

**MINUTES  
TOWN OF CAMP VERDE  
WORK SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, APRIL 22, 2020 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**

Mayor German called the meeting to order at 5:30 p.m.

**2. Roll Call**

Mayor Charles German (Zoom), Vice Mayor Dee Jenkins (Zoom), Councilor Robin Whatley (Zoom), Councilor Bill LeBeau (Zoom), Councilor Joe Butner (Zoom), Councilor Jesse Murdock (Zoom) and Councilor Buck Buchanan (Zoom) are present.

**Also Present**

Town Manager Russ Martin, Financial Director Mike Showers, Public Works Director Ron Long, Deputy Town Clerk Virginia Jones, Town Clerk Cindy Pemberton via Zoom, various Department Heads via Zoom and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Mayor German led the Pledge.

**4. Finalize Presentations and Discussion of Capital Improvement Projects already in progress.**

Town Manager Russ Martin stated we will start with a presentation on the Park, next will be on the Arena and lastly the Council Chambers. Project Managers will be updating Council as to where they are in their budgets. This meeting is about setting priorities so the Capital Improvement Plan can get established. When considering larger projects, you may have to start with and complete small priorities at a time.

**Public Works Director Ron Long- Park Operations**

Mr. Long gave a background on the project. Tierra Verde was awarded the project with a bid of \$3,712,675. On March 5, 2020 the total awarded amount was reduced via deductive change order by \$383,455 to the adjusted total of \$3,329,220. The remaining balance of the Park Fund at the start of Phase 1B is \$3,060,223. Therefore, we are starting Phase 1B with a deficit of \$268,997. There are six necessary components for operation listed in the summary.

1. APS electrical service & fiber optic line
2. Field lighting

3. Irrigation Water Supply
4. Milling Surface Parking Lot
5. Field Maintenance Equipment
6. Rent Porta Johns.

Councilor Butner asked if the fiber optic line were necessary. Mr. Long stated they will be in a joint trench with APS so the park can get internet service in the future.

Councilor LeBeau asked if the field maintenance equipment would be something that could be shared with Butler Park. Mr. Long stated the equipment that is listed is the minimum necessary to keep fields operable. The equipment is specifically for sports field. They will try to utilize as much equipment as much as we have.

Mr. Long reviewed and compared costs for a temperature restroom trailer vs permanent restroom facilities. They are working on ways to reduce some costs but need to have the base components of the park so we can get up and running this fall.

Vice Mayor Jenkins asked if there is a date set to present an alternate light options to Council. Mr. Long stated not yet, staff is researching and will send it out in a memo format for Council to review once the information is collected.

Councilor Butner suggested using the same vendor as the rodeo arena is using. Mr. Long stated the lighting supplier for the arena will be contacted.

### **Rodeo Arena President Mary Phelps- Camp Verde Equestrian Center**

President Mary Phelps gave an update for rodeo arena. She stated the worksheet is broken down as to what was paid for, what the association has paid, the remaining about of the budget and the donated amount. Ms. Phelps reported the draining system has been redesigned. They eliminated the culverts and the money that was saved should be used for roads. The remaining needs for the arena are:

1. Electrical- this is being worked on, the lines are being dug to connect to sewer plan.
2. The Well- they are set to start working on this May 1<sup>st</sup>.
3. Roads- all weather surface will be put on the road. The County is still interested in getting them the millings but they are unsure when that project would start because of covid19 Stay at Home Order. The meeting with the Streets Department successful and direction was given.

Ms. Phelps reviewed the items that were donated to the project.

### **Town Clerk Cindy Pemberton- Council Chambers**

Town Clerk Cindy Pemberton reviewed the items listed for Chambers Upgrade. She stated Chambers are a long time overdue for an upgrade. She reviewed the items

included in proposal. Some of those items are: better speakers, a better projection, portable voting mechanism for council members, etc. Employees could give effective presentations with the new equipment.

Councilor Butner asked what would be the skinniest budget you could give us that some upgrades could be done but still save money. Ms. Pemberton stated the items listed are really the items that are needed.

Mr. Martin stated maybe this project could be broken down into 3 phases. Staff will put something together.

Councilor Whatley stated upgrades to Council chambers are sorely needed. It is really embarrassing for the town. She wants this finished, it has been needed for years.

## **5. Discussion and Direction on Council Prioritization of Proposed Capital Improvement Projects**

Financial Director Mike Showers explained how Councilors will prioritize Proposed Capital Improvement Projects. He explained Major projects would be \$100,000 or more per project and Minor projects are projects less than \$100,000.

A voting or rating process was used to pare down projects into a total of 15 projects; 10 Minor Projects and 5 Major Projects. Council Members used the rating sheet from their packet to make their vote and sent it via text or email to Mr. Showers where he compiled all of the information and reviewed the priorities with Council. Mr. Showers explained points values.

Councilors were able to review the projects and consider what they wanted to vote for and sent their information individually to Mr. Showers.

Town Clerk Cindy Pemberton stated that all the ratings will go directly to Mr. Showers and not to all Council Members because this is a work session.

Councilors will complete rating sheets after the information is compiled. This is not for voting. These sheets will become part of the record.

This exercise is to see what projects are not started but still need funding.

Town Clerk Cindy Pemberton asked that Councilors, Town Manager and Finance Director not to use the word "vote". They are point assessments per the direction of Finance Director.

Mr. Showers reviewed Council's top choices.

Mr. Showers explained the next step in the process as well as the points/rating system. This will be key information for Mr. Martin. After Councilors are finished

with their ratings, they will send their information via text or email to Mr. Showers where he will compile all of the information into a summary and review the results with Council later on. Mr. Showers explained the point values. Councilors were able to rate their projects and send their information to Mr. Showers.

*Councilor Murdock steps away from the meeting at 7:09pm*

*Councilor Murdock returns to the meeting at 7:17pm*

Vice Mayor Dee Jenkins asked for clarity of how to distribute points. Mr. Showers reminded Councilors they are not comparing the projects directly; they are rating each project individually with the points value available. Council will then look at the project that came out the highest.

Councilor Whatley asked Mr. Showers to give an example of a negative impact. Mr. Showers stated a negative impact is specifically for this category based on operations. If operations are going to have to fund extra expenses because of this project. Debt is not included, only direct operations.

Town Manager Russ Martin stated the Waste Water Projects will be discussed at the May 1<sup>st</sup> Meeting. All the information tonight will be on the record if public would like to view the information. It was important for all Council Members to give their input, and he appreciates all the input tonight.

Staff schedules will continue until further direction is given. Mr. Martin will keep the Council informed.

Please let Mr. Martin or Mr. Showers know if you have any questions regarding the budget.

## **6. Adjournment**

Mayor German adjourned the meeting at 7:43 p.m.

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Mayor Charles German

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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 April 22, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Cindy Pemberton, Town Clerk

**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 Mayor 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