



**DRAFT MINUTES  
TOWN OF CAMP VERDE  
WORK SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, SEPTEMBER 13, 2017 AT 5:30 P.M.**

**1. Call to Order**

Vice Mayor Jessie Murdock called the meeting to order at 5:30 pm.

- 2. Roll Call.** Council Members Jackie Baker, Buck Buchanan, Dee Jenkins, Brad Gordon, Robin Whatley; Vice Mayor Jessie Murdock; and Mayor Charles German (arrived at 5:32 pm) were present.

**Also Present;** Town Manager Russ Martin, Town Clerk Judy Morgan, Recording Secretary Marie Moore were present.

**3. Pledge of Allegiance**

Vice Mayor Jessie Murdock led the Pledge of Allegiance. Mayor German arrived at 5:32 p.m. and presided over the meeting from that point forward.

- 4. Agenda Items for Discussion.** No legal action can be taken.

**Item 4.2 discussed first by Council.**

**4.1. Update regarding drainage issues and U.S. Forest Service Permits.**

Mayor German shared a PowerPoint presentation with Council regarding grant applications submitted to the U.S. Forest Service, for drainage improvements in the Verde Lakes, Howards Road and the new Camp Verde Sports Complex (park) entrance areas. He gave an update on drainage issues, problem areas, and actions that can and are being taken to alleviate the problems with ongoing drainage problems. These resolutions would involve Town property, Arizona Department of Transportation (ADOT) rights-of-way and U.S. Forest Service land.

Mayor German recommended that staff be trained in flooding situations and expressed the importance of documenting the issues with pictures.

**4.2. Wastewater Policy Review.**

Town Manager Russ Martin gave an overview of the policy that is in place currently and the goal of what the Town would like to accomplish. The policy is currently under revision and will be submitted to the Town Attorney for review upon completion. Wastewater Division Manager Jerry Tinagero was also in attendance to answer questions. During the overview, Martin addressed the following sections for Council input and review:

Administrative Procedures of the Town of Camp Verde Wastewater Division;

Section 3. Wastewater Division Manager

Section 4. Contracts

## Section 5. Validity of Policy and Procedures and Enforcement

### Section 6. Town Policy

Council member Jackie Baker requested that the term Town of Camp Verde Wastewater Division be corrected in this section and any other necessary sections to the proper name when indicating a time prior to the Town owning the Wastewater Plant.

Town Manager Russ Martin indicated that the Personnel Policy is additional to the Town Policy the employees are accountable to following.

Operational Procedures of the Town of Camp Verde Wastewater Division;

#### Section 1. (B. Consumer Responsibilities)

The Consumer Responsibilities portion is a list of things that need to be made clear to the public.

#### Section 2. (B)

Under state law, connection can be required to public sewer when direct connection is available.

#### Section 2. (D)

Council Member Jackie Baker requested standards or procedures to review and criteria to follow when considering undue hardship for connection purposes. Council Member Brad Gordon indicated that the City of Sedona faces these type of issues when dealing with soil, etc.

Council Member Robin Whatley questioned if there would be a plan to increase the monthly bill to offset and pay off installation costs.

#### Section 3. (3)

Council discussed the 20-year time limit set. Vice Mayor Jessie Murdock expressed her concern with the 20-year limit being excessive in length. Mayor Charlie German suggested 10 years, with a review. Council Member Brad Gordon indicated that 20 years is better for contractors and also standard procedure.

#### Section 4. (G)

Mayor German asked if the reconnection policy was standard procedure. Jerry Tinagero indicated that this section was not in the original policy. Council reviewed the accounts currently in arrears. Council Member Brad Gordon suggested the possibility of placing liens on property. Council Member Jackie Baker indicated the majority of the arrearage accounts were from prior to the Town assuming liability of the Wastewater Division and questioned how those accounts would be handled. Town Manager Russ Martin indicated that those individuals can still be held accountable and the Town has the ability to charge 1 ½% interest monthly or 18% per annum.

Council Member Dee Jenkins questioned the current policy that does not allow for shut off. Council discussed the new policy and how liens would be paid off at the time of the sale of a property, a possible 3 month shut off timeframe, renter accountability and the results of having a shut-off policy and the effect that will take

place thereafter.

Town Manager requested Council review the entire policy and procedure manual and respond with feedback.

**5. Adjournment**

The meeting adjourned at 7:17 pm.

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Mayor Charles German

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Attest: Town Clerk Judy Morgan

**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 Council Meeting of the Town Council of Camp Verde, Arizona, held on September 13, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Judy Morgan, Town Clerk