DRAFT MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 7, 2016 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.

Roll Call
Mayor Charles German, Vice Mayor Bruce George, Councilor Robin Whatley, Councilor Jessie Jones-Murdock, Councilor Brad Gordon (absent), Councilor Jackie Baker (absent) and Councilor Carol German.

2. **Also Present**
Town Manager Russ Martin, Council Elect Buck Buchanan, Councilor Elect Dee Jenkins, Marshal Nancy Gardner, Community Development Director Mike Jenkins, Building Official Robert Foreman, Permit Tech Emily Diver, Library Director Kathy Hellman, Town Clerk Virginia Jones and Recording Secretary Jennifer Shilling.

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

4. **Consent Agenda –** *All the 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 17, 2016 at 6:30 p.m.
   b) **Set Next Meeting, Date and Time:**
      1) Wednesday, September 14, 2016 at 5:30 p.m. Special/Work Session
      2) Wednesday, September 21, 2016 at 6:30 p.m. Regular Session
      3) Wednesday, September 28, 2016 at 6:30 p.m. Council Hears Planning and Zoning Matters

   Motion was made by Vice Mayor George to approve the Consent Agenda. Second was made by Councilor Jones-Murdock. Council unanimously approved the Consent Agenda.

5. **Special Announcements:**
Presentation declaring September 2016 as Grandfamily/Kinship Care Month.
Mayor German read a paragraph from the proclamation aloud and declared September 2016 Grandfamily/Kinship Care Month.

6. **Call to the Public for items not on the Agenda: NONE**

7. **Possible approval of Special Event Liquor License for Montezuma Rimrock Fire Department Auxiliary for special event "Hot Time with the Firefighters" to be held at 2025 Reservation Loop Road/Jackpot Ranch, Camp Verde, AZ on October 22, 2016 from 3:00 p.m. to 7:30 p.m.**
Auxiliary Representative, Lou Lane gave an overview of the event. He explained this is the second time they have had this event but needed to move locations because it was well attended last year and they expect an even bigger crowd. Tickets are sold at the fire department or from any Auxiliary Member. Councilor German attended last year and stated it was a wonderful event. Mr. Lane thanked the Council for their support.

Motion was made by Councilor German to approve the Special Event Liquor License application for Montezuma Rimrock Fire Department Auxiliary for special event "Hot Time with the Firefighters" to be held at 2025 Reservation Loop Road/Jackpot Ranch, Camp Verde, AZ 86322. Second was made by Vice Mayor George. **Motion** carried unanimously.

8. **Update by Camp Verde Youth Library Group that participated in the Youth Program at the 2016 League of Cities and Towns Conference.** Staff Resource Kathy Hellman
Library Director Kathy Hellman introduced the youth who attended the Youth Program portion of the 2016 League of Cities and Towns Conference. Celeena Johnson, Ethan Moll and Raymundo Rodriguez gave a brief overview of what they learned from attending the conference. Ms. Hellman thanked the Council for sponsoring these youths and for their continued support. Ms. Hellman also showed the new library logo.

9. **Update by Mayor and Council Members regarding the League of Cities and Towns Conference, to include but not limited to possible Council follow up, direction to staff and future agenda items.**
Mayor German stated it was a great conference. He liked networking with people from the other communities. He especially liked the Speed Networking Breakfast, where a question is posed at each table and then each person representing different towns would explain what they do to handle the problem. He also collected some information on 501c3's, which he would like to do more research on. Mayor German expressed his appreciation to the Town Clerk and staff for the basket they put together for the auction. Mayor German would like to add a new item to the agenda for next time regarding "New statue relating to signage".

Town Manager Russ Martin explained he liked the Feed Forward lecture on how supervisors should deal with a subordinate. He was also able to meet Ms. Allen and to listen to Economic Development Director Steve Ayers sell Camp Verde by presenting ideas to her about the Rockin' River Ranch on ways she could help get full funding for the project.

Councilor Jones-Murdock also thought the Speed Networking Breakfast was enjoyable. She felt the people at her table were on the same page regarding their topics. Ms. Jones-Murdock enjoyed the Closing General Session Lecture, "Why would anyone follow you?" She learned the importance of asking frequent questions and paying attention to detail.

Councilor German enjoyed the Open Ceremony, especially seeing the Youth from Camp Verde carrying the flag. She gave an overview of each session she attended.

Vice Mayor George explained it is good to remember to take your time answering questions and if you do not know the answer, say so, and then find the answer and then follow up.

Councilor Whatley stated she enjoyed the Opening Session and learning there is a National Level to the League of Cities and Towns that look out for the best interest of cities and towns. She enjoyed networking with the representatives from the surrounding communities.

10. **Discussion, consideration and possible direction to staff regarding recycling services contract with Sedona Recycles a non-profit currently providing general recycling services and whether or not to continue to pay beyond October 31st for the recycling locations at Basha's and near the High School.**
Town Manager Russ Martin explained this item is on the agenda to create a conversation regarding the recycling services currently contracted with Sedona Recycles, a non-profit company who is providing general recycling services. The Town of Camp Verde has budgeted to subsidize Sedona Recycles but because commodities have gone down, they will no longer be able to provide their services without an increase in their subsidy. They would have to remove their recycling bins as of October 31st. A State Statue states the town has to give the public options for recycling and wastes removal.

Mayor German asked the Public in attendance if they had any comments. Cheri Wischmeyer stated it would be a

disservice to the community to discontinue the recycling program. She suggests researching different waste removal companies.

Councilor Jones-Murdock stated she has tried all the options available for recycling, and questioned Mr. Martin about the idea of going into contract with another hauler. Ms. Jones-Murdock does not feel it is the sole responsibility of a government agency to take on this burden. She also questioned how much extra the Meals on Wheels Director asked for. She does not want to vote on this tonight, and would like to wait for further research to be done.

Councilor German asked if a donation box was considered. Ms. German thinks recycling is an essential service for the community and feels there is less trash along the roadside because of it.

Councilor Whatley doesn't feel as though the town is big enough to "require" recycling, and stated without it there will be a lot of dumping around the area and roadways. Sedona Recycles always cleans around the bin area and picks up in a timely manner. Ms. Whatley feels like there is a mistaken belief that other companies recycle to the caliber that Sedona Recycles does. Ms. Whatley would like the town to continue to do recycling.

A motion was made by Councilor George to direct the manager to negotiate a contract with Sedona Recycles that would assure they would continue to operate in Camp Verde. Second by Councilor Whatley. Councilor German stated the motion should read, to direct staff to look into other options, and bring back the information for the Council to vote on. Councilor Whatley thinks the public would be upset if the bins went away. Councilor German asked if another company could come in and put in different bins to collect recycling. Mr. Martin is unsure at this time. He suggested Council to go down to Waste Management facility to see their recycling center. Councilor Whatley mentioned that Waste Management is not a non-profit company. Mayor German called for the question. Motion failed 2-3. Mayor German would like the newspaper to take the story to the citizens to get their opinion. Mayor German would also like to have Councilor Gordon and Councilor Baker present when a decision is made. The Mayor would like more research to be done. Dee Jenkins from the audience stated she did not know the town was subsidizing the recycling program. Council Members are invited to tour the Waste Management Facilities Thursday, October 6, 2016. Councilor George stated the town has been subsidizing the community in lots of different ways, it is a public service.

11. **Discussion, consideration and possible approval of amendments to the Town of Camp Verde Personnel Manual in sections 2-3-1 (Job Announcement-Full Time Positions) and adding 5-3-4 Fragrance Products**
Town Manager, Russ Martin clarified that by adding the amendment to section 2-3-1, they are asking to be able to post a job announcement before internal candidates have responded to get an idea if there are other people that would like to apply for the available job position. Councilor German likes this idea.

Mr. Martin also clarified that adding the amendment, 5-3-4 Fragrance Products to the manual; it is geared towards people's sensitivity to fragrances and are trying to establish a "good neighbor" policy on these items. Councilor George stated you should show respect for other people's space and feels this should be placed in personnel manual. Members discussed whether it should be a Fragrance Free Policy. Mr. Martin explained the attorney's feel it should be a Fragrance Free Policy.

Councilor Whatley felt that these two items should be broken into two agenda items since they are so different.

Councilor Jones-Murdock couldn't find anything in the policy that says it is enforceable. She asked who gets to decide who is offended. She feels like the manager would be referring differences in opinions of staff members.

Mayor German thinks it's a good opportunity to have something in the policy to let people talk to each other about

the problem.

Councilor Jones-Murdock stated it makes her sad that this has to be a policy.

Mayor German asked if the public had any comments on the topic.
Library Director Kathy Hellman stated that people with asthma or allergies, this policy gives the employee the confidence to bring up the topic to another employee and actually felt supported by it.
Cheri Wischmeyer stated that from a HR perspective, there is an obligation to protect the employees and make it a safe work environment. There could be an allergic reaction to certain fragrances. Ms. Wischmeyer thinks there is a need for a policy like this in the work place.

Mayor German asked for two motions.
Councilor Jones-Murdock has issues with the Fragrance Policy. Who decides if someone is annoyed by the fragrance or really has a medical situation? She is not ready to vote on the fragrance policy yet.

Motion by Vice Mayor George for approval for staff to make changes to the revised employee manual deleting the line 2 and adding, "**1**. All full time positions unless filled internally, non department head only, for temporary positions", and "**2**.The internal posting period is five working days, during which time eligible employees/candidates may apply. External recruiting may take place simultaneously to the posting to expedite the process as business needs require. Second was made by Councilor German. Motion carried unanimously.

With the consensus of Council, Mayor German directed Mr. Martin to insert, where appropriate the clarity of "medical necessity", in the 5-3-4 Fragrance Products Policy, and then get attorney approval. Councilor German would like to have the policy brought back as soon as possible.

Council took a 5-minute break: 8:17pm
Council resumed at 8:21pm

12. **Discussion, consideration and possible appointment of Council Members as Town Representatives and alternates to various boards, committees, and organizations.**
Mayor German explained the need to designate a representative for the NAGOC Regional Council. Councilor Whatley asked if Mayor German would still be available as the alternate. Mayor German stated Councilor Baker would be the primary representative, and he would be the alternate. Motion was made by Vice Mayor George that the NACOG Regional Council retains Councilor Baker as the manager. Second was made by Councilor German. Motion carried unanimously.

Vice Mayor George explained he has been attending the Verde Valley Homeless Coalition Meetings, which are held in Cottonwood and is made up of representatives from surrounding communities. He explained that Camp Verde doesn't have quite the homeless problem but it would be nice to have a representative attend the meetings on a regular basis. Mayor German directing Town Clerk Virginia Jones to add the Verde Valley Homeless Council to the list of committees and discuss this topic at the next meeting.

13. **Discussion, clarification and possible direction to staff concerning the Town of Camp Verde Solar Permitting Process**
Mayor German gave the floor to Councilor German to present this item. Councilor German would like Camp Verde to adopt a reasonable flat fee for solar that covers the incurred cost. She put together a packet of her research information. This packet contains solar fees and compares them to the fees from surrounding cities and towns. She feels fees should be based on the cost of installation. Ms. German brought this for discussion and to see if it is feasible to create an expedited solar permit fee process. Town Manager Martin explained the Building Staff has

done some research for comparison. He introduced Building Official Robert Foreman and Emily Diver. Mr. Foreman explained that Ms. Diver has done a lot of research on this and has created a spreadsheet. The Camp Verde Fee Schedule was adopted in April 2015 and is based on material and labor. Surrounding cities base their fees on different items. The Fire Marshal looks into each request to check to make sure the solar panels are safely added to the structure. Mr. Foreman explained that depending upon the system, inspections can vary depending on the size of the units.

Solar Representative Rob Witt explained that fees between Cottonwood and Camp Verde can differ based on size of the systems. He has found that APS can make it hard to get solar systems approved.

Mr. Foreman explained that Cottonwood does not do a plan review for each solar system they approve and Camp Verde does. He just emails APS and usually has power in 5 days.

Motion was made by Vice Mayor George to direct Robert Foreman to bring back a fee structure permit process more in line with other cities, towns and counties in order to encourage clean energy. Second was made by Councilor German. Motion carried unanimously.

14. Call to the Public for items not on the agenda. NONE

15. 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 Whatley — NOTHING

Councilor Gordon -- Absent

Vice Mayor George – attended the Verde River Basin Partnership Board Meeting and discussed the future of the organization.

Councilor Baker — Absent

Councilor Jones-Murdock — NOTHING

Councilor German — would like to pass out to Council, a list of issues that will be on the agenda of the Verde Valley Board Advisory Committee to Yavapai College. The next board meeting is on September 13th at the Verde Valley Campus. She encourages citizens to attend the meetings. Steve King is Camp Verde's Representative if you have questions.

Mayor German — attended a meeting with the Forest Service and Verde Front. They are getting ready to roll out publically on the 12th, 13th and 14th in the Camp Verde High School Cafeteria. It will involve elected officials from the Forest Service Agencies, each town's mayor, tribe, AZ Game and Fish, and a number of other State Parks Associations. They will discuss how important the Verde River is to us and sustainable economic development. There will be an informational meeting at 5:30pm on September 13th at the High School Cafeteria. He encourages citizens to attend.

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 would like to remind members they should RSVP for the Intergovernmental Meeting that is scheduled for Thursday, September 15 at the Marshal Office at 6pm. In addition, Virginia Jones will be on vacation for the next 2 weeks, if you need something please contact Mr. Martin.

17. Adjournment
Mayor adjourned the meeting at 9:05 p.m.

_____
Charles German, Mayor

_____
Virginia Jones, Town Clerk

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 CIP Work Session Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on January 29, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

_____
Jennifer Shilling, Recording Secretary