

MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 2, 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, Councilor Jesse Murdock (zoom) and Councilor Buck Buchanan are present.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, Deputy Town Clerk Virginia Jones and Rec Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Buck Buchanan 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 – August 19, 2020
2. Special Session – August 19, 2020

b) Set Next Meeting, Date and Time:

1. Work Session – Wednesday, September 9, 2020 at 5:30 p.m.
2. Regular Meeting – Wednesday September 16, 2020 at 6:30 p.m.
3. Regular Meeting – Wednesday October 7, 2020 at 6:30 p.m.
4. Regular Meeting – Wednesday October 21, 2020 at 6:30 p.m.

c) Discussion, Consideration, and Possible Approval of Resolution 2020-1053 which would have the effect of transferring an ADOT Drainage Easement adjacent to the Sports Complex to the Town of Camp Verde and authorization for the Mayor to sign the ADOT Four Year Advance Waiver of Abandonment.

Mayor German ask for clarification from Town Clerk Cindy Pemberton on Item B1. Ms. Pemberton stated the work session listed is a courteous notice. The Courtesy Notice is a field trip, where no decisions will be made.

Vice Mayor Jenkins asked to pull Item C for further explanation. Town Manager Russ Martin said ADOT has an USFS Easement to operate a detention basin, which is located just south of the Sports Complex to reduce flooding in the area. With ADOT'S agreement, staff has requested that the USFS transfer the drainage easement to the Town of Camp Verde. USFS has indicated that they would approve transfer with ADOT's permission. Transfer of the easement would be a benefit to the Town for a multitude of reasons. It would be the Town's responsibility to maintain the operation of the basin in perpetuity.

Council asked for clarification of where the easement would be located.

Councilor LeBeau asked about liability and if there would be additional cost to the Town. Mr. Martin said we could possibly fence off any area that is not part of the park and yes anything that is done in that area would be a cost to the Town.

Motion made by Vice Mayor Jenkins to approve the consent agenda. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, Butner, LeBeau, 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))*

No public to speak.

6. **Special Announcements and presentations**

• **Community Assessment Project with James LaRue**

Mayor German explained this item was meant more for a work session. Librarian Kathy Hellman gave a background on the project. In March 2020 she submitted a grant proposal to the State Library for a staff development day mini-grant with the intention of bringing someone in to put a new spin on staff training. When they reviewed the grant proposal, the reviewers felt we actually expressed a need for community assessment/strategic planning rather than staff training. Someone from the State Library called and told me that Sedona was bringing James (Jamie) Larue, former director of the Douglas County (Colorado) Libraries, widely known as one of the most

successful and innovative public libraries in the nation, to Arizona. The opportunity was too good to pass up. She decided to coordinate the timing of Jamie's visit with Sedona Public Library. The State Library agreed to increase our grant from \$4,000 to \$10,000. Normally Jamie meets with the Library Board when he embarks on Community Analysis/Strategic Planning projects. In lieu of a library board, Camp Verde Community Library answers to Town Council and our Town Manager, making it most expedient to bring Jamie to talk to you at a regular Council meeting tonight. Ms. Hellman turned the floor over to Mr. LaRue.

Mr. LaRue explained the steps it would take to create a strategic plan and then who would be on the brainstorm committee. Mr. LaRue gave some ideas on what other communities have been talking about.

Mayor German stated this is a great idea. He directed Councilors to give names of people they would recommend to sit on the committee to Kathy Hellman.

7. Discussion, Consideration and Possible Approval of the use of the CARES Act monies received in the amount of 1,284,000. The request includes capital improvement projects as well as possible designation for reserve and/or other items within the approved final Town Budget. Staff Resource Russ Martin

Town Manager Russ Martin stated Congress passed the CARES ACT near the beginning of the Covid-19 pandemic that allowed for local governments to receive monies to shore up local governments to ensure government services, specifically Public Safety were not compromised by losses in revenue. This gave our community the ability to continue to serve through the early stages of this pandemic. At this point it appears the Town has fared well enough to consider using this funding to continue progress locally to maintain/repair some of our infrastructure and facilities for the future that was put off in this years' budget because of revenue concerns. This work also will allow us to prepare for what could be an economic downturn and a reduction or leveling off of revenues from the state and locally. Staff hopes to address the use of the funds. Included in the packet is the final version of what Council had worked through in the winter/spring for priorities in 2020 and with added projects that are timely or limit future costs and from a staff prospective need consideration as well. Staff is hoping to hold about one-third to one-half for reserve to maintain a cushion for possible prolonged revenue lag, reduction statewide or changes locally in revenues. Mr. Martin reminded Council they are not required to make a decision tonight.

Vice Mayor Jenkins would like the roundabouts be cleaned up. She suggested putting some of the money towards local businesses relief. Mr. Martin is hesitant about setting aside money to use for relief funds because of the difficulty of developing a plan and the cost it would take to have an attorney look it over. Vice Mayor Jenkins thinks there may be another way to support local businesses without giving them money.

Councilor LeBeau agreed on cleaning up the roundabouts and suggests giving money to Meals on Wheels for their van.

Mr. Martin reviewed some of the projects Council had put on a list from an earlier meeting. He also mentioned that PSPRS is underfunded. Council could put money into this.

Councilor Butner asked questions about PSPRS. He suggested not messing with this at this time until we get on an even footing which could be early next year.

Councilor LeBeau left 7:28pm & returned at 7:31pm

Councilors discussed the list and considered what we should do with the money.

Public Comments:

Steven Goetting suggests 3 areas that could use money now. 1) Create a grant program for small business owners to cover the costs of PPE items, 2) incorporate a broad base marking program to draw people to Camp Verde, and 3) Give money to Meals on Wheels/Bread of Life to help our seniors through the fall.

Elaine Bremner with the Meals on Wheels Program is happy for attention on their needs. She is hoping for matching funds because there is a time limit on their grant. This program is life saving and necessary.

After more discussion Vice Mayor Jenkins suggested that in order to compile a list, Council should review staff's priorities. Mr. Martin reviewed staff's priorities:

- Spillman Server,
- Council Chambers
- Road Repairs; Specifically, Montezuma C. Hwy Mill/Repave
- Meals on Wheels
- Finnie Flat signal upgrade

Motion made by Councilor Butner to add the following project line budgets:

- Meals On Wheels: \$12,500 grant match,
- Spillman Server: \$35,000,
- Man-lift Street tree trimming: \$31,000,
- Finnie Flat Cliffs Parkway Intersection Signal Upgrade: \$50,000,
- Upgrade of Wilshire and Industrial Drive Roundabouts: \$34,000,
- A Grant Program for Local Businesses Relief Fund: grants between \$200-\$500 line item for a total of \$5,000 for PPE,
- Arena: \$100,000.

Second was made by Vice Mayor Jenkins. Councilors discussed which projects should and should not be included in the motion. Ms. Pemberton stated there was motion on the floor needs to be voted on. Mayor German asked Mr. Martin to clarify money that was designated for the arena. Mr. Martin stated this is a budget amendment, it had already been discussed previously, this cleans it up in a formal way. Council would still have to do it later if not now. **Motion** passed 6-1 with Mayor German, Vice Mayor Jenkins, Councilors Murdock, Butner, LeBeau, and Buchanan aye and Councilor Whatley, nay.

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

Financial Update-Finance Manager Mike

Local revenues are over budget so far, state revenues are over budget; all in all, revenues are doing exceptionally well.

Operational Update- Town Manager Russ Martin

- Plexi-glass will be installed between Council seats,
- Door will remain locked; there have been no complaints thus far.
- Staff is continuing to work on Fort Verde Days. State Parks are governed by Governor so the park may not be able to use the park. Staff would like to plan for the event and then pull off later if we can't hold the event. Councilor Butner asked about using the rodeo arena for the Colonel's Daughter. He also asked Mr. Martin if he had discussed the situation with governor; about using the State Park for an annual event? Mr. Martin said he would check with the Governor. He said if the park isn't open staff can look into using other locations.

- 9. 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))*

No public to speak.

- 10. 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.

Councilors Butner and LeBeau commented about the amount of work being done at the arena and park. They are excited about the progress.

- 11. 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:

- Next week Council will meet at 5:30pm for the field trip, the big van will be ready. The first stop is Waste Water Facility.

12. **Discussion Consideration and Possible Direction to staff regarding Purchase Negotiations with the Water Company and the Due Diligence report requested by Town Council completed by Steve Wene and associated professionals. The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible direction as covered under A.R.S. 38-431.03**

Mr. Martin stated staff recommends adjourning into an Executive Session. **Motion** made by Councilor Murdock to adjourn into an Executive Session. Second was made by Vice Mayor Jenkins. **Motion** passed unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, Murdock, Butner, LeBeau, and Buchanan approving

Recess: 8:13pm

Council Resumed Regular Session at 9:18 p.m. Motion by Mayor German, second by Councilor Murdock, Council directed staff to formalize a list of items that would be included in the potential purchase and formalize the due diligence report and bring back to Council

13. **Adjournment**

Mayor German adjourned the meeting at 9:19 p.m. without objection



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 September 2, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17 day of September, 2020.


Cindy Pemberton, Town Clerk