DRAFT MINUTES

TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 2, 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 Charles 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 Jackie Baker, and Councilor Jessie Jones-Murdock were present. Councilor Carol German was absent.

   Also present
   Town Manager Russ Martin, Councilor Elect Dee Jenkins, Community Development Ron Long, Community Development Director Carmen Howard, Town Clerk Virginia Jones, and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
   Mayor 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.
   - **Approval of the Minutes:**
     1) Regular Session - October 19, 2016
     2) Executive Session – October 26, 2016 (recorded)
   - **Set Next Meeting, Date and Time:**
     1) Wednesday, November 9, 2016 Work Session – Cancelled
     2) Wednesday, November 16, 2016 at 6:30 p.m. Regular Session
     3) Wednesday, November 23, 2016 at 6:30 p.m. Council Hears Planning & Zoning Matters
   - **Possible authorization for the Mayor &/or Vice Mayor to execute required documents to facilitate the donation of parcels 404-15-118 & 404-13-194 from Alan and Patricia Williams to the Town of Camp Verde.** Staff Resource Russ Martin.
   - **Possible approval of amendment to Assistant Magistrate Harry E. Cipriano contract that was approved by Council on 8-17-2016 to increase the hourly pay rate from $38.00 per hour to $50.00 per hour as previously approved on 9-3-2016, with a possibility of being paid retroactive.** Staff Resource: Judge Paul Schlegel

   On a **motion** by Vice Mayor George, seconded by Councilor Baker, the council voted unanimously to approve the Consent Agenda, excluding Consent Agenda Item d), pulled for discussion by Councilor Baker.

   At the request of Councilor Baker, Town Manager Russ Martin clarified the need for approval of Item 4 d), as the current pay rate of $38.00 per hour is a clerical error, with the actual amount approved by Council on 09-03-2016 being $50.00 per hour.

   On a **motion** by Councilor Baker, seconded by Vice Mayor Bruce George, the council voted unanimously to approve Consent Agenda Item 4 d).

5. **Special Announcements and presentations:**
   - **Special appointment and recognition of Mr. Allen McKinzie as Goodwill Ambassador for the Town.**

   Mayor German, on behalf of the Council and Town Staff, presented Mr. Allen McKinzie (author) with a special appointment of Goodwill Ambassador for the Town of Camp Verde, thanking Mr. McKinzie for his continuous contributions to the Town of Camp Verde, and acknowledging that his contributions have, and continue to be a

great asset to the residents, particularly children, of the Town. Mr. McKinzie presented his collection of books to the Council and stated his gratitude for the appointment and recognition.

6. **Call to the Public for Items not on the Agenda.**
None.

7. **Presentation by Coralie Cole, Senior Community Relations Officer, with Arizona Department of Transportation (ADOT) will review two ADOT projects: SR-260 at Industrial Drive and SR 260 Sidewalk from Cliffs Drive to Main Street.** Staff Resource: Ron Long

Ron Long (Community Development Director) introduced Coralie Cole, Senior Community Relations Officer for ADOT. Ms. Cole addressed the Mayor, Council advising that Tom Goodman and Project Superintendent Many Soto were both present to answer questions. Ms. Cole gave a presentation and time-line of the proposed-in progress construction projects in Camp Verde (development/installation of roundabout Hwy 260 at Industrial Drive and sidewalk construction Cliffs Parkway). At the request of council, Ms. Cole advised:

- Traffic will be restricted on Hwy 260 at Industrial Drive during construction, however both roads will remain open (one lane) and businesses will remain accessible.
- Construction has begun and is scheduled to be complete by April 2017 (notwithstanding unforeseen delays), with traffic/lane restrictions mid-November 2016 through January 2017
- Safety information, lane restrictions, construction schedule, and general information regarding construction is available on line (ADOT website)
- Cliff's Parkway sidewalk project is scheduled to begin the 2nd week of December
- Construction of the Hwy 260 and Thousand Trails roundabout is scheduled to begin in February-March 2017.

Council thanked Ms. Cole for her presentation, stating the Hwy 260 upgrades will provide a much safer traffic area and more convenient travel for both residents and visitors. Russ Martin advised, at the request of Councilor Gordon, that the potential construction of a road (by Denny's) is still a possibility, the private property owners appear to be open for discussion and planning, which would alleviate substantial traffic issues. This potential road will be presented to the Council for discussion, direction and funding requests if the project materializes.

8. **Discussion, consideration, and possible approval of an amendment to the Position and Classification Salary Plan for the position of Planner, removing "Senior" from the title and amending the job experience requirements to more accurately reflect industry standards for this position.** Staff Resource: Carmen Howard

On a <u>motion</u> by Vice Mayor George, seconded by Councilor Jones-Murdock, the council unanimously voted to approve an amendment to the Position and Classification Salary Plan for the position of Planner, removing "Senior" from the title and amending the job experience requirements (to 1 year) to more accurately reflect industry standards.

Community Development Director Carmen Howard advised the addition of the position is a result of an evolving and growing department and the restructuring of the various responsibilities within the department. Currently the salary plan provides for two levels of Planner, Assistant Planner and Senior Planner. The current job description and salary plan are not reflective of the current needs for the Department. Howard requested removing "Senior" from the titles and leaving the Salary Plan as is but changing the experience requirements from 3 years to one year.

9. **Presentation of Tree City USA Plaque for 2015 to a representative of the Tree Advisory Committee.** Staff

Resource: Sebra Choe

Sebra Choe presented the Tree City USA Plaque to Tony Gioia, accepting on behalf of the Tree Advisory Committee.

Tony Gioia stated the Tree Advisory Committee is very active and has provided a great service to the community, most recently at the new library.

10. **Discussion, consideration, and possible approval of Camp Verde Municipal Tree Plan First Edition 2016, in accordance with Town Ordinance 2014-A402, Article 13-3, Section 13-3-4; following an update report on the Tree Advisory Committee's 2016 projects.** Staff Resource: Sebra Choe

On a **motion** by Vice Mayor George, seconded by Councilor Jones-Murdock, the council unanimously voted to approve the Camp Verde Municipal Tree Plan First Edition.

Tony Gioia gave a PowerPoint presentation of the Camp Verde Municipal Tree Plan, advising that Camp Verde continues to be a "Tree City USA", the presentation included information regarding the Celebration Tree Program Donor program and a Plant Palette (which will be available on the Town web site).

Council requested the Plant Palette to include the common names of the trees, not just the scientific names and suggested the Plant Palette be provided to any party that applies for a residential or commercial building permit.

11. **Possible approval of a 36-month contract with Retail Strategies, LLC for Retail Recruitment Services Project 16-117 in the amount of $110,000.00. The initial payment of $28,667.00 is a budgeted item in the FY 2017 budget. Staff Resource: Steve Ayers**

On a **motion** by Vice Mayor George, seconded by Councilor Gordon, the council voted (majority) to approve and enter into a 36-month contract with Retail Strategies, LLC for Retail Recruitment Services Project 16-117 in the amount of $110,000.00 (initial payment of $28,667.00), with Councilor Whatley and Councilor Baker voting "nay".

Town Manager Martin explained that Mr. Ayers, with the assistance of the Retail Recruitment Committee, looked at and researched four proposals and recommended the Council approve the 36 month contract with Retail Strategies, LLC with the focus being on commercial and retail growth, finding and soliciting business that will fit with the Town of Camp Verde's long term goals and create revenue for the Town as well as services and retail for the residents.

The following is a summary of Councils comments:

Vice Mayor George explained he thought the Council would be considering several options, but trusted the recommendation of the Committee and Mr. Ayers and indicated he supported approval of the contract.

Councilor Gordon stated he felt the timing was right.

Councilor Robin Whatley explained her concerns in approving the contract with no guarantees, noting that she likes the 'home town' atmosphere and does not want rapid commercial growth to negatively affect the quality of life, or have long term detrimental results.

Councilor Murdock stated support, indicating this is an opportunity to have a professional group solicit business that will fit the Town's small town atmosphere and quality of life, to bring business for the residents, giving them options while increasing the Town's revenue, which in turn would provide more services and amenities for the

residents, stating this is an investment in the community.

Councilor Baker stated the Town needs additional tax revenue but opposed accepting the contract from Retail Strategies LLC, stating the Economic Development Director did not follow the direction of Council, noting that in January Council directed staff to bring back several proposals for Council to consider, stating the Town does not need to spend this amount of money on business recruitment, and the Town does not have the infrastructure.

Mayor German stated the approval of the contract is in line with the General Plan, and Focused Future and we need to move forward.

Councilor Gordon called for the Question, Vice Mayor George seconded. Council voted 5-1 to end discussion.

Point of order by Jackie Baker requesting Public Input

Public Comment:

Ron Posten noted the citizens voted to have Council represent them and stated he does not feel the Council is representing the citizens, questioning 'why are we here' if you are not allowing us to voice our opinion and talk. Stating he expects the Mayor to go to the public for input and that he did not vote for the Manager, he voted for Council.

Recess 8:02 p.m. – 8:10 p.m.

12. **Discussion and possible approval for the re-allocation of CIP Funds from General Fund Expense Account #03-490-20-851112 (Sewer Expansion SR-260) to General Fund Expense Account #15-000-20-811210 Community Library; in the amount of $202,057 and up to an additional $75,000 as may be necessary from Town Reserves.** Staff Resource: Russ Martin, Ron Long, Kathy Hellman

On a **motion** by Councilor Baker, seconded by Councilor Gordon, the council unanimously voted to approve re-allocation of CIP Funds from General Fund Expense Account #03-490-20-851112 (Sewer Expansion SR-260) to General Fund Expense Account #15-000-20-811210 Community Library; in the amount of $202,057 and up to an additional $75,000 as may be necessary from Town Reserves.

Town Manager Martin advised Council that the budget for the new library had fallen short, as he had recommended a final budget that did not include a contingency amount for unforeseen expenditures.

Martin advised that the original money allocated for the sleeves for the sewer expansion along Highway 260 could be used to offset the overage in our library construction account. Martin stated that the engineering is complete but unfortunately the need to bore will be predominately necessary as ADOT is retaining as much of the pavement as possible to save on the project construction. Martin indicated that boring the project would be more necessary than laying sleeves/pipe in the roadway prior to pavement our initial incentive to place this prior to construction no longer exists. Martin advised Council that the reserve funds are substantial, and will continue to be appropriate if the Council votes to approve the requested re-allocation to complete payment of the new library construction.

In response to Councils question regarding the sewer availability at the Library, Martin advised that those are two separate issues, the library over budget and the Sewer expansion on 260 – with no direct connection except for re-allocation of funding. Council discussed that currently there are no commercial applications that require sewer hookups and can be done as needed.

Public Comment:

Councilor Elect Dee Jenkins requested a breakdown of the actual cost, and source of funding for the completion of the library. Mayor German responded that the total cost of the library is 4.5 Million with 1 million coming from 'other funding' and 3.5 million from the Town.

13. **Discussion direction and possible award of Bid #16-118, Municipal Court Room Remodel to the low responsive bidder TSG Construction and authorize Mayor to execute an agreement including a budget amendment transferring from reserve balances of the Court Enhancement Fund and General Fund Reserves in the amounts necessary to cover the total project budget cost of $447,333.** Staff Resource: Ron Long

On a **motion** by Councilor Whatley, seconded by Councilor Jones-Murdock, the council voted (majority) to approve and award Bid #16-118, Municipal Court Room Remodel to the low responsive bidder TSG Construction and authorize Mayor to execute an agreement including a budget amendment transferring from reserve balances of the Court Enhancement Fund and General Fund Reserves in the amounts necessary to cover the total project budget cost of $447,333, with Councilor Baker voting "nay".

Manager Martin advised Council that the Town received seven bids that ranged from $417,000 to $574,200 with the lowest responsive bidder as TSG Constructors, LLC., noting that all bids exceeded the budgeted amount.

Council discussed the pros and cons of possible re-bidding the project, noting that re-submission of bids is not productive, acknowledging the need for a Court system that is appropriate.

Public Comment:

Ron Posten: questioned if the Town has looked into the building and roof structure condition and sustainability, and if the Town is including a 10% contingency on the Courtroom project to plan for unforeseen overages.

David Boily: Advised Council that planning and preparation for a project is 80%, with execution of construction 20%, suggesting that if the Town places adequate resources in preparation, planning, design and budgeting, they should realize a savings in the long run.

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 Jones-Murdock stated she would be attending the Library Grand Opening on Saturday, November 5, 2016.

Councilor Baker stated she would be attending the Library Grand Opening on Saturday, November 5, 2016.

Vice Mayor George stated he attended and handed out candy for the Trick-or-Treat festivities on Main Street (Halloween) – attendance was tremendous, and thanked all the volunteers and contributions that made the event successful and safe. Vice Mayor George stated he also attended the Verde River Basin Partnership meeting, and the General Meeting that was open to the public, where we discussed the Verde River Water

Exchange.

Councilor Gordon stated he attended the Trick-or-Treat festivities on Main Street (Halloween), Coffee with a Cop, and retirement get together for Steve Ganis and Michael Jenkins.

Councilor Baker stated she attended the Trick-or-Treat festivities on Main Street (Halloween), commenting on the creativity in the old jail spook house and thanking all the volunteers.

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.

Russ Martin, Town Manager, stated he attended the Trick-or-Treat festivities on Main Street (Halloween), the even was very successful, and thanked all the volunteers, businesses and individuals that made this event successful and safe.

17. **Adjournment. Mayor German adjourned the meeting at 9:38 p.m.**

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Charles German, Mayor

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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 November 2, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

_____
Virginia Jones, Town Clerk