MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
WEDNESDAY, JUNE 3, 2015 AT 6:30 P.M.

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**
Mayor German called the meeting to order at 6:30 p.m.

2. **Roll Call**
Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, Jessie Jones and Robin Whatley.

Also Present
Town Manager Russ Martin, Marshal Nancy Gardner, Public Works Director Ron Long, Deputy Public Works Director Troy O'Dell, Waste Water Manager Jan Crogan, Librarian Kathy Hellman, Court Supervisor Veronica Pineda, Assistant Planner Jenna Owens, Permit Tech Kendall Welch, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
Mayor German 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:**
      - Special-Work Session – May 19, 2015
      - Work Session – May 13, 2015
   b) **Set Next Meeting, Date and Time:**
      - Wednesday, June 10, 2015 at 5:30 p.m. Work Session
      - Wednesday, June 17, 2015 at 6:30 p.m. Regular Session
      - Wednesday, June 24, 2015 at 6:30 p.m. Council Hears Planning & Zoning-and Adoption of Tentative Budget

On a **motion** by Councilor George, seconded by Vice Mayor Baker, the council unanimously voted to approve the Consent Agenda.

5. **Special Announcements and presentations:**
- **Proclamation Declaring June 30, 2015 A Day To Remember The Granite Mountain Hotshots.**

Mayor German pronounced the Proclamations
- **Acknowledgement by the Insurance Services Office, Inc. (ISO) of new rate change and recognition to Building Department.** Staff Resource: Russ Martin

Town Manager Russ Martin presented an award the town received from ISO as a result of code reviews and excellence provided by the building department staff and fire district. This ISO award should result in lower commercial and residential insurance rates for Camp Verde community residents/business owners.
- **Special recognition to Senior Wastewater Operator, Marshall Davis for receiving an award from Arizona Water Association as Wastewater Operator of the year for Small Systems.** Staff Resource: Jan Crogan

Jan Crogan recognized and commended Marshall Davis for excellence in his service to the Town of Camp Verde Waste Water Department advising the Mayor and Council of the award received from the Arizona Water Association. Ms. Crogran advised that under the direction of Marshall Davis, the Waste Water Department had no on the job losses (workman's compensation) for the past eight years.
- **Presentation of Governor's Archaeology Advisory Commission Award in Public Archaeology for 2015 for excellence in the category of Government Agency.** Staff Resource: Russ Martin

Town Manager Russ Martin presented an award received from the Governor's Archaeology Advisory Commission for historic preservation of Fort Verde. Mr. Martin commended the continuing support of many volunteers and the

council.

6. **Call to the Public for Items not on the Agenda.**
Leah Robbins addressed the Mayor and Council stating support of the Parks and Recreation Department, requesting the Mayor and Council allocate necessary funding for P & R to re-establish summer camps, programs and activities for children.
Steve Goetting addressed the Mayor and Council stating he concurs with Ms. Robbins. Additionally, he noted that the parks, playground and gym remain at a very low use level, as there are no organized programs and activities. Mr. Goetting stated the Town needs economic development and growth for families and younger people, not just retirees, to re-establish an economic base. Mr. Goetting stated displeasure with the Council for lack of economic development and for extending their terms without an election.
NOTE: *Councilor Whatley addressed Mr. Goetting's allegation of the Council extending their terms without an election, stating that this information is incorrect and any member of the public that would like additional information may contact her personally, or contact the Town Clerk's Office with questions.*
Sherry Wishmeyer addressed the Mayor and Council stating concerns that the Council approved a 4.5% increase for the Marshall's Office for budget year 2014-15 due to the alleged mandatory increase of 4.5% contribution to the retirement fund, when in fact the increase was only .6% (Ms. Wishmeyer provided a handout to Council outlining the contribution rates and increases 2011-2015 – a copy if available for review in the Town Clerk's Office). Additionally, Mr. Wishmeyer stated displeasure with the Marshall's Office receiving wage increases of 4.5%, with all other Town employees receiving only 1.5%.
Jenna Owens addressed the Mayor and Council commending Kendall Welch in her continued excellence with the building department, and her contributions that lead to the Town receiving the ISO award, ISO ratings, and reduction in insurance rates.
Jenna Owens and Kendall Welch addressed the Mayor and Council with a most interesting chain of events in acquiring and preserving a piece of Camp Verde History from the making of the movie "Kingdom of the Spiders" (1977), the last known spider web painting on the shed/barn, which is a gift from he Community Development Department to the Citizens of Camp Verde.

7. **Discussion, consideration, and possible appointment of Council Members as Town Representatives and alternates to various boards, committees, and organizations.** Staff Resource: Virginia Jones
The Mayor and Council unanimously accepted assignments and approved the proposed Draft of Council-Committee Assignments as presented with the following modifications: Yavapai College Governing Board GERMAN / BAKER, Yavapai College Advisory Board GEORGE / GERMAN, Yavapai-Apache Nation MAYOR GERMAN / BAKER, and modifying the meeting time/dates as follows: CV Fire District Monthly 3rd Wednesday at 9:30 a.m., VFREO TBA Quarterly on Friday 10 a.m., Verde Valley Land Preservation TBA bi-monthly or quarterly, Arizona Municipal Risk Retention Pool TBA bi-monthly or quarterly, Verde Valley Transportation TBA bi-monthly or quarterly, and Middle Verde Water Advisory Wednesday 2:00 p.m. or TBA as needed.

8. **Discussion, and possible approval of an amendment to the Facilities Use Agreement with Yavapai College to include use of Town property by OLLI (Osher Lifelong Learning Institute) through June 30, 2016.** Staff Resource: Russ Martin
Town Manager Russ Martin advised the Mayor and Council that Council approval was not required for this Agreement; this agreement can and will be approved by the Town Manager. This matter was placed on the Agenda for informational purposes only. Mr. Ed Lee addressed the Mayor and Council giving an update on OLLI progress, OLLI programs in Clarkdale and Sedona summer session beginning in June, and advising OLLI will launch with the fall session in September. Mr. Lee thanked Mike Marshall for his continuing help with the OLLI programs, and stated that although OLLI is managed through Yavapai College it is funded by the OSHER foundation. Mr. Lee introduced the Camp Verde OLLI Committee Jackie Walker, Dixie Woods and Gail Grove (all volunteer committee members). The Mayor and Council thanked Mr. Lee and the OLLI volunteer committee.
Public Comment: Tom Pitts addressed the Mayor and Council in support of OLLI stating it is a phenomenal program and of great benefit to all Verde Valley residents.

9. **Discussion, consideration and possible approval of amendments to the Town's Salary Plan with the addition or amendments of the following job descriptions; Property and Evidence Custodian, Property and Evidence Custodian Aide, Economic Development Specialist, Human Resource Specialist, Risk Manager; Financial Aide, Light or Modified Duty/Return-to-Work/Stay-at-Work Workers Compensation.** Staff Resource: Russ Martin

On a **motion** by Councilor German, seconded by Councilor Jones, the Council approved separating (with separate vote for approval or denial) the proposed Risk Manager position from the other amendments presented, with Councilors Whatley and Gordon opposed.

On a **motion** by Councilor Gordon, seconded by Councilor George, the Council approved the proposed amendments to the Town's Salary Plan (and job descriptions) excepting the Risk Manager position, with Vice Mayor Baker opposed.

On a **motion** by Council Gordon, seconded by Councilor George, the Council approved the proposed amendment to the Town's Salary Plan (with job description) for the Risk Manager position, with Vice Mayor Baker and Councilor German opposed.

Town Manager Russ Martin stated that with the budget process and discussions, changes in personnel and their assignments, and modifications of Town Policy (Light or Modified Duty/Return to Work), job descriptions and range of salary need to be established whether or not the positions are approved, filled and/or funded this year. Mr. Martin further explained that many of the proposed job descriptions with salary ranges will benefit many of the current Town employees that "wear different hats", by performing multiple jobs with multiple job descriptions, and designating new positions if and when the Council approves the new positions and funding; approval of the proposed amendments to the Town's Salary Plan (with job descriptions) does not necessarily create new positions at this time, except for the NACOG funded Aide positions. Additionally, a job description is required for the NACOG funded positions (Property and Evidence Custodian Aide and Financial Aide).

The Mayor, Council and Town Manager engaged in considerable conversation and debate, with the following items at issue: recently increased the sales tax rate and the appearance of increasing government, increasing department size by adding department employees (specifically Economic Development Department); the job description of the Economic Development Specialist covers everything needed and therefore it appears there would be no need for a director; the Risk Manager position may be creating a new Department, not just another Town position; the proposed cost (and high salary range) for the Risk Manager position and justification for the same; the possible legal requirements for advertising (and considering outside applicants) for the position of Risk Manager as a Department Head; the potential for combining Human Resources and Risk Management; the potential that a Risk Manager can (and, if properly executed) save the Town money in insurance rates, potential losses and law suits; the fact that 95% of Arizona cities and towns do not have a Risk Manager as a separate employee or Risk Management Department, with Risk Management being handled by Human Resources and/or Town Manager; and the proposed amendments to the Town's Salary Plan (with job descriptions) are not being considered as a budget issue on this Agenda.

Public Comment: Tom Pitts inquired if, upon approval of the amendments to the Town's Salary Plan as proposed, if the Human Resources Department would be under the direction of Economic Development? NOTE: *Response by Town Manager Russ Martin: No. Steve Ayers is the director for Economic Development only, with the Town Manager acting as director for Human Resources.*

Sherry Wishmeyer inquired about how the NACOG position employees are paid and stated support for Human Resources and Risk Management to be together as one position, stating that to acquire Human Resources certification, Risk Management is required. Response by Town Manager Russ Martin: NACOG position employees are paid directly by NACOG; HR managers are required to have Risk Management training (and in some circumstances, certification), however, Risk Managers do not always have Human Resources training or certification.

10. **Discussion, consideration and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget to include, but not limited to:**

- **Capital Improvements**
- **Revenues**
- **General Government**

Town Manager Russ Martin stated a handout has been provided with each department's CIP requests for 2015-16, requesting Council prioritize the CIP requests and give direction to the Town Manager to prepare for the tentative budget approval on June 24, 2015. The Town Manager stated there are near $3,000,000 in requests, with available funding for $490,000 - $540,000.
The Mayor and Council were advised by Ron Long that the gym roof leaks in several places, and there is a possibility that a roof failure will ruin the floor and other improvements in the gym which would result in additional expenses for clean-up and repairs/replacement, and were advised by Troy O'Dell the sewer sleeves for Hwy 260 Development were required by ADOT. After considerable discussion, it was the consensus of the Council, with direction to the Town Manager, to place the CIP requests in the following priority for completion 2015-16:

1. Sewer Sleeves (Hwy 260 Development) $200,000
2. Gymnasium Roof $100,000
3. Butler Playground (Phase I only) $ 48,094 (Phase II 11,750, Phase III 3,800, Cover $22,700)
4. Court (remodel) $ 50,000 (Additional funds to be paid from Court Enh Fees)
5. Lease Purchase of Equipment $100,000 to $105,000 per year/5 year lease purchase commitment - to purchase the following: equipment (package) Mower, Motor grader, seal coat machine, 2 patrol vehicles, transportation van, administrative vehicle, man lift – stated in priority.
6. JOC Drainage Projects (or a portion thereof) and Storm Water studies to be budgeted from $40,000 - $50,000 excess in operating fund or reserve funds.

Councilor Whatley acknowledged that the new sales tax rate is making these CIP project possible (creating approximately $490,000), as none of the CIP projects would materialize without the sales tax revenue.

Public Comment: Tom Pitts addressed the Mayor and Council in support of the Town placing JOC Drainage Projects, IT equipment and new computers, as priority CIP projects/purchases.

11. **Call to Public for items not on the Agenda.**
Tom Pitts advised the Mayor and Council that he had attended meetings in Phoenix regarding education and community development, and would be presenting the Council with written information. Mr. Pitts advised the he would be attending additional economic development retreat. Additionally, Cottonwood will be sponsoring the annual Thunder Valley Rally, and with all hotel/motels being booked in advance for this event, the Town of Camp Verde should advertise available accommodations.

12. **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 German stated the Council Members were invited to the "meet and greet" of the new NAU director. Additionally, Councilor German stated that Yavapai College funding was not decreased by the State, yet they continue to consider a 2% increase in property taxes without needing the funding. Council German stated opposition to this increase in property tax and encouraged anyone that opposes the property tax increase to attend the Yavapai College Board meeting or make their opinions known in writing.

Vice Mayor Baker thanked Troy O'Dell and Jan Crogen, and staff, for conducting the recent tour of the wastewater facility. Vice Mayor Baker concurred with Councilor German regarding the proposed 2% increase in property tax for Yavapai College.she attended the Yavapai College Board Meeting in Prescott (today), and will provide copies of informational documents to all council members. The Yavapai College Board is considering a property tax increase of 2% - attendees stated objection to the increase – as Yavapai College does not need the additional revenue.
Councilor Gordon thanked Troy O'Dell and Jan Crogen, and staff, for conducting the recent tour of the wastewater

facility. Councilor Gordon also stated he would be attending an intergovernmental meeting scheduled in Jerome. Councilor George stated the Yavapai College Advisory Board would be finalizing their recommendations to the Governing Board at the intergovernmental meeting in Jerome.
Councilor Whatley thanked Troy O'Dell and Jan Crogen, and staff, for conducting the recent tour of the wastewater facility, and stated she would be attending an intergovernmental meeting scheduled in Jerome.
Mayor German reminded all Council Members of the ADOT meeting on Friday, and the scheduled trash pick-up day this weekend.

13. **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.
None.

Adjournment

On a **motion** by Mayor German, seconded by Vice Mayor Baker, the council unanimously voted to adjourn the meeting at 9:48 p.m.

Charles German, Mayor

Lynn Riordan, Recording Secretary

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, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25th day of June, 2015.

Virginia Jones, Town Clerk