific loan that the town had received for the complex, will only get about 40% usage, as they are not meeting the criteria for the items it was to cover. Councilor Baker wondered how they messed up so badly, to receive a loan for specific uses, which is common, and miss out on spending it for those uses.

Mr. Showers feels this took place in excitement and miscommunication on the specifics of the loan. He also feels that not all expenses were considered when plans were being made to build the park. During the last 3 years, there have also been very substantial price increases on building costs.

Mr. Showers and Council took some time to discuss the progress of the park as well as the financial state of the park. They are working on a 50/50 grant that will help them offset some of the inflation that took place during the wait. However, currently, they do not have the money to meet the 50/50 grant.

Vice Mayor Moore wondered what the deadline on this grant was and whether they could have an extension on it.

Administrative Support Manager Dorie Blair and Public Works Director Ken Krebbs got up to also speak on the Sport's Complex. They offered insight to Council on the beginning stages of the park and the course of funding that took place. Ms. Blair feels that they've always been in a deficit financially with his project.

Mayor Jenkins said that all along, she's known they do not have enough money to finish the park. However, what is keeping their hands tied right now, is they thought they had 5 million dollars to spend as they please. Unfortunately, though, it's not as they please. It's 5 million dollars that they can use on projects that fit into the category of that money. State Parks will not recategorize this money.

Councilor Godwin said that the misconception all along was that the park was going to be finished. The park, however, was never going to be finished. It was always going to just be Phase 1.

Councilor McPhail suggested that, with the current situation being that they have money that they can't allocate to what they want to allocate it to, they consider a subcommittee look at the categories of what they can accomplish.

Mr. Showers said there is a lot of room to decide where they want to go. They can either decide on committing to utilize the entire grant and come up with the funding to do that, or they can decide where they can go with the funding they have.

Mr. Showers said the grant is based on getting the fields accomplished. They could either get flexibility with this, or they may have to proceed forward.

Vice Mayor Moore said she wants to do whatever they can to utilize as much money as possible to take this progress to completion.

Council discussed with Mr. Krebbs and Ms. Blair about what it would take to get some leniency.

Vice Mayor Moore would like the Town Attorney to look over the grant before they try to appeal anything.

Ms. Goodrich said that they could take it to Town Attorney Trish Stuhan for review, however, there are some internal avenues they could take, which would start with her office reviewing the grant and approaching State Parks.

Mr. Krebbs wanted direction on whether he could move forward with the concession stand, while they review this.

Mayor Jenkins said yes because things that go out to bid will ultimately go back to them for approval.

Mr. Showers clarified that they are not at a place to do everything in the proposed budget if they do not get this approved. Sending things out to bid don't make sense if they don't have money to get started on them.

Ms. Goodrich gave some suggestions that they could do moving forward to see the best possible scenario. She feels they do have a path forward and there is a solution out there.

It was decided amongst Council, Mr. Showers, and Ms. Goodrich that a subcommittee of Council and Staff will form to do further research, make further decisions, and ultimately spend extra time working on completing Phase 1 of the Sports Complex. They will work to complete the Capital Improvement Plan.

Additionally, Mr. Showers has direction to further differentiate what's already been approved by Council in the past.

8. **Discussion, consideration and possible approval of remaining requests for Community Outreach Funding for FY 2023, including requests from the Verde Valley Senior Center, the Verde Valley Archeological Center & Museum, and the Granite Mountain Hotshots Memorial Partnership.** Staff Resource Interim Manager Barbara Goodrich

Interim Manager Barbara Goodrich shared with Council that they have \$60,000 allocated in Community Outreach Funding. The break down of this funding is- \$25,000 to Verde Valley Senior Center, which is Meals on Wheels, \$10,000 to the Verde Valley Sanctuary, \$9,500 to Friends of the Verde River, and \$2,000 to the Welcome Home Vietnam Veterans Event.

This leaves \$13,500 available. Council was presented with 3 proposals for the remaining funds but was not obligated to allocate all the money. They may choose to leave some for other things that may come forward.

Proposals:

Verde Valley Archeological Center- \$6,000

Granite Mountain Hotshots Memorial Partnerships- This project is underfunded by \$50,000. They are not requesting a specific amount, but rather making an appeal to the town.

Verde Valley Senior Center, Meals on Wheels- While they already allocated \$25,000, they provide 8,500 meals to the Camp Verde area, and the cost to provide those is \$106,000. They are wondering if there is some additional funding that Council would like to provide for them.

Councilor Murdock would prefer to waive the Town fees for the Verde Valley Archeological Center, rather than give them the cash.

Ms. Goodrich said that it's much cleaner to contribute.

Vice Mayor Moore would appreciate to see more specifics from Verde Valley Senior Center, Meals on Wheels, such as a budget showing what towns, facilities, and other government agencies they are getting other funding from.

Mayor Jenkins would recommend funding the Archeology Center and Granite Mountain Hot Shots Memorial.

On a motion by Councilor McPhail, seconded by Vice Mayor Moore, Council moved to approve funding in the following amounts for the organizations from the FY 2023 Community Outreach Funds- \$6,000 for the Verde Valley Archeology Center and Museum, \$7,500 for the Granite Mountain Hot Shots Memorial Partnership.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

9. **Adjournment** With no further objection, the meeting adjourned at 8:49 p.m.

Dm Jenkins
Mayor Dee Jenkins

Cindy Pemberton
Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on June 14, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6th day of July, 2023.

Cindy Pemberton
Cindy Pemberton, Town Clerk