

**MINUTES  
COUNCIL RETREAT  
MAYOR AND COMMON COUNCIL  
Of the TOWN OF CAMP VERDE  
CAMP VERDE PUBLIC LIBRARY 130 N BLACKBRIDGE ROAD  
FRIDAY, NOVEMBER 18, 2016 at 8:00 a.m.**

*Minutes are a summary of the discussion. They are not verbatim.  
Public input is placed after Commission discussion to facilitate future research.*

1. **Call to Order**  
Call to Order at 8:00 a.m.
  
2. **Roll Call**  
Mayor Charles German, Vice Mayor Jessie Murdock, Councilors Robyn Whatley, Dee Jenkins, Brad Gordon, and Buck Buchanan are present. Councilor Jackie Baker was absent.  
  
**Also Present**  
Finance Director Michael Showers, Town Manager Russ Martin, Town Clerk Virginia Jones, Economic Development Director Steve Ayres, Public Works – Ron Long, Jan Grogan, Troy O'Dell, Stacy Perry, Shawna Figy, and Mike Dumas, Municipal Court - Judge Paul Schlegel and Veronica Pineda, Camp Verde Marshall's Office - Marshall Nancy Gardner and Commander Jacque McConnell, Community Development/Planning and Building - Carmen Howard, Robert Forman and John Rivero, Risk Management – Carol Brown and John Rivero, Library Director Kathy Hellman, and Recording Secretary Lynn Riordan.
  
3. **Pledge of Allegiance**  
Mayor German led the pledge.
  
4. **Discussion, presentation and updates from various Town Departments to include, but not limited to responsibilities, duties and goals of each department.**  
Town Manager Russ Martin advised the Mayor and Councilmembers that today each department would present department information and an overview of operations, achievements and goals, answer any questions by council, however, budgetary items would not be discussed today. Notice that any items of concern may be placed on a future the Agenda for discussion.

**Economic Development.** Steve Ayres addressed the Mayor and Council advising the department continues to design and follow strategies and set goals; to provide resources to accomplish goals set in conjunction with the Focus Future Plan and the General Plan. Mr. Ayers stated that the retail recruitment contract has been signed and the contractor has begun the analysis with their report, recommendations and design for retail recruitment to be available to Council early next year. The signage committee will be submitting a permit application to ADOT for signage on I-17 and Hwy 260 for installation next spring. Ayers noted that Sebra Choe has been instrumental in acquiring grants for the department, additionally she has begun designing the department 5-year strategic plan that includes Dark Skies, pursuant to the General Plan, and application is in progress and will be a part of the Verde River Recreation Master plan.

Ayers informed Council that the Economic Development department has applied for grants (approximately \$300,000 combined applications) that includes a grant from the Arizona State Parks; other matters the department currently is exploring and working on includes:

- Rocking River Ranch State Park,
- Fossil Creek River Management plan with the potential for Fossil Creek to become a State Park,
- I-17 visitor center,
- Historic District resolution,

- zoning designation or variances for RV parks as there is no current designation in the General Plan,
- Audubon society survey of public property in the floodway scheduled to being in January,
- Working with Camp Verde Promotions and the Fort to advertise the Town's website, and
- A potential University of Arizona Agriculture extension office.

Mr. Ayres advised that the Economic Development has secured over \$977,000 in grant money since 2014.

**Public Works.** Ron Long addressed the Mayor and Council advising he would schedule a tour of town facilities for the new council members.

Stacy Perry (**Streets**) addressed the Mayor and Council advising the street department will continue to move forward with street maintenance per the 7-year maintenance plan (which is currently ahead of schedule). Mayor German commended Mr. Perry, the Public Works/Streets Department as the Verde Lakes street project is complete, and the Town has received positive feedback on their maintenance projects.

Shawna Figy (**Parks and Recreation**) addressed the Mayor and Council advising the Parks and Recreation Department continues to strive to provide quality recreation to the residents of Camp Verde,

Ms. Figy provided a *handout* to Council and advised that the Town currently provides basketball, softball, baseball and volleyball programs as well as open swim programs at the pool (seasonal), family movie nights, day trips primarily for the retired citizens, and holiday events. Figy stated the department continues to work with Camp Verde Promotions who are a great asset to the Town, and will be asking for additional funding next fiscal year to expand the summer program and sports programs. Ms. Figy advised that the Town secured a \$7,800 grant for a trailhead and bathrooms at Rezzonico park although there were no actual plans yet. At the request of Councilor Gordon, Ms. Figy advised that plans for the trailhead, bathroom and development of Rezzonico Park will be a future Agenda Item with other park/parks and recreation matters.

Mike Dumas (**Maintenance**) addressed the Mayor and Council advising the maintenance department of Public Works is responsible for the building maintenance, as well as grounds maintenance throughout the Town, including the new Library, all parks, all Town buildings, and the pool; Mr. Dumas gave an overview of the departments on-going maintenance scheduled as well as providing major repairs and upgrades (installation of playground equipment, irrigation systems and HVAC). Mr. Dumas commended "The Old Guys" as they continue to volunteer and complete many needed upgrades and projects for the Town. The maintenance department currently has the following projects in progress or scheduled: re-building the Ramada at Town hall, remodeling the community development offices, assisting with the new Court remodel and gym roof, in addition to ongoing maintenance.

Jan Grogan (**Sewer/Waste Water**) addressed the Mayor and Council advising the Waste Water Treatment Plant project are ongoing as the department is trying to complete projects with the WIFA funding. Projects in progress include the UV unit, filtration system, drying beds and sludge belt press; the department has obtained the new vac truck and the new camera van has been ordered per the budget as approved; the Verde River RV Park has indicated they want to hook into the Town's system. At the request of Councilor Murdock, Ms. Grogan advised that the non-potable water is currently rated B and needs to be rated A to use for irrigation at the parks, this is anticipated by the end of 2017.

Troy O'Dell (**Stormwater**) addressed the Mayor and Council advising the department has completed several drainage projects including Verde Lakes. The project at Finney Flats is in progress, and the department has completed all the projects that funding allows for this year; ADEQ mandate with a compliance schedule will be forthcoming requiring the Town to comply with the MS4 permit with respect to run-off and environmental issues; the department continues to do commercial inspections to make sure that the Town is compliant with all environmental issues; a copy of the hazard plan will be provided to council.

Ron Long, Public Works Director, addressed the Mayor and Council advising that the department has five divisions and is always in need of additional employees and more funding, the department continues to look for funding and available grants.

**Municipal Court.** Paul Schlegal, Presiding Magistrate, and Veronica Pineda, Court Administrator, addressed the Mayor and Council advising the contract has been signed for construction/remodel of the new Courtroom; JAVS (audio/video recording and security system) has made a presentation to the Court staff; Court staff will be presenting a proposal to the Council at a later date with the possibility of funding/payment over a five year period; the JAVS system will meet safety standards when the new minimum safety requirements go into effect and become mandatory.

**Marshall's Office.** Marshall Nancy Gardner and Commander MacConnell addressed the Mayor and Council and introduced Commander MacConnell. Marshall Gardner provided a handout showing the Marshall's Office current facilities, staff and volunteers, completed and in-progress projects, including new rolling shelving in the evidence room, upgrade of body cameras and installation of 2 in car cameras for the K9 vehicle and traffic patrol vehicle.

**Community Development, Planning and Building, Code Enforcement.** Community Development Director Carmen Howard and Building Official Robert Foreman addressed the Mayor and Council advising the department has undergone a large turnover of employees and with Mike Jenkins retiring, the department will be training three new employees. the department will continue to work with the Economic Development Department; the General Plan will be printed and presented to the Council within the next couple of months. Mr. Foreman advised that the department received approximately 400 permit applications this year, with only 25% still in progress. Additionally, the new Library and the new medical center is completed and there are new commercial plans for the Circle K and Dollar Store in progress. The average turn-around on permit applications for residential is approximately 2 weeks, with commercial approximately 4 to 5 weeks, if no floodway, environmental or engineering problems arise. At the request of the Mayor, Ms. Howard agreed that a post-permit application survey would be beneficial to the Town and the department, perhaps at the business license level.

**IT Department.** Town Manager Russ Martin introduced Hugo Meixueiro, the on-site, on-call IT contracted person, stating the contracted services have been excellent and very cost effective.

Councilor Gordon commented on the completion of the new Library, noting how nice it was and it is a huge benefit to the community. However, he stated discontent with the cost over-run and the architect doing as he pleased without consideration of cost or direction from the Library Director or Council. Councilor Gordon stated concerns with the new Court facility contract, which presented to be substantially over budget, stating the Council must stop allowing the architect to make the decision and require all contracts and departments to stay in budget as it is the Council's responsibility to be accountable to the taxpayers. Councilor Gordon left the retreat at 10:25 a.m.

**Risk Management.** Carol Brown and John Rivero addressed the Mayor and Council advising the Risk Management Department's primary duty is to protect the Town's assets including insurance, worker's compensation, legal matters, training, and identifying potential hazards or liabilities. Mrs. Brown provided a **handout**. Mr. Rivero assists part-time in risk management (Safety Committee) and full-time in Community Development (plans examiner/building inspector).

**Library.** Kathy Hellman, Library Director, addressed the Mayor and Council-advising building of the new Library has been a learning experience; stating appreciation for the new facility, the endless hours of work performed by volunteers, and loyalty of staff. Ms. Hellman stated she is delighted to be able to open the Library to the public and advising that the Library is not just books anymore, it is available for meeting rooms, computer access, classes (college, OLLIE, public schools), and arts. Ms. Hellman advised that she would be preparing a strategic plan for rotating arts, collaborating with all departments, to offer more services to the community including arts, NASA, and archeology. Ms. Hellman stated frustration with the architect (during construction) being allowed to make the library his vision and make independent decisions, ignore requests, and failing to stay within the budget and operate outside of the scope of what was directed by Council on this project. Ms. Hellman advised the architect failed to listen to her requests throughout the project. Ms. Hellman, acknowledging that this was the first project of this size that the Town had completed independently, requested that better planning and stricter controls be in place for any future projects.

Mike Showers, Finance Directed, provided the Mayor and Council with a **handout** with the proposed budget-meeting schedule. Town Manager, Russ Martin, advised that were some issues with operations and management and the minimum wage increase would affect some departments and operations, noting that all CIP projects were on schedule and within budget.

At 11:00 a.m., Mayor German advised that the remainder of the departments that did not get to address council today would be rescheduled for another retreat.

**Adjournment.** Mayor German adjourned the meeting at 11:04 a.m.

  
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Mayor Charles German

  
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Lynn Riordan, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Retreat of the Mayor and Common Council of the Town of Camp Verde held on November 18, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9 day of Dec, 2016.

  
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Virginia Jones, Town Clerk