

**(Corrected) MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, June 3, 2020 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 6:30 p.m.

2. Roll Call

Mayor Charles German (zoom), Vice Mayor Dee Jenkins, Councilor Bill LeBeau, Councilor Robin Whatley (zoom), Councilor Joe Butner and Councilor Buck Buchanan were present. Councilor Jesse Murdock was absent.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Joe Butner 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. Regular Session – May 20, 2020

b) Set Next Meeting, Date and Time:

1. **Work Session- Wednesday June 10, 2020 at 5:30 p.m.-ADDED**
2. Regular Meeting – Wednesday June 17, 2020 at 6:30 p.m.
3. Regular Meeting – Wednesday July 1, 2020 at 6:30 p.m.

c) Facilities Use Agreement

Yavapai County Community College

Mayor German mentioned there is a Work Session scheduled for June 10, 2020. Mayor German and Vice Mayor Jenkins had previously submitted corrections to minutes and those have been made. **Motion** made by Vice Mayor Jenkins to approve consent agenda with corrections. Second was made by Councilor Butner.

Motion carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

5. **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))*
None

6. **Special Announcements and presentations**

- Energy Savings Project Presentation

Town Manager Russ Martin gave a power point presentation on Energy Savings Projects: Solar and Lighting Upgrades.

Councilor Butner inquired, with the projected savings, when is it going to pay off? Town Manager Russ Martin did some calculations and it appears it would take approximately 16-18 years depending on maintenance and upkeep. The cost was mostly taken care of by the WIFA grant.

7. **Discussion and Consideration and Possible Appointment of one (1) member to the Board of Adjustment and Appeals for a term that expires January 2023**
Staff Resource Cindy Pemberton.

Town Clerk Cindy Pemberton discussed the need to fill vacant seats for the Board of Adjustment and Appeals Board. There was one applicant for the Board of Adjustment and Appeals. Staff has advertised since November 29, 2019 via the Town website, Town Hall bulletin and through media advertisements. Applicant Ken Krebs was present for Council. Mr. Krebs term would be effective January 2020 to January 2023. **Motion** made by Councilor Butner to approve the application of Kenneth Krebs to serve on the Camp Verde Board of Adjustments and Appeals. Second was made by Councilor LeBeau. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

Ms. Pemberton administered the Oath of Office to Kenneth Krebs.

8. **Discussion, Consideration, and Possible Direction to Staff to approve Change Order 3 requested by Tierra Verde Builders for the Camp Verde Sports Complex.** Staff Resource Ron Long

Bids for the Camp Verde Sports Complex Phase 1B were received on January 15, 2020. The project was awarded by Council on February 19, 2020 to Tierra Verde Builders for a total of \$3,712,675.00 The award consisted of the Base Bid (2-Football/Soccer fields & 1 Baseball/Softball Field) plus Alternate 1 (1-Baseball/Softball Field). On March 5, 2020 the total awarded amount was reduced via Deductive Change Order (CO-1) by \$383,455.00 to the adjusted total of \$3,329,220.00 On May 13, 2020, Deductive Change Order (CO-2) reduced the contract amount by \$12,004.00 to the adjusted total of \$3,317,216.00 Change Order 3 would have the effect of adding back a portion of the work in Alternate 2 (Open Turf Area) back into the contract. The portion of Alternate 3 that would be added would be the irrigation supply lines, sprinkler heads, and the electrical outlets at a cost of \$65,350.00 The sod would not be installed as part of this Change Order. The addition of this work would facilitate town Staff in planting grass seed in the Open Turf Area at a reduced cost. The addition of grass in the "Open Turf Area" would provide more grass for recreation and reduce the amount of unfinished area at the Complex where weeds can grow and/or create dust on windy days. The addition of CO-3 would increase the contract amount to \$3,382,566.00

Public Works Director Ron Long stated he would like to go ahead and install the underground irrigation line, sprinkler system plus the electric in the open turf area. The open turf area is the grass area north of the soccer fields. The Change order is cheaper to have contractor install these things now rather than later because of construction prices. This would get more grass on the ground which would help with weeds, dust and make neighbors happy. Mr. Long stated the grass they would grow is the same type of grass that is grown around the Town Campus. By growing grass, it would save some money over the cost of purchasing sod.

Mayor German asked if this includes the cost the fertilization of the new grass. Mr. Long said no this is just to install the irrigation line, sprinkler system and some electrical outlets. The town crews would put the seed in after the contractor is done with the project.

Councilor LeBeau asked if there will be additional costs for seed and top soil after the sprinklers and electrical is put in. Mr. Long stated it would just be a matter of manpower to mix soils but we will have the cost for the fertilizer and seed. He doesn't have any estimates but it will not be expensive to seed that area. He can get costs and bring it to another meeting.

Councilor Butner said this looks like this was part of Alternate 2 and asked if that was accurate. Mr. Long said yes that is accurate it was Alternate 2. It was left out because it was estimated at \$317,000.00 In moving forward with securing the loan, he would like to see us fit \$65,350.00 into the project to get more of the park done.

Councilor Butner asked why wasn't it included. Mr. Long explained it wasn't included because it would put us further behind cost wise, but now there is funding so we can do what we need to do.

Councilor Butner said if we agree to do this, will it cause us to change our plans to put sod in. Mr. Long said the seeding is only for the grass area north of soccer field. The fields soccer and baseball will get sod. If we leave it alone, it will grow weeds and dust would still be a problem.

Councilor Butner said this will add 4 1/5 acres of grass area, ahead of what we were projecting. Mr. Long stated yes.

Councilor Butner asked about change order #1 saving money by eliminating some items like electric scoreboards, special dugouts, and extra fencing that wasn't needed. Is that correct? Mr. Long stated yes that is.

Councilor Butner appreciates staying in the loop and watching the finances.

Vice Mayor Jenkins wanted to clarify that because of the savings from change order #1, we are able to have more park because of that. Mr. Long said yes.

Councilor LeBeau asked we are already approximately \$200,000.00 above what we have available, is that true? Will this add to that? Where will we get the money? Mr. Martin said, Council has directed staff to look into getting a loan. Councilor LeBeau confirmed that securing a loan hasn't been done yet? Mr. Martin said that is correct. Councilor LeBeau asked if this is premature? Mr. Martin said this is the right time to do it. When they are out there putting the water lines in, If we wait for the loan details, there could be extra charges. It's all about timing. Councilor LeBeau is concerned about spending money that we don't already have. Mr. Martin said the money will be there whether it comes from reserves or the new loan.

Mr. Martin stated that it looks like we will be saving money from the lighting install coming up.

Vice Mayor Jenkins wanted to confirm that the installation of the MUSCO lighting wasn't included in the bid. Mr. Martin confirmed the bid didn't include installation of the lighting. Installation should be able to be done by ourselves, that is why it isn't included. Vice Mayor Jenkins wanted to confirm that not only are we saving money in the difference of the cost of the MUSCO Lighting by using a different brand but also the cost of installation is included in the Terra Verde bid but wasn't included in the cost of the lighting. Mr. Martin said yes. **Motion** made by Councilor Butner to approve Change Order #3 requested by Tierra Verde Builders for the Camp Verde Sports Complex as presented to the Council this evening. Second was made by Councilor Buchannan. **Motion** carried 5-1. Mayor German, Vice Mayor Jenkins, Councilors Whatley, Butner and Buchanan voting aye and Councilor LeBeau vote is nay.

9. Discussion, Consideration, and Possible Direction to Staff to relocate the Toy Metal Building to the Street Yard to serve as an Equipment Garage instead of the Camp Verde Sports Complex. Staff Resource Ron Long

Public Works Director Ron Long explained the Town purchased a used 5,000 square foot metal building. It is currently located at Toy Ranch. The building cost is

\$7,000.00 and it was going to be used as the Maintenance Garage at the Camp Verde Sports Complex. Mr. Long explained spacing is becoming an issue in the 300 building especially after adding a Human Resources Department. The maintenance shop is also in the 300 building.

The purchase of this building was originally intended to be raised and put the maintenance office in the 2nd story above the shop. After some discussion and it was decided they would really need the same type of building as the Street Yard. The Street Yard has been buying equipment and has no place to store it except out in the sun. This building would be the perfect place to store the Street Yard equipment. It would be cheaper to buy a brand new metal building to put at the park and move this building to the street yard. It wouldn't have to be reconstructed right away but put it in a future budget to have it erected.

Mr. Long would like to use money from the HERF Fund to move the building.

Vice Mayor Jenkins asked how much is the estimate cost to erect it to get to the total figure? Mr. Long stated the low bid to erect it as 2 story building was \$195,000.00 and the low bid to move it is \$40,000.00 If we get it moved, staff would erect it and could be about \$100,000.00 to reconstruct as a one-story building.

Town Manager Russ Martin said there is \$197,000.00 to use in HERF that wasn't used for projects. It was intended and would fulfill one of their commitments.

Councilor LeBeau asked if there is \$197,000.00 in HERF Fund now. Mr. Martin stated, yes.

Councilor LeBeau asked if there are plans for the additional \$150,000.00? Mr. Martin stated there was but not right now. Staff could send it back out for rebid for the complete project. Mr. Long would like to go ahead and move the building, and reduce the cost of the foundation then take it back out to bid to put building up as a one story. It would cost approximately cost \$100,000.00 to reconstruct. The property is about to change hands so we need to get it out of there. The Forest Service is the new owner and wants the building gone before the escrow transaction is finished which is the end of the month. Mr. Long has permits to move it, we just need to know where to take it.

Councilor Whatley wants to sell the building for \$5,000.00 and let someone else deal with it. She did the math and it will be almost be a quarter of million for the building. She cannot see spending a quarter of a million on this building. Mr. Martin stated the price per square foot is actually a good deal when you compare it to the cost of a new building.

Mayor German asked if there is any legal impediment on moving the building. Mr. Martin stated no. Mayor German asked if it would be prudent to continue the original savings and could it be established by what Mr. Long is saying. It would be nice to erect it as soon as it is moved but if that is not possible at least moving it to the streets department. **Motion** was made by Councilor LeBeau move to award the contract to Woodruff Construction for \$45,000.00 to disassemble and relocate the

5,000 square foot "Toy Metal Building" to the Street Yard to serve as an Equipment Garage. Second was made by Councilor Buchanan. **Motion** carried 5-1. Mayor German, Vice Mayor Jenkins, Councilors LeBeau, Butner and Buchanan voting aye and Councilor Whatley voting nay.

10. Discussion, Consideration and Possible Approval of an easement agreement between the Town of Camp Verde and Seacrest Investments, LLC, for an approximately 14-foot strip of land adjacent to the Marshal's Office parking lot. Staff Resource Russ Martin

Town Manager Russ Martin stated the property was being sold to a new owner when the fence line was determined to have a 14-foot encroachment into the parcel where CVMO is (on the parking lot side). During that time, there were several different discussions as to how to correct this issue for a clear title. It was determined that having a revocable easement, would be best. This would allow the Town to utilize the property in the future but clear up the title and liability. A simple Easement Agreement was put together and a cost of \$500.00 for 2,600 square feet of easement was agreed upon. This would cover the costs associated with the transaction. The property can revert back to the Town for full use in the future as necessary. The new owner would like to continue to utilize it. Both sets of attorneys have reviewed the Easement Agreement. **Motion** was made by Councilor Buchanan to approve of an Easement Agreement through the Town of Camp Verde and Seacrest Investments LLC for an approximately 14-foot strip of land adjacent to the Marshal's Office parking lot. Second was made by Vice Mayor Jenkins. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

11. 2020 Covid-19 Update – Staff Resource Russ Martin

Financial Director Mike Showers gave a financial update. The negative news is he has the estimates from the State on how they are going to change their numbers. In the State TPT, they dropped their estimates 20% (which is about \$252,000.00), VLT dropped by 2% and the Income Tax dropped 2% as well. This means we are down about \$300,000.00 in state revenues.

Our local tax revenues (through the middle of May) have pulled in \$365,000.00 in local TPT revenues and we still have two weeks of May left. The chances of making budget is very strong and could possibly be the best month of the year during COVID. Mr. Showers thinks it might even be slightly over the budgeted number. He predicts as good or better for this year. He has already adjusted next year's state budget downwards.

Town Manager Russ Martin stated 1.284 million dollars has been allocated to the Town of Camp Verde through the end of December 2020. Staff will have to ask for it and demonstrate public safety expenses have been spent. That expense can be requested through the Treasury Department to be reimbursed. We can add 1.28 million to our cash flow. State Revenue funds will still need to be covered. It will be business as usual. This revenue is from the CARES ACT. Mr. Martin stated we are in good shape and is confident of our financial position.

Mr. Martin stated staff is waiting for Phase 2 from the Governor to move forward with reopening. He also reviewed the COVID numbers for the county.

Mr. Martin stated press releases are in Council Members mailboxes. Summer Camp will be starting Monday. Full staff is planned to cover camp. They are still on track for the pool to open next weekend on June 13th. Cornfest is still planned but they are only announcing it locally. They are trying to contact nonprofits to be vendors at Cornfest.

- 12. 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 A.R.S. §38-431.01(H))*

None

13. Council Informational Reports.

Vice Mayor Jenkins has been going to the Farmers Market every Saturday morning. Councilor Butner spoke about the current George Floyd situation. He said Camp Verde is a diverse community and would like Council to direct Marshall Rowley to meet with other law enforcement departments in the Verde Valley and structure a diversity program. He would also like a team created to respond appropriately to civil disobedience and protests. Mayor German directed staff to put this on an agenda for future work session.

Mayor German has been working with local businesses. There will be a ribbon cutting ceremony for new businesses on June 19th. He also mentioned that Denny's has also re-opened. He is encouraged that businesses are coming back. Mayor German commends staff on keeping updated information posted.

14. Manager/Staff Report

Town Manager Russ Martin:

- The new website is going live July 6th
- Lieutenant Jacobs did a nice job putting together a school resources grant and it has been awarded. This will be a 3-year opportunity.
- July 2nd the Town will be celebrating with Carol Brown her retirement. Mr. Martin will be barbequing burgers at the gazebo from 12:00 p.m.-1:30 p.m.

15. Adjournment

Mayor German adjourned the meeting at 8:16 p.m.



Mayor Charles German



Attest: Town Clerk Cindy Pemberton

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 June 3, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 22nd day of June, 2020.



Cindy Pemberton, Town Clerk