DRAFT MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 18, 2015 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, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Brad Gordon, Councilor Carol German, and Councilor Jessie Jones-Murdock were present. Councilor Jackie Baker was absent.

Also Present
Town Manager Russ Martin, Finance Director Michael Showers, Risk Manager Carol Brown, Marshall Nancy Gardner, Jan Grogan Sewer/Sanitary District, Town Clerk Virginia Jones, and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
Mayor Charles German led the Pledge of Allegiance.

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) Council Hears Planning & Zoning Matters - October 28, 2015
      2) Regular Session – November 4, 2015
   b) **Set Next Meeting, Date and Time:**
      1) Friday, November 20, 2015 at 8:00 a.m. Work Session – Finance Strategic Plan & General Plan
      2) Wednesday, November 25, 2015 at 6:30 p.m. Council Hears Planning & Zoning-CANCELLED
      3) Wednesday. December 2, 2015 at 6:30 p.m.
      4) Wednesday, December 9, 2015 at 5:30 p.m. Work Session
      5) Friday, December 11, 2015 at 8:00 a.m. Work Session
      6) Wednesday, December 16, 2015 at 6:30 p.m., Regular Session combined with Council Hears Planning & Zoning Matters.
      7) Wednesday, December 23, Council Hears Planning & Zoning Matters – Cancelled
   c) **Possible approval of the Fiscal year 2016-17 Budget Calendar-** Staff Resource: Michael Showers
   d) **Possible approval of Finance Director to close the National Bank Sanitary District Public Funds Account and three (3) Sanitary District Account's with the County per the attached Schedule.** Staff Resource: Michael Showers.

   Upon a **motion** by Vice Mayor George, seconded by Councilor Gordon, the Council unanimously approved the Consent Agenda.

5. **Special Announcements and presentations:**
   - **There are no Special Announcements or presentations**

6. **Call to Public**
Wendy Cook Roberts addressed the Mayor and Council stating she works with the teen program at the Library and presented a video. Ms. Cook Roberts advised the library would be hosting an Open House on

December 11, 2015 from 1:00 pm to 2:30 pm, and encouraged the Council to attend.

Carol Brown, Risk Management, addressed the Mayor and Council and presented the Town with the 2014 Safety Award, Award of Excellence, earned by the Town Employees (risk management). Ms. Brown stated the Town employees are doing an excellent job and doing it safely. Ms. Brown stated she recently attended Public Risk Manager's Institute in Albuquerque, New Mexico, and was able to attend and participate on a scholarship, with no expense to the Town.

Ed Lee, OLLIE, addressed the Mayor and Council stating the OLLIE fall semester has concluded. OLLIE has been very successful during fall semester with great participation and attendance. Mr. Lee thanked the Council for their support of OLLI and requested continued support of the program. The spring semester starts January 25, 2016.

James Stromma addressed the Mayor and Council stating the Town suffers from a lack of fire hydrants, however, he noticed a new fire hydrant had been installed on Salt Mine Road. Councilor Gordon addressed Mr. Stromma's comments, stating that another hydrant was scheduled on Salt Mine Road and a hydrant (replace old hydrant) was scheduled for installation at the park. Installation of new hydrants is dependent of available water lines and supply and available funding – noting that the Town does not own the water company(ies) and can only install hydrants where water lines and supply is available. Mr. Martin advised that three new hydrants had been approved at a cost of about $20,000 – funding provided from revenues of the recent sales tax increase.

Agenda Items 7, 8 and 9 withdrawn from the Agenda:

~~**7. Acceptance of Former Vice-Mayor Bruce George's resignation effective November 9, 2015 and presentation of a Certificate of Appreciation for his service.**~~

~~**8. Discussion, consideration, and possible appointment of a Vice-Mayor to complete the two-year term left vacant by the resignation of Bruce George.**~~

~~**9. Discussion, consideration and possible direction to staff relative to filling the vacant Council Seat left by the resignation of previous Vice-Mayor Bruce George pursuant to state statue, this position will serve until the next regularly scheduled election.**~~ **THE TOWN ATTORNEY WILL BRIEF THE COUNCIL ON THE NOVEMBER 13, 2015 ORDER IN THE MATTER OF CAMP VERDE FOR GOOD GOVERNMENT V. TOWN OF CAMP VERDE, CASE NO. V1300CV201580323. COUNCIL MAY VOTE TO GO INTO EXECUTIVE SESSION PURSUANT TO ARS §38-431.03(A)(3)(4) FOR DISCUSSION OR CONSULTATION WITH THE ATTORNEY FOR LEGAL ADVICE. STAFF RESOURCE: BILL SIMS AND JEFF MURRAY.**

Mayor German advised this matter has been withdrawn pursuant to the telephone call and email from Mr. Murray (attorney). Vice Mayor Bruce's resignation has been rescinded and the Town has called an election (re-call election) pursuant to Court Order. The election is scheduled for March 8, 2016. **The Council took no action on this Agenda item.**

10. **Discussion, consideration and possible approval for Finance Director to apply for and utilize the P-Card system through Chase Bank.** Staff Resource: Michael Showers

Upon a **motion** by Vice Mayor George, seconded by Councilor German, the Council unanimously approved the proposed application and authorization for the use of a P-Card system through Chase Bank.

Finance Director Mike Showers advised the Mayor and Council that a P-Card System had previously been

approved by Council, however, the P-Card System previously approved was through American Express and had associated costs. Mr. Showers stated he was able to secure a system through Chase Bank MasterCard that is the same concept but with less cost to the Town and provided more control and tracking, with the ability to change limits on each card and being able to restrict card.

12a – Addressed out of order upon request of Town Manager, Russ Martin:

12A. DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF A SEWER LINE BUY-IN AGREEMENT BETWEEN VERDE VALLEY MEDICAL CENTER, CAMP VERDE SANITARY DISTRICT CURRENTLY BEING OPERATED BY THE TOWN OF CAMP VERDE, AND SIMONTON RANCH 18, AN ARIZONA LIMITED LIABILITY COMPANY. STAFF RESOURCE: RUSS MARTIN.

Upon a **motion** by Vice Mayor George, seconded by Councilor Gordon, the Council unanimously approved the Sewer Line Buy-in Agreement with Verde Valley Medical Center and authorizing the signature of Town Manager Russ Martin as directed by Council, acting as Trustee for the Camp Verde Sanitary District.

Per 48-2029.D. If the sanitary district has a bonded indebtedness or legal indebtedness following approval of dissolution, as herein before provided, the sanitary district shall be administered as provided by this section. Pending dissolution, the administration of district affairs ***shall vest in trust in the governing body of the city or town. Members of the governing body of such city or town shall be trustees of the district for all purposes of such district and as such have the powers and duties prescribed for the board of directors of the district organized pursuant to this chapter****. Such trustees may, without limitation, except as provided by law and within this section, operate the facilities of the district and may issue and sell bonds previously authorized for improvements prior to dissolution of the district.*

Mayor German advised that he received a call from Councilor Baker, stating the Councilor Baker requested this item be withdrawn from the Agenda until such a time that all council members were present to vote on this matter (Councilor Baker is absent). The Council took no action on Councilor Baker's request.

Rick Peterson, VVMC, addressed the Mayor and Council with respect to the proposed Buy-in Agreement, advising that VVMC is ready to commit to the Agreement. The proposed Agreement is similar to other Agreements VVMC has entered into in other communities for expansion of, and provisions, of infrastructure for the need of the medical facility. Town Manager Russ Martin advised the proposed Sewer line will eventually become the property of the Camp Verde Sanitary District, with fees being assessed to future development to tie into the line. Additionally, the future tie-ins and sewer fees will assist in meeting the 20 year payback policy for the sewer district.

Councilor Gordon requested the typographical errors be corrected in the Agreement (new development). Mr. Martin stated the "red-line" version of the Agreement corrects the typographical errors and sentence structure without changing the language or intent of the Agreement.

Jan Grogan, Camp Verde Sanitary District, advised that the District in is favor of the Agreement as it will enable the District to provide more service to the community and proposed new development without any expense to the District or the Town.

Councilor German advised this will be setting the precedence for infrastructure and underground utilities, and inquired if natural gas will also be available. Councilor German also requested clarification of the proposed map indicating the underground sewer lines/easements. Russ Martin and Jan Grogan advised that other underground utilities may also use the utility easement, but few utilities want to partner in the underground waste water/sewer ditch. Additionally, the main sewer line to VVMC proposes and makes provisions for future hook-ins and future expansion. Mr. Peterson addressed and provided clarification with

respect to future development. Council thanked Mr. Peterson and stated appreciation for his and Scott Simonton's efforts to facilitate and complete this project.

11. **Discussion, and update by staff regarding the Public Safety Pension System.** Staff Resource: Russ Martin

It was the CONSENSUS of the Mayor and Council to direct the Town Manager to look into funding options vs the current "status quo" for support of the Public Safety Pension System, including but not limited to a proposal for a new PSPS for new employees/recruits, and prepare a comprehensive report for Council consideration before next year's budget process.

Town Manager Russ Martin advised the Council of the pending problems with the Public Safety Pension System (PSPS) liability problem, currently funded at approximately 60%. Public Safety employees have a separate Pension System which is a financial liability to the Town. All other Town employees are covered (and pay into) the Arizona State Retirement System – statewide currently funded at approximately 80%.

The required contribution to the Public Safety Pension System fluctuates which causes an acceleration of liability. Mr. Martin requested direction from the Council with respect to the desire to continue with "status quo" and paying the required fluctuating contributions, or the possibility of looking into other options to finance – stable an finite annual costs - the Public Safety Pension Fund over a long term plan, including a possibility of changing the PSPS for future Public Safety employees/recruits.

Marshall Gardner addressed the Mayor and Council with respect to the funding of the PSPS, advising that every Town/City has its own actuary. Councilor German suggested a work session be set for the Council, Finance Director, Marshall and Town Manager to review and consider options regarding the PSPS funding and future plans.

Vice Mayor George inquired if interest rates increase, will it affect the PSPS contributions if we remain "status quo". Councilor Gordon advised that if a new PSPS is proposed or put into place for new Public Safety Employees, it will not reduce the current PSPS liability, but will reduce the contributions/costs in the future.

12. **Update by Town Manager regarding his attendance at the League of Arizona Cities and Towns Conference and the Managers Conference.** Staff Resource: Russ Martin

Town Manager Russ Martin addressed the Mayor and Council reported:

1) The Public Safety Pension System and possible resolutions, were highlighted at the Conference as this matter has a large and lasting effect on every Town/City budget.

2) Verde Valley Medical Center was happy with the current development and process of their facility in Camp Verde.

3) Mr. Ayres, Economic Development Director, is in the process of acquiring (positive) letters from Camp Verde businesses and tourists and putting together a marketing portfolio, which potentially will assist and encourage economic development.

4) Mr. Martin stated he is considering putting together a process/program to increase communication within the Town that will include "having coffee with the Manager" for Town employees and hopefully can set aside and schedule a day each month to go and "hands on" actually work with Town employees in each department to better understand what their responsibilities and concerns are to better understand the staff,

answer staff questions, keep the employees informed of Town business, and increase communication.

5) Advised Council regarding Credit Card fraud issues becoming a priority for banks and credit card companies, and for added security, and to eliminate or reduce costs to the Town in potential credit card fraud, the Town will need to update technology to accept "chipped" credit cards.

6) Code Enforcement – the Town of Camp Verde is doing an excellent job with code enforcement.

7) Continued efforts of the Angel Fund and working on putting into place an on-line ability for credit card processing Town-wide; the Angel Fund not only accepts donations, but gives staff insight to what is important to residents.

Councilor German stated she is in support of the Manager's proposed program to spending time "hands-on" with department employees.

Councilor Whatley stated she also attended the League Conference where good presentation encouraged "thinking outside the box".

13. **Discussion and update regarding Managing Public Records sent and Received via Electronic Mail.**

Town Manager Russ Martin addressed the Mayor and Council stating the Town's current preservation of email records and completing records requests are not efficient or cost effective. Mr. Martin stated that he and Town Clerk Virginia Jones will compile a proposal for destruction and/or preservation of email records that complies with state statutes for records retention.

Town Clerk Virginia Jones advised that the current backlog of retained records bogs down the Town-wide email system and server as there are too many unnecessary retained records, records destruction and/or retention will be time consuming, but will result in a positive, efficient and cost effective record retention system.

14. **Call to the Public for items not on the agenda.**

Ed Lee addressed the Mayor and Council advising the he has done more research on the structure and current standing of the Camp Verde Chamber of Commerce, advising that although the by-laws makes provisions for a member or appointee from the municipalities, the Chamber is not in good standing with the Arizona Corporation Commission and is not in compliance. Mr. Lee will continue to look into the practices of the Chamber of Commerce and the potential for appropriate development and structure of the Chamber, as he feels it is necessary for the community to have a strong co-op between the Council, Chamber and Economic Development for planned and successful growth of the community.

15. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Fire District, 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 Whatley advised that she attended the Open Meeting Law Presentation and even though she had attended the training at the League Conference, she learned new information. Councilor Whatley stated she attended the National Geographic presentation at Blazin' M Ranch. Councilor Whatley stated the Senior Center Open House is December 5 – they will be opening their Christmas Store for the season on that date.

Councilor Gordon advised that he attended the Rockin' River Ranch State Park presentation, stating that the proposed park is beautiful and will be an asset to the community and all of the Verde Valley. Councilor Gordon also attended an OLLIE class during the fall semester (he wanted to attend more classes, but they were already full), he attended the National Geographic presentation at Blazin' M Ranch recognizing that there are only 22 areas in the world that are designated for economic development with one being in the Verde Valley largely to the assistance, and facilitation, of Camp Verde's Economic Development Director Steve Ayres. Councilor Gordon also attended the Open Meeting Law presentation, Fire Department Meeting, met with Tony Gioia regarding water resources for the Town, and the ADOT transportation meeting – requesting all public comment be forwarded to ADOT prior to December 4, 2015 regarding the transportation plan.

Vice Mayor George advised that he attended the presentation at the proposed Rockin' River Ranch State Park, stating that Sue Black, State Parks, is doing an excellent job designing and developing the new state park. Vice Mayor George stated that development of this park may partially be contributed to the efforts of Camp Verde's Economic Development Director Steve Ayres.

Mayor German requested time be set aside on a future Agenda to specifically recognize Chip Norton and Steve Ayres for their continued efforts to facilitate the design and development of Rockin' River Ranch State Park and the designation from National Geographic.

Councilor Jones-Murdock advised that she attended the tour/presentation at Rockin' River Ranch State Park and the National Geographic presentation at Blazin' M Ranch, stating that Camp Verde is making positive strides in economic tourism. Councilor Jones-Murdock commented on Veteran's Day thanking all US service members/military for their continued service to our country and citizens.

Councilor German advised that she attended the tour/presentation at Rockin' River Ranch State Park and commented on Sue Black's (State Parks) enthusiasm and energy. Councilor German also attended the National Geographic presentation at Blazin' M Ranch and is impressed with their website. Councilor German stated that the YC committee meets tomorrow (November 19), and she is hoping to see Camp Verde selected for the site for a new Allied Health Center (co-op with VVMD and NAHC).

16. **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 stated all Town Offices (except public safety – CVMO, emergency services and fire) will be closed for Thanksgiving on Thursday, November 26 and Friday, November 27, 2015. The new date and time for the Council – Staff Christmas Party is Friday, December 11, 2015 at 5:30 p.m. in the gym.

Adjournment. Mayor German, with no objection from Council, pronounced the meeting adjourned at 8:10 p.m.

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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 Mayor and Common Council of the

Town Council of Camp Verde, Arizona, held on November 18, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

_____
Virginia Jones, Town Clerk