

**MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
51 E HOLLAMON STREET (COMMUNITY GYM), CAMP VERDE, AZ 86322
WEDNESDAY, AUGUST 9, 2023, 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. Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Jesse Murdock, Councilor Jackie Baker, Councilor Robin Godwin and Councilor Cris McPhail are all present.

Also Present. Town Manager Ted Soltis, Town Clerk Cindy Pemberton, Town Attorney Trish Stuhan, Administrative Clerk Jadie Edwards, Community Development Director John Knight, Code Enforcement Officer Cliff Bryson and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance. Councilor Murdock led the Pledge of Allegiance.

4. Oath of Office, and Introduction of Tedmond Soltis, Town Manager Appointed to serve the Town of Camp Verde. Staff Resource: Cindy Pemberton and Barbara Goodrich

Interim Deputy Town Manager Barbara Goodrich introduced Mr. Tedmond Soltis. Town Clerk Cindy Pemberton administered the Oath of Office.

5. Presentation, Discussion and Possible Direction to staff regarding updates to Section 305 of the Zoning Ordinance related to the keeping of animals. Staff Resource: John Knight
Mayor Jenkins explained tonight's goal is to develop survey questions and get feedback from the community. There will be several other opportunities at a later date for the public to comment.

Community Development Director John Knight explained Council directed staff to begin the process of updating the Zoning Ordinance sections related to animals. Planning staff met with the Town Manager, Mayor and Vice Mayor to discuss the process of updating the ordinance. The Mayor and Vice Mayor then requested a Special Session be held with the Council. The purpose of the Special Session is to discuss the method of engaging the community through public polling/surveying. Staff has reached out to a company by the name of Polco (<https://polco.us/>). Polco works with over 350 government organizations to assist them in obtaining accurate input from community members. This will help decision makers back up their decisions with solid numbers through surveys. Polco recommends the Council provide input on three (3) to five (5) issue areas that they would like to include in a survey. This information will then be forwarded to Polco to create a survey. Once the survey is drafted, staff will return to Council for a final review and will be sent out to the public. Mr. Knight said a two-year contract will be \$9,000 but the Town could also opt for a shorter contract with a minimum cost of \$4,000.

Councilor Godwin is leery of holding surveys; they aren't accurate. She is not in support of having a survey, but she would support a survey at the ballot box.

Mr. Knight explained surveys are more detailed; he went over the advantages: they are informal and the community can respond anonymously.

Vice Mayor Moore supports a poll; we need input from the community but have to narrow some things down. Focus on the important things.

Councilor Baker said it depends on the cost. She thought there was going to be a committee formed that would do a work session to get feedback from the public.

Councilor Godwin said \$9,000 for a survey is too much. She is interested to know if the majority of Council wants to pursue a survey.

Council members discussed what a committee would do, and how it would work.

Vice Mayor Moore asked about costs to put it on the ballot.

Town Attorney Trish Stuhan explained we can't refer everything to the voters. We should try to take care of it in-house first.

Councilor Murdock said a survey could be used in several departments throughout the Town. She doesn't want to drag this on. She suggests getting quotes from other companies to compare.

Councilor McPhail said a survey is an excellent tool; it could be used with the General Plan.

Mayor Jenkins would like to go forward with the survey.

Mr. Knight thinks \$9,000 would be a good investment but his department can look at other avenues. The Council discussed the public input process and how to engage the community to get better input.

Council discussed how to establish questions and a committee for the survey. Mayor Jenkins is aware there are some citizens who have created their own group. She wants to make sure they are included in the work group. She would like to be reassured that the committee would represent all sides. Mr. Knight would like to keep the group to about 7 or under 10. Each group could select representatives.

Council members would like the community to email Town Manager Mr. Tedmond Soltis if they want to serve on the committee.

Mr. Knight suggested topics the committee could discuss:

- Daytime/nighttime animal count
- How to handle guest numbers
- Permit process-Should there be a process to increase for activities/events? Is it temporary and if so, and for how long?
- Address nuisance provisions
- Temporary Use Permits
- Clarify rodeo activities and arenas
- How to manage if over animal count

- Boarding of horses

Direction to staff – The Town is going to work on establishing a Town Manager Working Group. This group is going to be comprised of broad citizens; potentially up to 7 (manager’s discretion). Any Community Member who wants to be in this group should email Mr. Soltis. The group will continue to work through survey questions, compare what other communities do and working to bring back more of a developed public participation plan at a future meeting.

Mayor Jenkins would like to take a ten-minute break.

Meeting break: 6:30 p.m.

Meeting resume: 6:40 p.m.

6. Presentation, Discussion and Possible Direction to staff regarding the current code enforcement practices and possible changes to the procedures. Staff Resource: John Knight and Cliff Bryson

Code Enforcement Officer Cliff Bryson was introduced, and he gave a background of his experiences being a Code Enforcement Officer. He led the Council through his presentation where he explained the current processes and the challenges with code enforcement. Mr. Bryson went over the purposes and objectives of Code Enforcement Officers, and common violations. He discussed reinstating a Hearing Officer to hear code cases. This position has been vacant for many years.

Council members discussed the Hearing Officer position. Could this person be shared with the Marshal’s Office? Would this person be contracted or a Town employee? Who would appoint a Hearing Officer?

Mayor Jenkins would not go with an employee; it would be a conflict of interest for fairness of issues. This person should be independent of the Town. Mr. Knight will reach out to surrounding Towns to see what they do.

Town Attorney Trish Stuhan suggested looking at the scope of work for a Hearing Officer, what are their qualifications, and look at what other Cities and Towns are doing.

Mayor Jenkins would support getting an idea of the pros and cons, review the consolidation of code enforcement functions. She would like to get feedback from staff as to why it would work or why it wouldn’t work. She would like to hear Marshal Rowley’s feedback on this.

Councilor Godwin would rather get another Code Enforcement Officer instead of combining the two.

Mr. Bryson will bring back comparisons and staffing levels of other jurisdictions. His goal is to educate the community on the code and do community outreach. He gave some examples of proactive enforcement verses reactive enforcement.

7. Adjournment

Mayor Jenkins adjourned the meeting at 7:33 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 Special Session of the Town Council of Camp Verde, Arizona, held on August 9, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20th day of September, 2023.

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Cindy Pemberton, Town Clerk