

**MINUTES  
TOWN OF CAMP VERDE  
WORK SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
FRIDAY, MAY 1, 2020 AT 8:30 A.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

**1. Call to Order**

The Mayor called the meeting to order at 8:47 a.m. There was a short delay due to some technical issues experienced with joining the meeting.

**2. Roll Call**

Mayor Charles German, Vice Mayor Dee Jenkins and Councilors Joe Butner, Bill LeBeau and Robin Whatley are present telephonically via Zoom. Councilors Jesse Murdock and Buck Buchanan are present in Council chambers.

**Also Present**

Town Manager Russ Martin, Finance Director Mike Showers, Council candidate Cris McPhail. Recording Secretary Susan Ayers is attending via Zoom.

**3. Pledge of Allegiance**

The Pledge was inadvertently omitted from today's work session due to technical issues which delayed the start of the meeting.

**4. Discussion between Town Council, Town Manager and Finance Director regarding Fiscal year 2020-21 Budget.**

Town Manager Russ Martin apologized for the difficulty with needing to meet telephonically for budget-related discussions. He clarified, if there are items the Council is not satisfied with and more information is needed, it is important to understand that this is only the preliminary budget process and the final decisions will not be made until May-June. The Council agreed the manager's budget accurately reflects what the Council would be willing to accept as a preliminary budget. Vice Mayor Dee Jenkins would like to see financial reports and department reports updated so as to see the impact of COVID-19 has had in regard to revenue. Finance Director Mike Showers stated there has been a delay in reporting due to a delay in receiving information. He assured Council the numbers from March will look better than prior months, and it will not be until late May that the COVID-19 impact in regard to revenue will be obtainable.

Russ Martin clarified the reason for a \$200,000 difference in Wastewater capital line on page 7 of the Operations Presentation packet. Discussed were the 260 Project,

which is under way, and the projects down at Rezzonico Park. Also discussed were prioritization of items such as employee safety, a monitoring device for individuals at the treatment plant and operational controls for which parts and replacements are no longer available, as well as maintenance and repair. Mr. Martin explained that the additional 200,000 he is recommending would be to ensure that there is adequate funding for some of the smaller projects.

Vice Major Jenkins asked questions regarding the safety issues related to the treatment plant and wanted to make sure those issues were addressed. Mr. Martin gave assurance of the issue as being high priority and explained the resolution.

A major topic of discussion was regarding the request for one to two new Police Officer positions at the Camp Verde Marshal's Office. Mr. Martin outlined the concept of starting the recruitment process of one position in July and one in January of 2021. Councilor Butner was concerned with unknown circumstances surrounding COVID-19 and suggested possibly holding off until January 2021. Councilor LeBeau asked questions regarding the net cost of training. Vice Mayor Jenkins suggested leaving the item in the budget, but with the possibility that it may not need to happen. Councilors Murdock, Whatley, Buchanan and Mayor believed that it is wise to proceed with recruitment for one position starting in July, should unforeseen circumstances arise such as sickness or retirement of one of the current employees, thus leaving the department short of sworn officers. Also, of concern is COVID-19 and the increase in demands on law enforcement.

Town Manager Russ Martin requested clarification regarding an item approved in last year's budget for the hiring of two new Maintenance employees for half of the year. At this point one person has been hired but the second one has not yet been hired. He wanted to make sure Council understood that the second one will be added to payroll sometime this fall, assuming that the park is completed and there is need. Council understands and agrees.

The possible need for Risk Manager replacement, in light of current Manager Carol Brown's upcoming retirement was discussed.

Vice Mayor Jenkins commended the extraordinary work Ms. Brown has done, but believes that it is possible for those duties to be absorbed by existing staff, and thinks it would be wise to hold off recruitment in light of the COVID-19 uncertainty.

Mr. Martin believes that existing staff could not absorb the entire position and there is a need for assistance for the Human Resources Department, but it could possibly be Administrative Assistant; which would be more cost effective.

Mayor German agreed, but thinks that Risk Management and Human Resources should be two different positions in light of the growth the town will be experiencing. He feels that Administrative Assistant positions may be a feasible solution.

Councilor Murdock referred to substantial savings that the current Risk Manager brought about, and how that may offset replacement of the position. She feels like the added responsibility to current town staff would be too much.

Finance Director Showers commended current Risk Manager Carol Brown for her work. He also indicated that the town enjoys the lowest workmen's compensation rate possible and stated that it is important to have someone whose main job it is to

be dedicated to the town's best interests, as well as to keeping everyone safe.

Councilor Butner also commended Ms. Brown's success, but is concerned that the town is gambling with its revenue, and now is not a good time for hiring. He would like to see Human Resources take over Risk Management, but with Assistants.

Councilor Whatley is in agreement with holding off for now and would like to keep the current employees, but would support Risk Manager replacement at a future date if resources are more plentiful.

Town Manager Martin agrees, and will not seek recruitment at this point.

Regarding Capital Improvement funding, Town Manager Russ Martin noted that because of all of the variables in revenue than can occur between now and later on this summer, the Council keep the placeholder in the budget that was discussed during a prior meeting; so that if revenues were adequate, a number of smaller projects could be completed. Councilor Butner supported the concept and believes this is a good idea.

Mayor German had lost contact momentarily (approximately five minutes).

Town Manager Martin asked Council for permission to look into restructuring debt as a way of financing the remaining cost of the sports complex. He explained that due to the way the loan is structured, it is not able to be refinanced. Mr. Martin and Finance Director Showers outlined an alternative way of restructuring the loan. Councilor LeBeau expressed concern with the concept of accrual of debt now, and deferring payment for years later. Vice Mayor Jenkins would like to see summarization on paper. Councilor Whatley expressed interest, and Council gave Mr. Martin their approval to pursue more research on the proposition. The Council was willing to revisit the subject after obtaining more detailed information. Mayor German thanked the Council and expressed appreciation for their patience and attention to detail during these uncertain times.

**5. Adjournment**

The meeting was adjourned at 10:18 a.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 Work Session of the Town Council of Camp Verde, Arizona, held on May 1, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27th day of May, 2020.

*Cindy Pemberton*

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Cindy Pemberton, Town Clerk