

**(Corrected) MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, DECEMBER 4, 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.

Also Present: Town Manager Russ Martin, Town Marshal Corey Rowley, Deputy Clerk Virginia Jones, Community Development Director Carmen Howard, Public Works Director Ron Long, Deputy Public Works Director Troy Odell, Public Works Analyst Dorie Blair, Risk Manager Carol Brown, Community Development Planner Melinda Lee and Recording Secretary Marie Moore.

**3. Pledge of Allegiance**

**Mayor German led the Pledge of Allegiance.**

- 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) November 6, 2019 Regular Session
- 2) November 13, 2019 Work Session
- 3) November 13, 2019 Executive Session (Recorded and on file)

**b) Set Next Meeting, Date and Time:**

- 1) Wednesday, December 11, 2019 at 5:30 p.m. – Work Session
- 2) Wednesday, December 18, 2019 at 6:30 p.m. – Regular Session
- 3) Wednesday, December 25, 2019 at 6:30 p.m. – Council Hears P&Z Matters- CANCELLED per Resolution 2018-1016
- 4) Wednesday, January 1, 2020 at 6:30 p.m. – Regular Session- CANCELLED per Resolution 2018-1016

- c) Discussion, consideration and possible approval of a new Town of Camp Verde Waste Water (Sewer) Policy. Changing policy regarding temporarily vacant buildings//land and clarifying definition of RV Park and related equivalencies for calculation of connection and monthly rates and inspection fees.**

- d) Discussion and possible approval of RESOLUTION 2019-1032 A**

**RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, SUSPENDING SCHEDULED FEE INCREASES FOR TOWN WASTEWATER SERVICES FOR FISCAL YEARS 2019-2020, 2020-21 & 2021-22**

**On a Motion by Councilor Whatley, seconded by Councilor LeBeau, motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

**5. Special Announcements and presentations.**

- **Introduction and welcome new Code Enforcement Office Cliff Bryson**  
Community Development Director Carmen Howard introduced Code Enforcement Cliff Bryson. Mr. Bryson gave a brief overview of the experience he brings to the Town of Camp Verde.
- **Introduction and welcome new Human Resource Director Brandy Cabrera.**  
Town Manager Russ Martin introduced the new Human Resources Director Brandy Cabrera to Council.
- **Public Information regarding the handling of FOIA requests**

Mayor German spoke of the policies and procedures of the Freedom of Information act and that the Town complies with the Arizona Public Records Law.

Robert Noone spoke to Council regarding the construction of a ditch issue and drainage problems on his property and how his requests for documentation has not been complied with.

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

Von Hatch spoke to Council regarding the Camp Verde Adult Reading Program. Mr. Hatch expressed that the program is currently the only GED program that is free and offers a lot of services to the community. The program is a 501C3 and are asking for donations to assist them in continuing to provide services.

Mary Phelps, President of the Camp Verde Arena Association gave an update to Council on the project. There are currently 75 members, \$46,000 in the account and recently received \$10,000 from Rusty's Morning Star Ranch. The arena is 80% complete, panels should be set in the next few weeks. McDonald Brothers donated dirt and H&H trucking is donating the hauling. APS will have plans complete this week and a permit will be submitted to the Town for electrical. The association is also working with the Yavapai Apache Nation regarding bleachers

and there is talk of a program for mounted shooting in coordination with the Marshal's office.

Ron Posten spoke to Council about CVMO Citizen Committee and Matt Force. January 7<sup>th</sup> is the next meeting and invited the newspaper representatives to cover the meeting for public awareness.

7. **Conditional Award of Bid to the Apparent low Bidder Tierra Verde Builders, LLC contingent with the Contractor obtaining the appropriate Licensing equal to at least a Class "General Dual KA License". And with the attached Conditional Change Order (CO-1) - 19-136 Bid Request - WWTP Solids Handling Improvements 2019 (Sludge Drying Beds)**

**On a motion by Councilor LeBeau, seconded by Councilor Buchanan, Council approves the Conditional Award of Bid to the Apparent low Bidder Tierra Verde Builders, LLC contingent with the Contractor obtaining the appropriate Licensing equal to at least a Class "General Dual KA License". And with the attached Conditional Change Order (CO-1) - 19-136 Bid Request - WWTP Solids Handling Improvements 2019.**

Deputy Public Works Director Troy Odell explained that this is actually 6 different projects combined within the WIFA Financing in which the Town had \$1.6 million dollars to use. The lowest bid from Tierra Verde Builders LLC came in as indicated over the budgeted amount. After reworking the project with Tierra Verde, a conditional change order was comprised, which would bring the project in at \$1.5 million dollars. Tierra Verde does not currently carry the necessary licensing for the project, but representative Ben Bassous explained it would be issued by December 17, 2019.

**Yearly review of Animal Guardian Network Use Permit. Staff Resource: Carmen Howard)**

8. **Discussion and Possible Approval of Ordinance 2019-A450, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona for a Zoning Map change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) to allow MH Advantage Housing Types. The proposal involves 27 of 33 platted lots and is located East of Verde Lakes Drive, along Preserve Drive, Twin Leaf Circle, and Larson Lane; Parcel Nos. 404-13-470- through 404-13-483; 404-13-486 through 404-113-492; 404-13-495 through 404-13-499; and 404-13-502, in Camp Verde, Yavapai County, Arizona. (Staff Resource: Carmen Howard)**

**On a motion by Councilor Murdock, seconded by Councilor Buchanan, Council approves Ordinance 2019-A450, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Arizona for a Zoning Map change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) to allow MH Advantage Housing Types. The proposal involves 27 of 33 platted lots and is located East of Verde Lakes**

**Drive, along Preserve Drive, Twin Leaf Circle, and Larson Lane; Parcel Nos. 404-13-470- through 404-13-483; 404-13-486 through 404-113-492; 404-13-495 through 404-13-499; and 404-13-502, in Camp Verde, Yavapai County, Arizona. Motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Community Development Director Carmen Howard explained the applicant representative Rob Whitt is asking for a zoning map change to allow for MH Advantage Housing type of homes to be placed on the property. Ms. Howard indicated that comments received from neighboring properties were in support, the change complies with the General Plan and the type of housing in question are compatible with site-built housing.

Applicant Rob Whitt provided a PowerPoint Presentation for Councils review and consideration of the development with detailed information regarding the housing type and the positive benefits it would bring to the community.

Councilor Buchanan questioned what form of foundation would be used. It was clarified it would be strip footings, similar to manufactured housing requirements.

Mayor German called a recess at 8:57 p.m. The meeting resumed at 8:05 p.m.

- 9. Discussion and Possible Approval of Resolution 2019-1029, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving a second amendment to “The Silverado Development Agreement” between the Town of Camp Verde and Verde Ranch MH, LLC, an Arizona Corporation, in order to provide for development of certain real property generally located East of State Route 260 and North of Finnie Flat Rd. within the corporate limits of the Town of Camp Verde, Yavapai County, Arizona. Staff Resource: Carmen Howard)**

**On a motion by Councilor LeBeau, seconded by Vice Mayor Jenkins, Council approves Resolution 2019-1029, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving a second amendment to “The Silverado Development Agreement” between the Town of Camp Verde and Verde Ranch MH, LLC, an Arizona Corporation, in order to provide for development of certain real property generally located East of State Route 260 and North of Finnie Flat Rd. within the corporate limits of the Town of Camp Verde, Yavapai County, Arizona. Motion carries unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Community Development Director Carmen Howard explained the Development Agreement to Council. Councilor Butner requested clarification on the size of the parcel and which parcel it is. Town Manager Russ Martin indicated according to Yavapai County it is 1.12 acres.

- 10. Discussion and Possible Approval of Resolution 2019-1031 a Resolution of the Common Council of the Town of Camp Verde, Yavapai County, Arizona; on the Street Name Change of “Wilshire Boulevard” to “Dreamcatcher Drive” and “Moonrise Drive”, for the segments from the existing State Route 260 Roundabout to existing Dreamcatcher Drive and to existing Moonrise Drive; and providing that this Resolution shall be effective 60 days after its passage, or upon appropriate street sign changes. (Staff Resource: Melinda Lee)**

Community Development Planner Melinda Lee requested to Council to withdraw this item from agenda, explaining there were two property owners that did not receive notice and therefore the matter cannot move forward.

- 11. Possible approval of Ordinance 2019-A448, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Chapter 4 Boards, Commissions, and Committees Article 4-1. A-Membership (Staff Resource: Carmen Howard)**

**On a motion by Councilor Butner, seconded by Vice Mayor Jenkins, Council approves Ordinance 2019-A448, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Chapter 4 Boards, Commissions, and Committees Article 4-1. A-Membership.**

Community Development Director Carmen Howard explained this is an amendment to Town Code as previously discussed to change number of board members for the Board of Adjustments and Appeals from 7 to 5.

Councilor Butner requested the word “who” be replaced with “which”.

- 12. Possible approval of Ordinance 2019-A449, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Article 2-3, Section 2-3-1 Regular Meetings/Meetings/ Hours of Operation Superseding 2012-A385 (Staff Resource: Carmen Howard and Virginia Jones)**

**On a motion by Councilor Butner, seconded by Councilor LeBeau, Council**

**approves approval of Ordinance 2019-A449, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Town Code Article 2-3, Section 2-3-1 Regular Meetings/Meetings/ Hours of Operation Superseding 2012-A385. Motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Community Development Director Carmen Howard explained that this code amendment would eliminate the 4<sup>th</sup> Wednesday of each month set aside for Planning & Zoning matters and for those matters to be handled in a timely manner for council meetings. Town Manager Russ Martin explained the confusion created by cancelling one meeting to reschedule a different meeting on the same day.

Councilor Butner requested the removed of the second “for” as it is unnecessary wordage.

**13. Discussion, and possible direction on use of the \$197,800 dedicated to HURF related projects allocated by the State of Arizona.**

**On a Motion by Mayor German, seconded by Councilor Whatley, Council moves to fund the first 3 options provided with the dedicated HURF funding and all remaining funding to be used toward drainage projects. Motion carried unanimously with Mayor German, Vice Mayor Dee Jenkins, Councilors Buchanan, Butner, LeBeau, Murdock and Whatley approving.**

Public Works Director Ron Long explained that the State of Arizona sent out additional HURF funding to Cities and Towns in which everyone received \$197,800 and now Council will need to decide which projects should be funded with the monies received. Mr. Long provided a memorandum to Council which is attached, outlining projects needed in priority.

Councilor Butner questioned how much the Town spends on renting digital sign boards for various events and projects. Public Works Analyst Dorie Blair indicated that it costs the Town approximately \$1,600.00 per week per board.

Councilor Murdock indicated her gratitude toward receiving extra funding and expressed her support toward funding the Cherry Creek/Hwy 279 project and adding the additional funding to the budget to use as needed.

Councilor LeBeau questioned if the projects were listed in order of preference of staff members. Mr. Long clarified that was correct. Councilor LeBeau requested a description of the towable man lift and other uses it could be beneficial for. Mr. Long explained what the towable man lift is and that although it could not be used to install the needed cameras at the traffic lights, it would be used for maintenance on those cameras in the future.

Councilor Whatley expressed that the situation on Finnie Flats Road and the traffic light is a hazard and should be handled as soon as possible. Mr. Long

explained that he has had 2 tech companies look at the light and have indicated that until loop detectors are fixed there is no solution.

Vice Mayor Dee Jenkins questioned what would happen to the balance if only the first 3 options were chosen. Town Manager Russ Martin indicated it would give staff the opportunity to deal with drainage issues in various locations around the Town.

Councilor Murdock expressed her support toward any of the projects listed but does not support of spending \$45,000 on Garner Lane.

Town Manager Russ Martin clarified that any balance left would cover drainage expenses related to projects already completed.

**14. Discussion, and possible approval of funding for a regional housing study being conducted in the Verde Valley including the potential use of funds from reserve or contingency.**

**On a motion by Councilor Whatley, seconded by Councilor Butner, Council directs staff to contribute \$10,000 toward the regional housing study to be conducted in the Verde Valley including the potential use of funds from reserve or contingency.**

Town Manager Russ Martin indicated the importance of having a regional housing study for the Town Departments usage. The City of Cottonwood recently approved up to a \$10,000 contribution and the Yavapai County should be doing the same. Mr. Martin explained that the value is worth more than the contribution and the funding would come out of contingency funds if necessary.

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

None.

**16. Council Informational Reports.**

Councilor Murdock happily expressed there are 9 days left until schools are out for Christmas Break.

Vice Mayor Jenkins indicated she attended a first responders meeting on the 26<sup>th</sup> which was a very nice program and she spoke on behalf of town.

Mayor German attended the County Supervisors Meeting.

**17. Manager/Staff Report**

Town Manager Russ Martin indicated that the Mayor and he will be attending the MADD Breakfast on Friday morning. Mr. Martin also reminded Council of the Prop

202 monies received from the Yavapai Apache Nation and that generally there are no specific requests made for projects the money is split evenly with surrounding communities.

**19. Adjournment**

The meeting adjourned at 8:50 p.m.



Mayor Charles German




Attest: Deputy Town Clerk Virginia Jones

**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 4, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9 day of January, 2020.



Virginia Jones, Deputy Town Clerk