

MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 7, 2019 at 6:30 P.M.

1. Call to Order

Mayor German called the meeting to order at 6:30 p.m.

2. Roll Call

Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German were present.

Also Present

Town Manager Russ Martin, Town Clerk Judy Morgan, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German 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) Special Session – July 10, 2019
- 2) Executive Session – July 10, 2019 (recorded and on file)
- 3) Special/Work Session – July 10, 2019
- 4) Special Budget Session – July 17, 2019
- 5) Regular Session – July 17, 2019
- 6) Special Sessions – July 24, 2019
- 7) Executive Session – July 24, 2019 (recorded and on file)

b) Set Next Meeting, Date and Time:

- 1) Wednesday, August 14, 2019 at 5:30 p.m. – *Work Session & Special Session*
- 2) Wednesday, August 21, 2019 at 6:30 p.m. – Regular Session-CANCELLED per Resolution 2018-1016
- 3) Wednesday, August 28, 2019 at 6:30 p.m. – Council Hears P&Z Matters-CANCELLED
- 4) Wednesday, August 28, 2019 at 5:30 p.m. – Work Session

- c) **Possible approval of Special Event Liquor License application for Verde Valley Rangers for Event to be held on September 14, 2019.** [Staff Resource: Virginia Jones]
- d) **Possible approval of a Five-year Lease between the Town of Camp Verde and the Camp Verde Historical Society for the use of the Rock Jail building located at 44 E. Hollamon Street and the Camp Verde Grammar School building located at 435 South Main Street.** [Staff Resource: Steve Ayers]

Mayor German stated the meeting on Wednesday, August 14th should be a Work Session and a Special Session beginning at 5:30pm. He also asked to schedule a continuation of that meeting for Friday, August 16, 2019 at 9:00 a.m. with a possible Executive Session.

Councilor Butner made corrections to the Special and Executive Sessions Minutes of July 24, 2019 (4.a.6). Under Item 4.2, he changed the third paragraph, "Council provided the manager with consensus direction that the Human Resources Director position should require a Bachelor degree and also preform the Risk Management duties upon retirement of the current Risk Manager." He would also like the copy of the suggested changes to the job description that Vice Mayor Jenkins passed out, attached to the minutes. Town Clerk Morgan explained the second paragraph states this information would be attached and be part of the official minutes document.

Councilor LeBeau asked what the Special Event (4.c.) is that is scheduled for September 14th. A member of the public, Marie Declue, stated that event is called "Harvest Moon" and is a Camp Verde Promotions event.

Motion was made by Councilor Butner to approve the consent agenda with the amendments that have been made to the minutes of the Special Session of July 24, 2019 and the changes to the meeting dates (adding the additional 8/16 work/special session). Second was made by Councilor LeBeau. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Murdock, LeBeau, Butner and Buchanan approving.

5. Special Announcements and presentations.

5.1. Presentation and Invitation to Smithsonian Water|Ways Exhibit at the Library. [Staff Resource: Kathy Hellman]

Kathy Hellman gave a presentation on the Arizona tour of **Water|Ways**. It is a traveling exhibit from the Smithsonian along with Arizona Humanities, Walton Sustainability Solutions Initiatives, and the School of Historical philosophical and Religious Studies at Arizona State University who are bringing the exhibit to Arizona. This exhibit will tour 12 Arizona rural communities starting June 2018 through March 2020. This exhibit will be in Camp Verde August 24th through October 5th. This exhibit hopes to educate people as to how important water is to our community.

5.2. Arizona Law Enforcement Accreditation Program presentation by the Marshal's Office to provide overview of the process the Marshal's Office has begun to become an accredited police agency in Arizona. [Staff Resource: Corey Rowley]

Sergeant Steven Butler gave a presentation on the Arizona Law Enforcement Accreditation Program and gave an overview of the process the Marshall's Office has begun to become an accredited police agency in Arizona.

6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Marie Declue spoke on the recent Cornfest event. Ms. Declue thanked the Council for allowing Meals on Wheels to sell corn at the Cornfest. Approximately \$1,300 was raised for the program.

Jackie Baker spoke on Montezuma Castle Highway. Ms. Baker inquired about the chip seal contract and stated the contractor should be held responsible for doing such a poor job.

7. Business. Legal action can be taken.

7.1. Approve Camp Verde Community Library's Agreement for Library Support Services and Membership in the YLN (Yavapai Library Network). [Staff Resource: Kathy Hellman]

Kathy Hellman stated this is a routine agreement that the Council approves every year.

Motion made by Councilor LeBeau to approve Camp Verde Community Library's Agreement for Library Support Services and Membership in the YLN (Yavapai Library Network). Second was made by Councilor Whatley. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Murdock, LeBeau, Butner and Buchanan approving.

7.2. Proposed restructuring of the Marshal's Office organizational chart. [Staff Resource: Corey Rowley]

Marshal Rowley explained that the Marshall's Office has begun the process of becoming accredited through the Arizona Law Enforcement Accreditation Program. As part of that process and potential growth of the Town, the Marshall's Office is restructuring the command structure of the Marshal's Office to enhance supervision of sections within the office. Marshal Rowley asked Council to allow them to put back on the step sheet, a Lieutenant position, and eventually a Patrol Lieutenant & Administrative Lieutenant, to replace the Commander position when Commander Armstrong retires. These positions would be at an 86 level step, which means a potential of \$1.25 raise or a 5% raise, whichever is less.

It was explained that the salary plan was on for action on this agenda and they could include a motion at that time to add the Lieutenant position at that time.

7.3. Discussion and consideration of possible rejection of all bids for the Camp Verde Sports Complex Phase 1B (Bid No.19-133). [Staff Resource: Ron Long]

Ron Long stated the plans and specifications for the Sports Complex Phase 1B were posted on the Public Purchase website March 20, 2019. May 29, 2019 the Town received three bids, all of which were over the remaining fund balance of approximately \$3.1 million. All three bids were close in projected costs. Mr. Long

stated the reason the bids were so high was that contractors are very busy during the summer/fall seasons. To reduce the cost, he suggests planning for this project to be done during the winter months. Staff would like to reject the three bids received, repackage the bid and put it back out in October/November to start the project in January 2020.

Councilor LeBeau asked to see the bid package information when it is available.

Councilor Murdock asked if a sponsor comes in for one or some of the complex components such as a field or a scoreboard, how would this be handled with the contracted work. Mr. Long indicated it would be best handled if it is done before the bidding process. Councilor LeBeau asked to be notified when the pump station is purchased.

Motion was made by Councilor Murdock to reject all bids, for the Sports Complex Phase 1B and direct staff to revise the plans and specifications and rebid Phase 1B. Second was made by Councilor Whatley. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Murdock, LeBeau, Butner and Buchanan approving.

Break: 7:45 p.m.

Resumed 7:52 p.m.

7.4. Discussion, consideration and possible approval of a new job description for a Human Resources Director. [Staff Resource: Russ Martin]

Town Manager Russ Martin stated there was a request to consider alternate language and inclusion of different minimum requirements which has resulted in a revised job description for Council's consideration. The only two changes staff did not make were related to Risk Management and who was to be the supervisor of the position.

Public Comment:

Jackie Baker stated the size of the Camp Verde community does not warrant a full-time Risk Manager; the Risk Pool (AMRRP) is a resource that supports the Town's needs in this area and provides this support to members for free.

Cheri Wischmeyer thanked Council for addressing this issue. Education (bachelor's degree) and experience (a minimum 5 years' experience in Human Resources) should be part of the job description.

Councilor Jenkins stated that this is an opportunity to eliminate a higher paid position by including risk management under the HR position, and she is strongly leaning towards requiring the bachelor's degree.

Mayor German stated we can't afford not to have someone that is top notch in the H.R. Director position. He advised they look at what support staff other municipalities have for their H.R. Departments when they cover risk management duties. Mayor German trusts Mr. Martin to manage staffing under the budget and timing of it.

Councilor Butner stated that if the Town Manager needs an (lower-level clerical)

assistant Council could approve the addition of this position. He feels this is a good opportunity to combine the two positions. He suggests that the job description be modified by eliminating the last sentence in the first paragraph; General Purpose Title; "May also serve as Town's Risk Manager in their absence" and add the sentence: "The HR director shall also serve as the Town's Risk Manager upon retirement or vacating of the current Risk Manager position." Then on the next page, under **Minimum Qualifications**, under **Education and Experience**, the sentence that begins with "A Bachelor's Degree in.." change that to, "A Bachelor's Degree in Public Administration, Human Resources, Business Management or closely related field and 5 years of relevant experience in Human Resources, or closely related experience." And deleting the last sentence, "Or combination of education and experience equaling a minimum of eight (8) years with minimum of four (4) years in a supervisory role".

Councilor Murdock wasn't comfortable with adding the first addition to the General Purpose as it is too specific to one individual. It should be a broad job description.

Councilor Butner again recommended modifying the language, "The Human Resources Director shall also serve as the Town's Risk Manager when the current Risk Manager position is vacated."

Motion made by Councilor Butner to approve the Human Resources Director job description as modified. Second was made by Vice Mayor Jenkins. **Motion** carried 6-1. Vice Mayor Jenkins, Councilors LeBeau, Butner, Whatley, Murdock and Buchanan approving and Mayor German against.

7.5. Discussion, consideration and possible approval of amendments to the Town's Salary Plan. [Staff Resource: Russ Martin]

Town Manager Russ Martin stated this is an updated salary plan for Council's consideration. This only makes changes to the highlighted jobs per the salary survey as directed for change according to Council. These include jobs elevated for individuals beyond the current pay scales as well as CVMO positions. Adjustments were also made to those positions that are at or below minimum wage today and will have to be adjusted by January 1, 2020.

Motion made by Councilor Murdock to approve the revisions to the Town's Salary Plan and with the inclusion of adding a Lieutenant position to pay at step 86. Second was made by Vice Mayor Jenkins. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

7.6. Discussion, consideration, and possible instruction to the Mayor as to how to vote on the proposed League Resolutions at the League of Arizona Cities and Towns League Resolution Committee meeting (on Tuesday, August 20, 2019, JW Marriott Starr Pass Resort, 3800 W. Starr Pass Boulevard, Tucson, Arizona 85745). [Resource: Mayor Charles German]

Mayor German read the proposed League Resolutions and Council was in agreement to support all of the resolutions that are proposed.

- BFED 1-Further study and explore legislation to address the property tax code regarding “salvage” property valuations and establish a revolving fund available to cities and towns to fund blight abatement efforts. (Superior)
- GAHRE 1- Allow governing bodies the ability to address security measures for emergency situations as part of an executive session during a council meeting. (Avondale)
- GAHRE 2- Allow governing bodies to use newspapers printed and published in their county when state statute requires or allows the publication of a notice in a newspaper. (Buckeye)
- TIPW 1- Support federal legislation enacting the Nogales Wastewater Fairness Act that will apportion the costs for the operation and maintenance of the Nogales International Wastewater Treatment Plant and the International Outfall Interceptor based on the average daily volume of wastewater originating from Nogales, Arizona and Nogales, Sonora. (Nogales)
- NSQL 1 Amend statute to allow local regulation of investor-owned short-term home rentals. (Sedona)
- NSQL 2 Support legislation for Arizona to ratify the Equal Rights Amendment. Quartzsite League Staff 1 Support appropriations for the Heritage Fund. (League)

7.7. Discussion, consideration and possible direction to the Manager to prepare and submit the 2019 Election Ballot for three (3) members from candidates around the state to serve on the Board of Trustees for the Arizona Municipal Risk Retention Pool. [Staff Resource: Russ Martin]

Town Manager Russ Martin stated this is done every year. Council gave direction to support the selection of candidates; Chief of Police Daniel J. Brown from Winslow, Human Resources Administrator Krista Toschlog of Kingman, and Town Manager Jim Ferguson of the Town of Quartzsite.

8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

No public comment.

9. Council Informational Reports.

Councilor LeBeau attended a recycling meeting in Sedona and has information to pass on to Mr. Martin.

Councilor Whatley thought that Cornfest was great. Vendors loved the set-up and process of the event.

Mayor German gave a “Well Done” to the Parks and Recreation Department.

10. Manager/Staff Report

Nothing to report.

11. Adjournment

Mayor German adjourned the meeting at 8:35 p.m.


Charles C. German, Mayor

Attest:

Judy Morgan, CMC, Town Clerk

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 August 7, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5th day of September, 2019.


Judy Morgan, CMC, Town Clerk