

MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, MAY 20, 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 Jesse Murdock, Councilor Joe Butner and Councilor Buck Buchanan are present.

Also Present

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

3. Pledge of Allegiance

Councilor Bill LeBeau 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. Work Session – April 7, 2020
2. Work Session – April 8, 2020
3. Regular Session – April 15, 2020
4. Work Session – April 22, 2020
5. Budget Work Session – May 1, 2020

b) Set Next Meeting, Date and Time:

1. Regular Meeting – Wednesday June 3, 2020 at 6:30 p.m.
2. Regular Meeting – Wednesday June 17, 2020 at 6:30 p.m.

c) Resolution Extension: Possible approval of an Extension of Resolution No. 2015-939, for High View, LLC's Mining Conditional Use Permit, which states "A Resolution of the Common Council of the Town of Camp Verde ("Town"), Arizona, Yavapai County, on Use Permit 20150033, an application submitted by Joe Link – agent for the owner Aultman Land & Cattle III & IV,

LLC of a portion of Parcel 403-15-002Y, and a portion of 403-15-003C. The Use Permit will allow an operation that will mine, quarry and extract natural resources from the property which will be a total of 195.33 acres. The property is located on State Route 260 at milepost 214.27 on Parcels 403-15-002Y & 403-15-003C”.

Mayor German mentioned he noted some corrections in the minutes before the meeting and those have been corrected.

Councilor Butner asked that Item 4c be removed for further explanation. He said that it is his understanding that mining is going on at the present time and no problems have been reported? Town Manager Russ Martin stated no problems have been reported. Community Development Director Melinda Lee said they are getting ready to actively develop the property, but no issues have been reported.

Motion made by Councilor LeBeau to approve consent agenda Items A, B, and C with corrections to previous minutes as noted by the mayor earlier. Second was made by Vice Mayor Jenkins. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, 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))**

Todd Scantlebury submitted a request to speak form but is not available at this time. Council will move the request to speak to Item 12 “*Call to the Public not on the Agenda*”

6. **Special Announcements and presentations**

- Municipal Clerks’ Week May 3, 2020 through May 9, 2020 Proclamation.
Mayor German read the proclamation and declared it so.
- Proclamation to declare May 15th of each year to be Peace Officers Memorial Day, and the calendar week of each year during which May 15th occurs as Police Week, which was originally proclaimed by the U.S. Congress and signed by President John F. Kennedy on October 1, 1962.

Mayor German read the proclamation and declared it so.

7. **Discussion, Consideration and Possible Approval of Resolution 2020-1045, a Resolution of the Mayor and Common Council of the Town of Camp Verde,**

Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2020-21 and superseding Resolution 2019-1023. Staff Resource Mike Showers

Finance Director Mike Showers stated this is the annual time for Council to approve fees. The list of fees has been posted for 60 days. Mr. Showers reviewed the changes, stating the requested changes to the fees are in the right-hand column in red. If nothing is listed, it means there were no changes.

Motion made by Councilor Murdock to approve Resolution 2020-1045, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2020-2021 and superseding Resolution 2019-1023. Second was made by Vice Mayor Whatley. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

8. 2020 Covid-19 Update – Staff Resource Russ Martin

The following was submitted/requested by Vice-Mayor Jenkins to bring all of Council up to speed on financial issues related to Covid-19 throughout the Town. The best way to move forward is to give this a general opportunity for Staff and Council to request and receive information that relates to activities in Town per this topic regularly, like the Legislative Update has traditionally been.

This is intended for Council and Staff to bring items up under this agenda item for informational purposes. Only Vice Mayor Dee Jenkins requests a financial update as of March 2020 (April 2020 if available). Finance Director Mike Showers and Town Manager Russ Martin will present to Council the current financial status of the town and if any adjustments are planned in this budget year to offset possible shortfall in revenue. Mr. Martin will give an update to Council the status of town operations and department schedules. Director of Economic Development, Steve Ayers will update Council regarding the impact of COVID-19 has had on local businesses and his department plans to support and/or assist local businesses in their effort to restart or return to a “normal” business

Mr. Martin would like advanced notice if Council Members have questions so staff can do research and bring back information.

Vice Mayor Jenkins stated she gave a list of her concerns to the Town Clerk Cindy Pemberton before the meeting. She asked Ms. Pemberton to distribute a copy to Council Members. (see attached)

Councilor LeBeau voiced his concern that when the Vice Mayor asked the Clerk to distribute a document, she consulted Mr. Martin first. Should she do this? Is this the proper way to do this? What if Mr. Martin said no? Ms. Pemberton said the Clerk’s Office should be made aware of documents being provided to the Council prior to the meeting. Mr. Martin stated the Council cannot direct staff, so it is appropriate for her to check with him. It is not his intent to overrule but to review. Mr. Martin explained how the Clerk works and distributes the information. This is not an abnormal procedure.

Vice Mayor Jenkins stated that when she submitted changes to the agenda, that was part of an email she sent that to Mr. Martin.

Councilor Murdock stated we are a Council/Manager form of government. This is how we function. Council functions directly with the manager. The role of the Clerk is to distribute information given to her. She is under the direct supervision of the Town Manager not the Council. Though she serves the purpose to work for the Council, if a Council Member has information they would like to distribute, they should go to the Clerk in a timely manner.

Councilor Whatley said this isn't on the agenda. When the *Call to the Public* comes up, we have no idea what they are going to say. We cannot respond to it. Information that is passed out during a meeting is just like that. We are unable to act on that sort of thing unless we are given the information beforehand. Now, we are way off the agenda.

Mayor German suggested that Council get back to agenda and move forward.

Economic Development Director Steve Ayers stated he met with Vice Mayor Jenkins to get clarification on her questions. They had no precise numbers on COVID downturn. Mr. Ayers gave an update on what they are doing with current businesses. Most have had a drop in March and April but now on the rise. The sky is not falling, and businesses are rebounding. The economy in Camp Verde remains solid. They are still meeting with investors. Businesses will adapt and survive. All scheduled projects have never stopped and still moving forward.

Economic Specialist Jessica Bryson gave an update on what their office is doing to keep the community informed. They have built a business email list, a mailing list and have created a newsletter. Their office is keeping businesses informed as possible.

Finance Director Mike Showers reviewed his January - April Council Reports. His third quarter report is posted on his finance documents web page. Revenue through April will be short for the total year but Department Heads are able to offset this. When he is asked how does he feel about next years' budget numbers? He is not changing the TPT numbers he put into the budget. He feels he probably under budgeted. The State has a lot of pressure on them to reduce their estimates. This is his best guess.

Vice Mayor Jenkins asked Mr. Showers to give the major categories where savings occurred? Mr. Showers said some of the major categories would be maintenance, storm water, court, economic development, risk management, and HR. He is pulling these numbers from the April Report.

Vice Mayor Jenkins asked what type of expenses were you able to save the money. Mr. Showers said it is all over. Animal Control is mostly wages, and Parks & Rec caught up with pool costs. Broader categories would be electricity, or maintenance all over.

Mr. Martin asked staff to submit numbers of what they are not going to spend. Identify the numbers, Council will have a better idea at another meeting.

Vice Mayor Jenkins said this is encouraging. We won't have to cut hours or have layoffs.

Councilor Butner would like Mr. Showers to bring updated information to each Council Meetings for a while.

Mr. Martin reviewed what the Library is doing to keep everyone safe.

The Town is still hoping to hold the Cornfest event. They will be following rules from the state and watching Prescott to see how they handle their events.

Mr. Martin said a press release was sent out about the delay with opening the pool. He went over the ideas they have to keep everyone safe. The pool is planned to be open the 13th.

Mr. Martin said they still plan to keep the doors to the Clerk's Office closed to protect staff. They will be working in phases to bring staff back.

Vice Mayor Jenkins requested moving Item 12 before Item 9. Councilor Murdock objects and feels Council should follow the agenda. Mayor German would like to move Item 12 to the next item on the agenda.

Councilor LeBeau leaves (7:53pm)

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

Todd Scantlebury- Council has been given a draft Environmental Assessment from the County and Federal Highways Administration. They have given us 30 days to respond, which would be by May 30th. Within this report is a Traffic Assessment. Middle Verde Road is missing from the assessment and is rarely mentioned. This is a major road and it is missing in the DEA. The only admission that Middle Verde Road would be overwhelmed with traffic and noise. *His three minutes ran out.*

Councilor LeBeau returned at: 7:55pm

Zak Wolfe would like to delegate his minutes back to Todd. Todd continued and said there is no proper foundation to carry heavy traffic, no crown for run off, no shoulders nor sidewalks for multi-mode of travel. He is concerned that Middle Verde Road will fail. Someone is going to get hurt and the Town will have the liability. He asks Council to consider the DEA comments and Engineer Report. Anyone can sign their DEA comments. Todd will send his letter to Cindy.

Meeting break: 8:03pm

Meeting resume: 8:10pm

9. Discussion, Consideration and Possible Approval of FY 2021 Debt Levy Certification to Yavapai County for \$663,576, acting as the Trustee to the Camp Verde Sanitary District. Staff Resource Mike Showers

Finance Director Mike Showers stated this is an annual item that needs to be approved by Council every year. Council had no questions.

Motion was made by Councilor Murdock move to approve the FY21 debt levy certification to Yavapai County for \$663,567, acting as the Trustee to the Camp Verde Sanitary District. Second was made by Councilor Butner. Mayor German would like the motion revised to state the right number. Council Murdock restated the numbers to read \$663,576. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

10. Discussion, Consideration and Possible Approval of FY 2021 Special Assessment levy of \$222,241 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. Staff Resource Mike Showers

Finance Director Mike Showers reviewed the information and said this is more of a public notice.

Motion was made by Councilor LeBeau to approve the FY21 special assessment levy of \$222,241 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

11. Discussion, Consideration, and Possible Direction for finalizing the improvements and the amount of funding to secure for Phase 1B of the Camp Verde Sports Complex. Staff Resource Russ Martin and Ron Long

Town Manager Russ Martin turned the floor over to Public Works Director Ron Long. Mr. Long is looking for final direction on scope and funding necessary for staff to begin final procurement of materials/contractors/equipment to complete the first phase of the sports complex. This will allow staff to prepare for Council decision on funding and then procure the remaining items. Bids for the Camp Verde Sports Complex Phase 1B were received on January 15, 2020. The project was awarded in Council on February 19, 2020 to Tierra Verde Builders for a total of \$3,712,675. 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 to the adjusted total of \$3,329,220. Additional details are in the attached memos. Also included is a spreadsheet that shows estimated costs of the items left with totals for comparison. Staff is recommending Option C which would require securing 2.5 million in additional funding or less as possible. The purpose would be to complete all improvements with quality but leave the maintenance

facility for the end or possibly another year while completing some additional items such as landscaping improvements or better bathroom facility, etc., Lighting is a placeholder still, with the timing of this agenda item we have put in all three quotes for some comparison but we are still working to determine the actual differences and ensure we have actual similar comparisons that would be necessary to implement while maintaining the quality we have with the MUSCO option. The Qualite quote is actually most comparable with MUSCO and is least expensive.

Vice Mayor Jenkins asked if there are any bells and whistles we can do without? Is this the basic lighting that we have to have? Mr. Long is not aware of any. We are asking them if they can provide the right amount of light in the right places on the field and still meet dark sky compliance.

Mr. Long went over the irrigation water supply needs, the milling surface parking lot and pathways, field maintenance equipment, and Porta Johns verses permanent restroom facilities.

Council Members had more discussion about permanent restroom facilities and compared costs.

Mr. Martin stated money is the issue and reviewed some options. (see attached). He reviewed payment and borrowing needs.

Public Comments:

Jackie Baker stated that in the first loan, one of three things were addressed; lift station, portable water and permanent restrooms. She believed these were the first things to be done with initial loan. With the current global issues asking Council to get another loan is totally irresponsible. These items are more important than how many fields that we need.

Ron Posten stated that he doesn't understand why the entrance is always left out. Who is going to build an entrance on Highway 260, who will maintain it, who will pay for it and when can we get it.

Mr. Martin stated that two days ago work began on the entrance.

Councilor Butner asked if there is any way to postpone the consideration of the potential loan? Even 90 days could give a better picture. Mr. Martin stated we will not get a better funding. This would only cause a delay in the park. This is a good deal and we should not put something off that needs to get finished.

Councilor Whatley would like to go with staff direction with site-built bathroom. Mr. Martin has laid out an excellent finance plan. This gives them the tools they need to finish project.

Mayor German if we do the 2.5 keeping and maintaining the way it is structured. If we get additional money, we need to get very best prices and be cautious. If we don't need it, we can put back into payments. He wants to make sure everything is covered, and we don't come up short. This is an opportunity we may miss if we pass this up.

Councilor LeBeau said the thing that concerns him is that we are going through an economic shut down and maybe wait to see which way this is going to go. That would be responsible to the citizens of Camp Verde.

Mayor German said tonight is to give direction to Mr. Martin. Mr. Martin said it may take about 30 days to get the information back and then bring it back to Council. Mid-June is approximately when Council could consider it.

Vice Mayor Jenkins understands the economics that are happening. She struggles with borrowing more money but that is the only way we will get the park done soon. We still need to be prudent with our money and try to get grants to help cover some of the costs.

Councilor LeBeau said Mr. Martin should continue to keep looking into funding.

Councilor Buchanan thinks we have Mr. Martin should continue pursuing the 2.5.

Motion made by Councilor Whatley to direct staff to pursue the options of obtaining a loan up to \$2.5 million. Second was made by Councilor Buchanan.

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

13. **Council Informational Reports.** *These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.*

Councilor Murdock will not be able to make the scheduled June 3rd Meeting.

14. **Manager/Staff Report** *Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.*

Town Manager Russ Martin:

- Please let staff know if you are coming into Council Chambers for a meeting so they can plan for social distancing.
- The Town plans to continue using ZOOM for now.

15. **Adjournment**

Mayor German adjourned the meeting at 9:32 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 May 20, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 23rd day of June, 2020.



Cindy Pemberton, Town Clerk