

MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 5, 2018 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 German called the meeting to order at 6:35p.m.

2. Roll Call

Mayor Charles German, Vice Mayor Dee Jenkins, Councilor Jessie Murdock, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Jackie Baker and Councilor Buck Buchanan are 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.

Mayor German took a Point of Personal Privilege to hold a Moment of Silence for Past Councilman John McReynolds and Past President George H. W. Bush who passed away this week.

4. Consent Agenda

a) Approval of the Minutes:

1) Special Session – November 26, 2018

b) Set Next Meeting, Date and Time:

1) Wednesday, December 12, 2018 at 5:30 p.m. – Work Session - CANCELLED

2) Wednesday, December 19, 2018 at 6:30 p.m. – Regular Session

3) Wednesday, December 26, 2018 at 6:30 p.m. – Council Hears P&Z Matters– Meeting CANCELLED per Resolution 2018-994

4) Wednesday January 2, 2019 at 6:30 p.m. – Regular Meeting

5) Thursday, January 3, 2019 at 8:00 a.m. – Special Council Retreat

c) Appointment of Michael A. Shaw as Assistant Magistrate for Camp Verde Municipal Court for a two (2) year term effective January 1, 2019 and re-appointment of Ron Ramsey, E. Eugene Neil, Esq. and Susan Oliver Worth-Howe for two (2) year terms effective July 1, 2018 and setting an hourly pay rate of \$50.00 per hour on an as needed basis with three (3) hour minimum. (Staff Resource: Judge Schlegel)

d) Consideration and possible approval of the FY20 Budget Calendar. [Staff Resource: Mike Showers]

Councilor Butner requested pulling Item 4.d. from the consent agenda for discussion.

Motion was made by Councilor LeBeau to approve the consent agenda Items 4.a., 4.b., 4.c., as read and written. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

Councilor Butner spoke on the difficulty he would have attending Friday morning meetings due to his part time job. Citizens have also expressed to him the same concerns. Mr. Butner asks the Council to consider scheduling the Budget Meetings in the evening so more members of the public can attend as well as himself. Council Members discussed conflicts within their schedules. Finance Director Mike Showers stated the schedule is open for discussion but members should consider the length of time that is needed for each meeting. Town Manager Russ Martin asked that Council Members send their schedules to the Town Clerk, giving him days to stay away from and he will look into rescheduling the meetings.

5. Special Announcements and presentations.

5.1. Appreciation presentation to Jackie Baker and Brad Gordon for their years of service on Council.

On behalf of the Town of Camp Verde and the Council, Mayor German presented Jackie Baker and Brad Gordon clocks for their years of service on the Council.

5.2. MUSCO Lighting Presentation

Dee Smith MUSCO Lighting representative gave a presentation about Dark Sky LED lighting for the Sports Complex. Mr. Smith gave a history of the company and talked about the different areas where their lighting is already placed throughout the region and the state of Arizona. Their lighting does not have the seal of approval with Dark Sky's, because it has to be a fixed fixture to be approved and you can't do that with sports lighting. However, they are able to control the light with an adjustable visor. Their system comes with a warranty, if the neighbor's complain they will address each complaint individually.

6. 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))

Jon Hecht- Journal stated it is hard to see and hear the meetings from the video that is posted on the web. Please consider upgrading the equipment to make it easier for people who don't attend the meetings in person to see and hear the meeting.

Ken Zoll- Phillip England Center for the Performing Arts Foundation President gave a review of the programs that are coming up. Mr. Zoll also requests that a member of the Council sit on their board.

Alex Goetting- Owner of Verde Brewing Company would like the Town of Camp Verde to make it a priority to work on their sign code in 2019. 2016 was the last time it was brought to Council. He also requests the charges against him be dropped and that his signs be returned to him.

Charlotte Salsman- would like to see the upcoming budget meetings held at night so members of the public could attend them.

Cheri Wischmeyer- would like Council to consider scheduling the upcoming budget meetings in the evenings.

7. Business. Legal action can be taken.

7.1 Review and possible approval of the following Library Policies: new - Security Camera Policy, updated - Photo Policy. [Staff Resource: Kathy Hellman]

A copy of the new policies was provided in the meeting packet. Councilor Butner asked if the "Smile" sign in the packet will be posted at the Library as he had suggested changes to recommend: first line of the sign to read, "Your attendance at the library and programs sponsored at the Camp Verde Community Library may be digital recorded." Ms. Hellman responded she would consider that.

Motion was made by Councilor Murdock to approve the updated Photo Policy and the new Security Camera Policy at the Library. Second was made by Vice Mayor Jenkins. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

7.2. Discussion and possible approval of new road name for park access road. [Staff Resource: Michael Marshall]

Michael Marshall reviewed where the road is located. He said that Council had directed him in March to go to the schools for road name suggestions. After receiving suggested names from the schools, staff would like to suggest the road be named, "Champion Way" because of all the different sports that could be played at the complex. This name has also been vetted with 911.

Councilor Butner stated he is attracted to "Cowboy Way", because this is the home of the Camp Verde Cowboys.

Councilor Murdock suggests naming the road that will lead to the rodeo arena, "Cowboy Way" but naming the main road in to the sports complex, "Champion Way".

Motion was made by Councilor Murdock to approve "Champion Way" as the name for the access road to the Camp Verde Sports Complex. Second was made by Councilor Whatley. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

7.3. Discussion, consideration and possible approval of a Memorandum of Understanding (MOU) concerning predevelopment of an arena by the Camp Verde Arena Association (CVAA). The MOU will include generally agreed upon

principals for the use of the initial \$80,000 for predevelopment activities. [Staff Resource: Russ Martin]

Town Manager Russ Martin stated this agreement is intended to show the commitment between the Camp Verde Arena Association (CVAA) and the Town of Camp Verde in regards to the planning, organizing and initial stages of development of the new community equestrian arena. It addresses with more clarity the use of the funding allocated in the previous meeting. The MOU requires CVAA to address all liability certificates/waivers per the Town requirements. The \$80,000 from the Town will be spent per the Town's policies. The Attorney and Risk Manager have looked at the MOU and have made changes. Staff is prepared to support this.

Councilor LeBeau wanted to clarify that the money part of this was previously approved by Council. Mr. Martin said direction from Council was to use Town resources up to \$80,000. The MOU specifies how that money is spent. Without the MOU it would be under the Town Manager's authority how the money is spent. Mr. Martin's preference is to have Council weigh in on how this money is spent. He doesn't want there to be any misunderstandings and wants it clear on both sides.

Vice Mayor Jenkins asked for an estimate of "in-kind" dollars for the "free items", the Town would donate. Mr. Martin estimated approximately \$2k.

Vice Mayor Jenkins spoke on the fluctuation in the economy and asked If there is no money available in the next phase of the project to fund it, how will this be completed. Mr. Martin said this is a town funded opportunity to a "level". There is no promise to the future. CVAA is going to start the project which shows commitment. Going forward we can work in phases.

Councilor Butner explained he resigned from CVAA before being sworn in on the Town Council; has no financial interest in CVAA; and didn't work on the MOU. The MOU is clear the Town is spending the money and not the CVAA. The association is in the process in getting approval of getting a 501C3, which will allow donors to take tax deductions. Future money needed for the arena project will come from the community, solicited donation and sponsorships. Volunteers are donating their time and equipment. He doesn't feel that they are rushing the process as the Town has considered this project for many years and this is the first steps of the process.

Councilor Buchanan is concerned about what the town is expected to spend; asking for a business plan from the association. He is concerned about giving \$80,000 to get dirt moved. Mr. Martin explained that like the other projects the town has worked on, they are moving forward until Council tells him not to. It takes time to develop things and changes could happen. His hope is an Economic Development Plan could give a better picture of what is expected.

Councilor Buchanan asked if CVAA has their 501c3 yet. Stacy Barker, a CVAA member, will talk on this later during the meeting.

Mayor German spoke on his concern of obtaining proper drainage engineering. McCracken Lane is suffering from individuals in the county doing things that were not allowed by law. He wants to make sure they don't create problems down the road. He asked about how this public arena will compete with the private arenas in Town.

Mayor German asked if the Clerk could add, when this topic comes up on an agenda, a line "and possible presentation from CVAA".

Public Comments:

Jesse Sharp, Heritage Land Surveys- is working on getting a Grading and Drainage Plan and wants confirmation this is the official site for the arena. He is capable of making sure the drainage is done right. He wants to do this now during their slow season.

Vice Mayor Jenkins asked if all the land is owned by town. Mr. Martin stated this is not an issue now because the park exits will be in play and they will have two ways out.

Stacy Barker- gave an update.

- 1) *Paperwork* has been filed with the AZ Corporate Commission two months ago, the bylaws are done and have been submitted for the 501c3 paperwork. The AZ Corporate Commission will get back to them in 30-60 days. They are also waiting on IRS.
- 2) *Information*-They do not want to overload Council but the things they have seen is what has been asked for. When Council is ready for more information they can get it to them.
- 3) *Volunteers* will not be a problem. There are always back up volunteers to replace volunteers who leave. Also, each family that participates in the rodeo fills in where there is a need.
- 4) *Invites* Council to sit down and talk with members of the CVAA. Ask questions and get more information if they need it.

Vice Mayor Jenkins asked about how this will impact the private arenas. They have made investments and will expect returns on their investments. Mr. Barker stated he has met with the two private arenas and they know their grounds will be used for practice, holding other events or even boarding horses. Those people will be making money.

Mary Phelps- President of CVAA, gave a history of where they have come from in the six months, they have been working on this. She explained the money will help them get to the idea that was thought up. They are doing things by Council's approval.

Jackie Baker- this has developed into a public/private relationship. The idea of an arena was an idea from many years ago. The public needs to understand that the town isn't giving something away.

Linda Buchanan- the last time this item was on an agenda she strongly expressed her thoughts that this needs to be done in a methodical way. Since then, she received a four-page document showing a timeline showing the steps that people have taken to get a successful public equestrian center going. She will make the document available to Council. Economic Director Steve Ayers is the author of some of the stories in the document. It shows what did and didn't work in Cottonwood. Ms. Buchanan finds it troubling that the MOU suggests paying the liability insurance before the group is fully formed. Taxpayer don't have to wait for this group to be fully formed before giving money. This document is of tremendous value and interest and she will send it

electronically to the clerk.

Mary Phelps- said at a previous meeting they came to Council with an itemized list showing how much it would cost to put the arena together; without donations it is roughly \$900,000. She received a quote for drainage and it was over \$55,000 which they have someone donating 100% of that cost. They will be able to start eliminating items that would otherwise be a cost but they need a core to see what they are working with.

Councilor Murdock asked if this is the point where they can move ahead with the town's assistance. They have the leadership now that they didn't have in the past. She supports the MOU because it binds to them to certain limitations. This is an investment the town can make for the community.

Councilor Whatley is reluctant to spend that type of money, with the lack of a plan. She stated this should be put in the next fiscal year's budget, as there isn't a line item in this budget to cover any costs.

Councilor Butner stated that he feels that 50% of the funding will come from donations. If it doesn't then it shows that businesses and the community don't want a rodeo arena.

Motion was made by Councilor Murdock to approve the MOU between the Town of Camp Verde and the Camp Verde Rodeo Arena Association, as presented. Second was made by Councilor Butner. **Motion** passed with Mayor German, Vice Mayor Jenkins, Councilors Murdock, LeBeau, Butner and Buchanan approving and Councilor Whatley against.

Break: 8:19 p.m.

Resumed: 8:28 p.m.

7.4. Discussion, consideration and possible appointment of Council members as Town Representatives and alternates to various boards, committees and organizations.

After brief discussion, Mayor German directed staff to verify and update the list with the latest dates/days of week/times each board meets so Council Members can see which board meeting, they can attend according to their own schedules. This item should be placed on a future agenda.

7.5. Discussion, consideration and possible approval of job description update for economic Development (ED) Director. [Staff Resource: Russ Martin]

Town Manager Russ Martin stated that Council has the job description for Economic Director. This is essentially a lift and replace description. This description was created a while ago and it is time to update the description to reflect what staff is really doing in this position.

Vice Mayor Jenkins stated she went on to the Arizona Association for Economic Development website to compare the job description. She would like to have more emphasis on the development part of the position, and add to the description the preparation and provision of progress reports to Council. Mayor German suggested reporting should be at the discretion of the director.

Councilor Murdock asked if the manager could include these progress reports in the

monthly report. Steve Ayers agreed it could be added to the job description.

Councilor LeBeau asked if a hard copy of the salary plan went to Council for approval and if it was included in the budget. Mr. Martin isn't sure if Council saw the final plan in this format but the changes to it were approved by Council. Mayor German asked if Mr. Martin could get Council a copy of the budget.

Vice Mayor Jenkins stated that the budget is on the website under "finance".

Motion was made by Councilor Buchanan to approve the changes to the job description of the Economic Development Director. Second was made by Councilor Murdock. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

7.6. Discussion, consideration and possible approval of the addition of the Economic Development Projects Manager position to the Salary Plan and Job Descriptions for the Town of Camp Verde.

Town Manager Russ Martin explained they are adding a new job description and position to the salary plan, as a person is out of position based on what they actually do. He had them create a more appropriate job description which covers all of their duties. If this position is approved, this person would be moved into the position and receive the approved salary.

Vice Mayor Jenkins asked how it affects Economic Development's budget, if cuts in some other line item will need to be made to compensate for the new salary, or if it will push them over their budget. Mr. Martin explained how every department stays within their department's bottom line budget or it comes to Council for approval if the department can't keep that bottom line amount.

Councilor Butner stated there is a word left out in the first paragraph, third sentence, "for a variety of outside consultants". He feels public relations/customer service is missing in the job description, though it is included in the Economic Director's job description. Mr. Butner suggested the addition of wording to this job description of, "the ability to generate a positive atmosphere and work with the public and businesses to accomplish the town's goals for economic development." Steve Ayers spoke on it being address that under the required skills, but has no problem adding it since their entire department is customer service for the town. Mr. Martin said he will take language from the director's job description and add it in, including it as an additional bulleted item.

Motion was made by Councilor Murdock to approve the addition of the Economic Development Projects Manager position, making changes to the Salary Plan and Job Descriptions for the Town of Camp Verde with changes as noted. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

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

There were no comments from the public.

9. Council Informational Reports

Councilor Buchanan attended the Forum for the final three president candidates for Yavapai College.

Councilor Murdock reminded Council the Parade of Lights is this weekend, December 8, 2018 as well as the Craft Bazaar.

10. Manager/Staff

Town Manager Russ Martin:

- Has already spoken with IT about upgrading the camera system for Council Chambers.
- Fee Free Night at Fort Verde is this weekend, December 8, 2018.
- Christmas Party is scheduled for Friday, December 14th at 5 p.m. in the CVC Library.

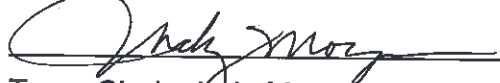
11. Adjournment

Mayor adjourned the meeting at 9:04 p.m.



Mayor Charles German

Attest:



Town Clerk, Judy Morgan

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 Council Meeting of the Town Council of Camp Verde, Arizona, held on December 5, 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20th day of December, 2018.



Judy Morgan, Clerk