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**MINUTES  
TOWN OF CAMP VERDE  
REGULAR MEETING  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, MAY 16, 2018 at 6:30 P.M.**

**1. Call to Order**

Mayor German called the meeting to order at 6:30 pm.

- 2. Roll Call.** Council Members Jackie Baker, Buck Buchanan, Dee Jenkins, Brad Gordon, Robin Whatley; Vice Mayor Jessie Murdock; and Mayor Charles German were present.

**Also Present:**

Town Manager Russ Martin, Town Clerk Judy Morgan, Commander Brian Armstrong, Finance Director Mike Showers, Public Works Director Ron Long and Recording Secretary Marie Moore.

**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.

**a) Approval of the Minutes:**

- 1) Council Hears P&Z Matters and Special Session– April 25, 2018
- 2) Regular Session – May 2, 2018

**b) Set Next Meeting, Date and Time:**

- 1) Wednesday, May 23, 2018 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, June 6, 2018 at 6:30 p.m. - Regular Session
- 3) Wednesday, June 13, 2018 at 5:30 p.m. – Work Session
- 4) Wednesday, June 20, 2018 at 6:30 p.m. – Regular Session

- c) Possible approval of a USDA Rural Business Development Grant application requesting \$8500 in funding to pay for a hotel feasibility study. [Staff Resources: Steve Ayers]**

Councilor Jenkins requested 4 C) be pulled from the Consent Agenda and discussed as a separate agenda item.

On a motion by Councilor Gordon, seconded by Councilor Baker, Council unanimously passed the Consent Agenda with the exception of item 4 C).

Councilor Jenkins indicated her concern regarding item 4 C and asked for input from staff and other council members as to the necessity for the feasibility study. Councilor Baker indicated that such information should already be coming to the Town through the Retail Strategies Study that is being conducted at this time. Town Manager Martin explained that the request for this study was made by

several investors in the area looking into building new hotels. The results of such a study would give a comprehensive review of the hotels already in the area, what success rates would be for new construction and potential occupancy levels for the area, all of which are different than what will be received from the Retail Strategies Study.

Councilor Whatley explained that this is only an approval to apply for the grant and does not commit the Town to any funding for the study if a grant is received. Martin explained if the grant is received, then it is the understanding that funding would be approved by council to move forward. Councilor Gordon questioned what the amount is the town commits to for funding. Martin explained \$2,000.00 is necessary from the town and the additional \$1,500.00 is being donated by the 3 interested investors of the study.

Vice Mayor Murdock clarified that the grant is only available if the town is participating. Martin confirmed this information, indicating that the grant is only available to a government entity. Mayor German indicated that he felt it would be good to have in the town portfolio for future use.

On a motion by Councilor Whatley, seconded by Councilor Gordon, Council unanimously approves item 4 C) of the Consent Agenda.

## **5. Special Announcements and presentations.**

### **5.1. Verde Valley Archaeology Center Annual Report to Council, as required under terms of the lease for the building (July 2017-June 2018) [Presented by: Ken Zoll, Executive Director of VVAC]**

Ken Zoll summarized the report given to council for review. Zoll spoke of the construction and completion of the water main line; necessary fencing installed; a ½ mile pathway that loops the pit houses on the property which will be open to the public on June 30<sup>th</sup>. A Native American garden which was constructed through a \$25,000 donation received. The date of the Archeology Fair is no longer going to be during the Spring Heritage Festival due to lack of participation but the center will still help with the festival. The Paul Dyck art exhibit has brought forth a lot of visitors to the center. The center received a grant of nearly \$25,000 from the Institute for Museum and Library Services to upgrade the exhibit on the Yavapai Apache Nation which will include iPad kiosks for detailed information and will be open to the public by Labor Day weekend. Membership continues to grow for the center with 503 family memberships comprising over 1,000 individuals. Field seminars will be conducted starting September 1<sup>st</sup> as well.

As a way to give back to the community, Zoll has gone to the school district and asked to help, resulting in the creation of the Philipp England Performing Arts Foundation. With the help of fundraising through concerts and events, the performing arts building will receive necessary upgrades.

## **6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

President of the Camp Verde Public Safety Association, David Freeman asked Council to consider appropriate pay raises for the Marshal's Office while planning the budget. He expressed his concerns for the department and the frustration of the

employees for their lack of pay in comparison to neighboring areas. Freeman used the example of Chino Valley, a comparable town to Camp Verde and indicated that their starting pay is \$4.00 per hour more than Camp Verde.

Ron Posten requested Council provide a place for the public to sit out of the weather, while Council convenes in Executive Session.

**7. Business. Legal action can be taken.**

**7.1. Discussion, consideration & possible approval of Resolution 2018-1004, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2018-19 and superseding Resolution 2017-979. [Staff Resource: Mike Showers]**

Finance Director Mike Showers indicated that the fee schedule is approved each year during the budget planning and this year there are multiple increases and decreases to look at.

Councilor Gordon questioned the Commercial Public Records Request. Town Clerk Judy Morgan explained that the fee is common with municipalities. It was questioned why an individual would not be referred to the information online. Morgan explained that several options are given to an individual on how to obtain the information requested, but if it is not available, state law indicates records must be provided. Councilor Baker requested clarification on the determination of a commercial record in comparison to non-commercial records. Morgan indicated that generally if the individual is going to make a monetary gain from the records it is deemed commercial.

Councilor Jenkins expressed her lack of support for the increase of pool fees and pointed out the adult 10 visit pass does not offer a discount when purchased as opposed to just buying a daily pass. Councilor Whatley questioned staff as to the fiscal cost to run the pool and the offset the entrance fees make. Town Manager Martin spoke of the expense for operating as well as the increase in wages for employees. Councilor Baker indicated her concern of the financial burden on families and asked Council to consider waiting a year to increase the fees. Councilor Whatley gave a comparison of the Chino Valley public pool fees and how their fee schedule is broken down by age category.

Mayor German called the meeting open to public comment.

Joe Butner expressed that regarding the Public Records Request he feels it is a burden the government has to shoulder and suggests that the town make it as easy as possible for the public to receive information at as little of cost as possible. Butner indicated his understanding of the expense to operate the pool but suggests raising the fees for the group rentals rather than daily admission.

Marie Moore indicated she has children who would rather go over to Cottonwood Rec Center where the admission is higher because the facility is nicer and expressed her support in raising the fee. She indicated that such a small raise will not affect families, but would like to see improvements done to the facility as well as proper wages paid to the lifeguard staff and having more staff available.

Mayor German expressed his sorrow from several youth death occurrences at the

river when the pool was not available and doesn't want to see families or children going to the river because they cannot afford pool entrance, but feels that the Town is not raising the fee drastically enough to be at that point. Mayor German also expressed his disappointment that the schools do not utilize the facility more.

Councilor Jenkins requested clarification on the new kitchen cleaning fee. Town Manager Martin indicated that it is more of a deterrent towards those who feel that staff are employed to clean after they have used the facility. Councilor Whatley asked for clarification if the fee was built into the deposit required and Martin confirmed it was.

Councilor Gordon questioned the technology fee increase and what it applies to. Martin indicated that the increase will help the town move forward with digital processing of permits, etc.

Joe Butner questioned Council regarding the underground utilities exemption fee and what exactly it is for. Public Works Director Ron Long stated that during his tenure with the town, no one has ever applied for an exemption, but it is his understanding that the fee is for the application for the exemption, not the exemption itself. Mayor German directed staff to gain clarification on the fee.

On a motion by Councilor Whatley, seconded by Vice Mayor Murdock, Council approves Resolution 2018-1004, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2018-19 and superseding Resolution 2017-979 with the change of the Adult Heritage Pool fee for 10 visits read \$25.00. Opposed by Councilor Baker.

**7.2. Discussion, consideration and possible approval to be a co-signer on an Environmental Protection Agency (EPA) Request for Comment "Clean Water Act Coverage of 'Discharge of Pollutants' via Direct Hydrologic Connection to Surface Water". [Staff Resource: Russ Martin]**

Town Manager Russ Martin explained that the EPA is looking for comments regarding the issues a small community would face when going through the process to recharge water and how critical it is to maintain the Verde River.

On a motion by Councilor Whatley, seconded by Councilor Baker, Council unanimously approves Mayor German to be a co-signer on an Environmental Protection Agency (EPA) Request for Comment "Clean Water Act Coverage of 'Discharge of Pollutants' via Direct Hydrologic Connection to Surface Water".

Mayor German called a recess of Council at 8:03 pm. The meeting reconvened at 8:08 pm.

**7.3. Discussion, consideration and direction to Staff regarding the 2019 Capital Improvement Plan (CIP). [Staff Resource: Ron Long and Russ Martin]**

Town Manager Russ Martin expressed his recommendations to Council in a prioritized list with projected reserve spending. Martin explained that the current budget already covers the \$700,000 chip seal project and equipment needs are already met. There will be a few vehicles needs in the Marshals Department that will need to be met within the next two years.

Councilor Gordon requested that the retaining of two rights-a-way on Highway 279 be included in the budget as well.

Councilor Baker questioned options and prices regarding leasing vehicles. Martin explained that currently they are in a lease to purchase option and are looking at the benefit of a lease only option.

Martin indicated that the new phone system now has caller id features for public benefit.

Mayor spoke of the Howards Road purchase and the possibility of the Bureau of Land Management conducting a boundary survey.

On a motion by Vice Mayor Murdock, seconded by Councilor Gordon, Council unanimously directed staff to include the 2019 Capital Improvement Plan as presented into the 2019 Town Budget.

- 7.4. Discussion, negotiation and possible action on the Town Manager's employment contract.** The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1).

Mayor German made a motion to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, seconded by Councilor Whatley. It was approved unanimously.

Mayor German recessed the open session at 8:37 and convened into Executive Session at 8:39 p.m.

- 7.4.1. Recess into and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1).** Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

**7.4.2. Reconvene Open Session.**

Mayor German reconvened the Open Session at 9:09, having concluded the executive session. No action was taken on this item.

- 8. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

No comments were received.

**9. Council Informational Reports.**

Councilor Gordon spoke on participating in a Camp Verde Promotions meeting with a good turn-out for the Fort Verde Days planning effort.

No other reports were received from Council.

**10. Manager/Staff Report**

Town Manager Martin spoke on his hiring process for the new Marshal. Four candidates have narrowed down to three with the interview process starting tomorrow

(5/17/18). Interview panel will include Russ Martin, Carol Brown and the Verde Valley Police Chiefs, excluding Clarkdale police chief who will be sending a representative in his place. At 4:00 p.m. a Law Enforcement Recognition event will be held, and at 6:00 p.m. he is opening up an opportunity for council and the public to meet and greet the candidates in the Council Chambers until 7:30 p.m. Friday morning at 7:30 a.m. (5/18/18) Department heads are invited to meet and greet the candidates and at 9:00 a.m. Council and Public is again invited to join the candidates at the Town Library, until 10:30 a.m. The following week will include background checks and once a hiring decision is made notice will go out in this order: Council; Press; CVMO Staff. The Town Manager is asking for input/feedback to aid with his decision.


Manager Martin provided an update on the Barnes House (potential purchase) item that came before council at the April 25, 2018 Special Session. Currently there is no willing seller so it is not being pursued.

Manager Martin gave an update on the old Circle K property purchase, explaining he hopes to have it before Council either May 23, 2018 or June 6, 2018. The environmental issues are still be resolved, but they have a clean environmental report.

**11. Adjournment**

Mayor German adjourned the Regular Session at 9:16 p.m.

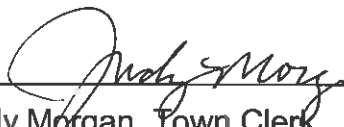
  
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Mayor Charles German

  
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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 Council Meeting of the Town Council of Camp Verde, Arizona, held on May 16, 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 11<sup>th</sup> day of June, 2018.

  
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Judy Morgan, Town Clerk