

(Corrected) MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION-WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 14, 2016 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**

Vice Mayor Jessie Murdock called the meeting to order at 5:30 p.m.

2. **Roll Call**

Mayor Charles German (6:17 pm), Vice Mayor Jessie Murdock, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Jackie Baker, Councilor Buck Buchanan (6:19 pm) and Councilor Dee Jenkins.

Also Present

Town Manager Russ Martin, Risk Manager Carol Brown, HR Specialist Barbara Bridge, Sanitary District Marshal Davis, Parks and Rec. Coordinator Mike Marshal, Public Works Director Ron Long, Commander Jackie McConnell, Marshal Nancy Gardner, Finance Director Mike Showers, Town Clerk Virginia Jones and Recording Secretary Jennifer Shilling.

3. **Pledge of Allegiance**

Vice Mayor Jessie Murdock led the Pledge.

4. **Public Hearing, followed by discussion, consideration and possible approval of a Series 12 (Restaurant) Liquor License application submitted by John Teah for JT Bistro, located at 348 S Main Street Suite #17, Camp Verde, AZ. Staff**

Resource: Virginia Jones

- **Staff Comments-**

The application was received on 11-21-2016 and was posted for 20 days as required by law. The fees have been paid. Town Clerk, Virginia Jones reminded the Council that the Bistro is located the entertainment district.

- **Comment from Applicant-**

John Teah originally moved to the US from Africa and has been in the states for 10 years. He explained the restaurant has a little flavor of everything and explained the liquor license would increase revenues.

- **Public Hearing Open declared open at 5:33p.m.**

There were no comments from the public

- **Public Hearing Closed at 5:34pm**

- **Council Discussion**

The Council had no questions or comments.

Motion was made by Councilor Baker to approve a Series 12 (Restaurant) Liquor License application submitted by John Teah for JT Bistro, located at 348 S Main Street Suite #17, Camp Verde, AZ. Second was made by Councilor Whatley. **Motion** carried unanimously.

5. **Discussion, consideration and possible approval of proposal to change Library Hours.** Staff Resource: Kathy Hellman explained that as the Library begins its partnership with the Adult Education Center, it makes sense to coordinate open hours to better serve the AEC's students and our community members. The library is currently open at 8:00am Monday – Saturday. The first hour is the slowest of the day so moving the open time back by one hour to 9:00am allows them to stay open later on Thursday and Friday evenings when more people are available to make use of the library services and resources. With the new schedule she won't have to switch the staff's hours around and works out well for everyone. **Motion** was made by Councilor Whatley to approve the changing of the Library Hours. Second was made by Councilor Baker. **Motion** carried unanimously.

6. **Discussion, consideration and possible approval of updated Room Use Policy for Camp Verde Library and approval of draft agreement.** Staff Resource: Kathy Hellman wanted the new policy in place before the opening of the new library but it did not happen. With the new facilities, they are required to have an updated policy with clearly defined rules for room use as well as an agreement to be filled out and signed by responsible parties using library rooms. This policy only applies to the hours the

library is open. **Motion** was made by Councilor Gordon to approve the updated Room Use Policy for Camp Verde Library and approved the draft agreement. Second was made by Councilor Baker. **Motion** carried unanimously.

7. **Discussion, consideration, and possible accepting and authorizing the Mayor's signature on a grant from the Arizona Department of Transportation for up to \$25,000 for TraCS software and equipment installation for the Marshal's Office.** Staff Resource: Nancy Gardner stated the Marshall's Office has been prepared for the implementation of the TraCS system which they call "e-ticket" for almost two years and have run into difficulty with final implementation which requires IT services to complete. They were able to secure a grant through ADOT to prioritize and pay for the IT services to complete this project. It is not believed to cost \$25,000 but the grant is "up to \$25,000", so all costs should be covered to finalize this program. The program will allow, the officer to swipe the driver's license and the information will be uploaded onto the ticket and into the computer. The equipment is already installed and is ready to use. **Motion** was made by Councilor Whatley to accept and authorize the Mayor's signature on a grant from the Arizona Department of Transportation for up to \$25,000 for TraCS software and equipment installation for the Marshal's Office and training. Second was made by Councilor Baker. **Motion** carried unanimously.
8. **Discussion, and possible approval of an amendment to the Job Description and Salary Plan amending the Wastewater Division Manager position and changing the salary range from 64 to range 56.** Staff Resource: Russ Martin explained that the current manager is leaving to accept another position. To be able to accurately and begin a search as quickly as possible, Directors thought this was the best opportunity to adjust the position's responsibilities regarding skills that are needed and in some cases no longer needed. A reduction in salary range will bring this position more in line with other departments. This will allow more direct involvement and assistance to the plant while maintaining some administrative and managerial roles. **Motion** was made by Councilor Baker to approve an amendment to the Job Description and Salary Plan amending the Wastewater Division Manager position and change the salary range down from 64 to range 56 and to include all reports as required. Second was made by Councilor Gordon. **Motion** carried unanimously.
9. **Presentations by Town Departments to include, but not limited to Public Works, Municipal Court, Marshal's Office, Community Development, Clerk's Office, Risk Management, Library, Finance and Human Resource/Manager. (this item is continued from the November 18, 2016 Council Retreat)**

Commander Jackie McConnell- stated she has accepted a job with the City of Spokane, WA. She feels she has been welcomed with open arms here, and has learned a lot working for the Marshall's Office. CVMO has humbled her. Commander McConnell explained she has a heart for the Town of Camp Verde but this is an opportunity she needed to accept. She thanked the Council for their support.

Town Clerk Virginia Jones- gave everyone a printed report. She explained that she has been with the Town of Camp Verde for 20yrs, and has been the Town Clerk for 2 years. She stated that she is proud to be the keeper of the records. One of her goals is to upgrade the Council Chambers.

HR Specialist Barbara Bridge- is working on the Standard Operating Procedures (SOP's), and job descriptions in an effort to bring them current. The last revisions were done in 2008. She is also working on the Policy Manual and the new wage sale, and a HIPPA Policy that is specific for Camp Verde Ms. Bridge announced there will be a Volunteer Recruitment Fair, January 12, 4pm-8pm in the Camp Verde Community Library.

Finance Director Mike Showers- stated that revenues are hot topic lately. He just finalized October's numbers. Local tax revenues are showing low and they had budgeted them to be higher. The final budget document is on the website and the details for the audit are finished. They are also working on digitizing documents. In January, they will be working on budget items again.

Town Manager Russ Martin- A Request for Energy Services Proposal (RFQ) was put out and proposals have been received. They are available for review if anyone is interested. Mr. Martin will put a staff report together for Council Members to review at the January meeting.

An intern, selected through the National Chamber of Commerce, who is interested in local government processes, will be available to the Town of Camp Verde from February to May. She will be shadowing Mr. Martin through the budget process and

Steve will use her in marketing. She will also engage with each of the department directors. She is from Germany originally.

Council took a break at 6:31pm

Council resumed the meeting at 6:41pm

10. **Discussion and update regarding Capital Improvement Plan. (this item is continued from the November 18, 2016 Council Retreat) Russ Martin this is a goal to see what more information the Council would need more of. Budget calendar events coming soon.**

Public Works Director Ron Long reviewed the projects in this fiscal year.

Completed Projects- two chip seal projects were completed this summer.

On-going Projects- Storm Water Projects (getting the ditches flowing and the culverts clean), the Finnie Flat Streets Scape, is set to be completed by May. Councilor Murdock asked if there was any progress with the Tri Intersection. Mr. Long explained they are waiting on Circle K.

Phase one of the Library is complete. Phase two is to demo the old library, that is on hold right now because they are potentially applying for grant to cover the removal of asbestos. Courtroom improvements are on schedule to be complete by end of April or early may.

Upcoming Projects- Going out to bid for the Finnie Flat Sidewalks. Working on an engineering contract for the Park, the pool roof repair, the Town kitchen remodel (some design work will be free and some equipment has been donated), the repair of the gym roof, the Homestead Parkway, and the downtown parking lot.

Waste Water- applying for an APP Permit. This will give permission to drain the old lagoon, dry it out and then construct new sludge drying beds.

Parks and Rec. Coordinator Mike Marshal- gave a power point presentation on the Rezzonico Family Park and the Community Park Designs.

- **Rezzonico Park-** the design of the park is set to take advantage of it being next to the river, and the library. It is intended for families or small groups uses. It will not have sports fields, or large surface parking. The next phase includes installing the fencing with signage and the walkways. There is no planting plan yet but some Council Members are against the planned desert landscaping. They would like to see trees (pecan/mesquite) and grassy areas throughout.
- **Community Park-** There has been a revision to the original design for this park. In the revised plan, sporting fields will be moved away from the residential areas because of lighting and noise. Each sport venue will have its own concession stand and restrooms. There will also be a maintenance shed to hold equipment. There is a plan to start putting in the trail that will go around the perimeter of the park in February.

Russ Martin stated there are a lot of choices to be made and suggests taking a couple of days to decide what to do and what the priorities would be. He encourages the public to come in and look at the projects because this is a critical time of development. Mayor German suggests making copies of each park plan and placing them around the community, like in Basha's or the banks, so members of the community can look them over. Councilor Baker agrees and even feels as if they should be colored and detailed. She suggests collecting donations for the parks.

Russ Martin explained members should decide how they want to allocate funds to complete each phase of each project.

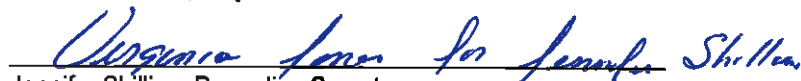
11. **Discussion, consideration and possible authorization to enter into a Professional Engineering and Design Services Agreement with Kimley-Horn and Associates in the amount of \$189,900.00, under Professional On-Call Consulting Services Agreement #15-112; to provide Engineered Plans necessary to construct the infrastructure, grading and drainage work required for the Community Park. Staff Resource: Ron Long**
-This item was tabled until next meeting.
12. **Discussion regarding Council policies, procedures, priorities, strategic planning and future agenda items/ meeting schedule.**
-Did not discuss any items.

13. **Adjournment**

Mayor German adjourned the meeting at 8:06 p.m.



Charles German, Mayor



Jennifer Shilling, Recording Secretary

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 CIP Work Session Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on December 14, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5 day of January, 2016 ~~2016~~ 2017



Virginia Jones-Town Clerk