

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 16, 2019 at 6:30 P.M.

1. Call to Order

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

- 2. Roll Call.** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Vice Mayor Dee Jenkins; and Mayor Charles German were present. Council Member Robin Whatley was absent.

Also Present: Town Manager Russ Martin, Town Clerk Judy Morgan, Community Development Director Carmen Howard, Recording Secretary Marie Moore were present.

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) Regular Session – December 19, 2018
- 2) Executive Session – December 19, 2018 (recorded and on file)
- 3) Special Session – Council/Manager Retreat – January 3, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, January 23, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, January 30, 2019 at 5:30 p.m. – Special/Budget Session
- 3) Wednesday, February 6, 2019 at 6:30 p.m. – Regular Meeting
- 4) Friday, February 8, 2019 at 8:00 a.m. – Special/Budget Session
- 5) Wednesday, February 13, 2019 at 5:30 p.m. – Work Session
- 6) Wednesday, February 20, 2019 at 6:30 p.m. – Regular Session

c) Consideration and possible approval of the FY20 Budget Calendar. [Staff Resource: Mike Showers]

d) Approval and possible adoption of 2019 policy statement that authorizes the Mayor, as the Chief Elected Official to support or oppose Legislative Bills relative to the protection of Groundwater, State Shared Revenue Sources, and Land Use Authority if the Bill(s) adversely affect the Town's interest and needs an immediate response. [Town Code Section 2-2-4 F]

Councilor Butner requested Item d) of the Consent Agenda be removed for further discussion. Butner indicated that he felt the item is ambiguously worded and indicated that a policy of such should not give the Mayor the empowerment to support a bill that would adversely affect the Town. It is the consensus of Council to refer Item d)

of the Consent Agenda back to staff and the Town Manager for clarification and rewording.

On a motion by Councilor LeBeau, seconded by Councilor Butner, Items A, B and C of the Consent Agenda are approved. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

5. Special Announcements and presentations.

5.1. School Choice Week Proclamation – January 20-26, 2019.

Mayor German Proclaimed the week of January 20-26, 2019 School Choice Week.

5.2. Fourth Quarter 2018 Report (October – December) from the Planning and Zoning Commission. [Staff Resource: Carmen Howard]

Planning & Zoning Chairman BJ Davis briefly described the 3 meetings conducted for the Planning & Zoning Commission during the fourth quarter.

5.3. Fourth Quarter 2018 Report (October – December) from Board of Adjustments and Appeals. [Staff Resource: Carmen Howard]

Board of Adjustments Co-Chair BJ Davis indicated there were no meetings held during the Fourth Quarter of 2018.

5.4. Presentation of Certificate of Appreciation to Teresa Helm for her years of service on the Planning and Zoning Commission.

Mayor German presented Teresa Helm a certificate of appreciation for years of service with the Planning & Zoning Commission.

Teresa thanked Council for the certificate, indicated it was unexpected and heartwarming. Indicated that she enjoyed her past 3 years of service and looks forward to the future for Camp Verde.

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

Rebecca Rudd introduced herself to Council as the new account manager for APS and indicated she looks forward to meeting the Council and community members

Jodi Rooney spoke of the Feb 5th, 2019 Economic Leadership Summit taking place in conjunction with Yavapai College to be held in Prescott Valley at Stone Ridge. Ms. Rooney invited Council to attend the event.

Jackie Baker spoke to Council regarding an article in the paper encouraging the public to use the walking trail at the new sports complex currently under construction. Per her personal experience and observation, people are parking along the side of the road, and it is causing a liability and safety issue because there is no feasible area for parking safely at this time. Ms. Baker recommended Council investigate the issue further before an accident occurs.

7. Business. Legal action can be taken.

7.1. Planning and Zoning Commission appointments in 2019 for a 3-year term (expiring January 2022). [Staff Resource: Judy Morgan]

Mayor German indicated that the application letters have been reviewed by Council and all applicants are invited to speak to Council before appointments would be made.

BJ Davis, current Chairman of the Planning and Zoning Commission expressed his desire to continue to serve on the commission for another term and also indicated that the Commission would benefit from a diversity of viewpoints as well.

Jim Hisrich, current commission member indicated that he feels he brings a different perspective to the commission as well as impartiality and expressed his enjoyment in being a part of the commission.

Michael Hough indicated that he has been a member of the community since 1954, owned and operated a business in the town for over 40 years and has served the town in the past for a total of 18 years. He expressed his desire to return to the commission to serve the town again.

Christine McPhail stated she is a licensed landscape architect and currently volunteers as the Town Landscape Architect. She is a member and seated on the Board of Directors for the Kiwanis Group, serves the Camp Verde Adult Reading Program and was recently accepted into the "Old Guys" volunteer group. She has 5 years of previous Planning & Zoning Commission experience and Design Review Board and spoke of her standards and oaths she has taken that will be a great benefit to the town.

Councilor Buchanan questioned her experience regarding design review boards and her opinion of them. McPhail indicated that she has served on 4 different boards and that her professional opinion is one is not suitable for the Town of Camp Verde and the direction it is taking.

Jackie Baker indicated she is pleased to have the opportunity to be able to submit an application for the commission. Mrs. Baker briefly explained her 33 years of experience with serving the Town on different boards, commissions and Council and stated she is pleased to see all of the possible applicants under consideration for the commission.

Councilor Murdock moved to appoint BJ Davis to the Planning and Zoning Commission. Councilor Buchanan seconded the Motion. Councilor Butner requested discussion on the motion and further indicated his concern that Davis was currently serving and had submitted an application to serve on the Board of Adjustments. Butner expressed that serving on both committees was not a good idea and used an example of checks and balances within the courts judicial system as to why Davis should not serve on both committees.

Councilor Murdock indicated that she has worked previously with Mr. Davis and appreciates his service and keeps her nomination as stated.

BJ Davis expressed to Council that he was approached to serve on the Board of Adjustments and had questioned the possible conflict of interest. Davis indicated that if he were to choose, he would prefer to serve on the Planning and Zoning Commission rather than the Board of Adjustments, as that is where his interests lie in serving the Town.

The motion failed with a 3-3 vote; Mayor German, Councilors Murdock and Buchanan voting "Aye"; Councilors LeBeau, Butner and Vice Mayor Jenkins

voting against.

Mayor German nominates Jim Hisrich, motion failed due to lack of a second.

Councilor Buchanan nominated Michael Hough, Councilor Butner seconds. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

Vice Mayor Jenkins nominated Christine McPhail, Councilor Murdock seconds. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

Councilor LeBeau indicated that he and Council received an e-mail prior to the meeting from applicant Alex Goetting, who stated his desire to serve on the Commission and requested the record reflect the communication received.

Vice Mayor Jenkins nominated Jackie Baker, seconded by Councilor Butner, Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

7.2. Board of Adjustments and Appeals appointments in 2019 for a 3-year term (expiring January 2022). [Staff Resource: Judy Morgan]

On a motion by Councilor Butner, seconded by Councilor LeBeau, B.J. Davis was appointed to the Board of Adjustments and Appeals for a 3-year term. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

On a motion by Councilor Buchanan, seconded by Councilor Murdock, Bruce George was appointed to the Board of Adjustments and Appeals for a 3-year term. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

Mayor German indicated that there are 2 additional seats for the Board of Adjustments and Appeals remaining open at this time.

7.3. Approval of Resolution 2019-1018, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding 2018-995. [Staff Resource: Judy Morgan]

Town Manager Russ Martin explained to Council how the Finance and Administration office have been covering Friday's operating hours. Martin explained that these particular offices remaining open is not as effective as originally thought to be.

Vice Mayor Jenkins asked if closing on Friday's is a financially motivated decision. Russ Martin indicated that it is not. Jenkins expressed concern that there is no Administration or Human Resources available to support the employees that are working on Fridays. Martin indicated he would be on-site for Employee needs, Risk Management and Human Resources are already currently on 24-hour call, this change would only mean that the public would not be assisted. Jenkins asked if the Clerks could rotate Fridays, therefore there would be front desk assistance available. Town Clerk Judy Morgan indicated that the office averages less than 2 people coming into the office on a Friday and the service requested are often not for the Administration office.

Councilor LeBeau requested clarification on the difference in the hours from the

Clerk and Finance office compared to the Marshal's office. Martin explained that the hours of operation are not congruent with work schedules.

Councilor Butner expressed he feels that the Finance and Administration offices should be on the same schedule as other departments and also indicated that the Municipal Court should be open Monday through Friday 8:00 am – 5:00 pm, stating that things such as Orders of Protection for the public, if needed, should be available. Butner expressed that the Marshal's office should be open from 8:00 am to 5:00 pm, Monday through Friday for the public's safety as well.

Russ Martin explained that the Municipal Court judge is a part-time position and generally is in office on Friday morning for the public's needs. For the times he is not available, there are other Courts in the area that cover the public needs such as orders of protection. Martin also explained that there are a lot of fines and fees that can be paid online, which expand those hours of operation. The Marshal's Office operates on a 24-hour-7 days a week basis, and the hours of operation are misleading as they only refer to when someone is available for a records request. Otherwise, the public can use the red phone and contact an officer at any time of the day for assistance they may need.

Call to Public:

Cheryl Wischmeyer indicated her opposition to a 4-day work-week. She clarified that she is not opposed to employees working 4-day weeks, rather opposed to the offices only being open 4 days a week. Wischmeyer indicated she read the resolution and does not feel it is clearly stated and could not find anything relating to a lunch period for employees.

Jackie Baker stated she felt that the staff is here to serve the citizens of Camp Verde and that it is important to implement a 5-day work-week.

Vice Mayor Jenkins requested clarification on the working hours of the different departments. Russ Martin explained that each department is different and is dealt with differently. Russ Martin explained that there could be clarification as to how the Resolution is currently written. Hours of operation are not generally posted on department doors but can be if that is what council would want. There is not anything specific to lunch, as it is variable and offices are open during business hours. Lunch is varied by employees and handled by department supervisors to ensure coverage requirements are met as well as required work-week hours. There are 5 people in Administration and 3 people in the Finance Department, all of which rotate to make sure that coverage is met.

Mayor German proposed to Council and the Town Manager that each department present to Council their hours of operation and what works within their department so that Council may make a more informed decision.

Councilor Murdock does not feel comfortable making a decision on the matter. If there were a high demand, then it would be justified to employ someone to be available and requested a work session be scheduled for Council to have the opportunity to discuss the matter in more length.

Russ Martin requested for Council to instruct him on specifically what they are looking for from each department so that he may be judicious with their time. Mayor German indicated he is looking for feedback regarding how each

department would operate from 8:00 am to 5:00 pm Monday through Friday.

Councilor Buchanan expressed his favor toward a work session for further discussion.

Councilor Murdock recommended that each department be represented with a knowledgeable staff member regarding hours of operation.

It is the Consensus of Council to instruct staff to report back at a Work Session regarding hours of operations.

On a motion by Councilor LeBeau, seconded by Councilor Butner, the hours of operations will continue to operate under the existing schedule until Council is able to meet at another time for further discussion. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

At the request of Councilor Buchanan, Mayor German called the meeting to a brief recess at 7:54 pm, the meeting resumed at 7:58 pm.

7.4. Possible approval of 16 Special Event Liquor License applications for the 2019 Spring Heritage Pecan and Wine Festival to be held March 16-17, 2019. Applicants include: Alcantara LLC, Arizona Stronghold Vineyards LLC, Caduceus Cellars, Cellar 433, Granite Creek Vineyards, Page Springs Vineyards & Cellars, Salt Mine Vineyards, The Oddity Wine Collective LLC, Gallifant Cellars - Winery 101, Pierce Wines Arizona LLC, Clear Creek Vineyard & Winery, Pillsbury Wine Company, Southwest Wine Center, Heart Wood Cellars, Burning Tree Cellars LLC, and Provisioner Wines. [Staff Resource: Judy Morgan]

Town Clerk Judy Morgan informed Council that each application was received, processed and ready for Council approval.

Councilor Butner questioned if breweries could be added to the event. Councilor Murdock indicated that years ago, Council made the decision that certain festivals would be allowed each year and set the criteria for the festivals. Changes to current events or the addition of events would need to be addressed by Council.

Town Manager Russ Martin also expressed that the current Town Code regarding such events would need to be addressed.

On a motion by Councilor Murdock, seconded by Vice Mayor Jenkins, Council approved 16 Special Event Liquor License applications for the 2019 Spring Heritage Pecan and Wine Festival to be held March 16-17, 2019. Applicants include: Alcantara LLC, Arizona Stronghold Vineyards LLC, Caduceus Cellars, Cellar 433, Granite Creek Vineyards, Page Springs Vineyards & Cellars, Salt Mine Vineyards, The Oddity Wine Collective LLC, Gallifant Cellars - Winery 101, Pierce Wines Arizona LLC, Clear Creek Vineyard & Winery, Pillsbury Wine Company, Southwest Wine Center, Heart Wood Cellars, Burning Tree Cellars LLC, and Provisioner Wines. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, LeBeau and Murdock approving.

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

None

9. Council Informational Reports.

Councilor Butner received a request for a copy of the video of the Sign Code meeting. Town Manager Russ Martin indicated he was unaware of a video existing for the meeting. Butner explained that he was previously informed the meeting would be recorded and requested Martin let him know if there is a video and when it would be available for public viewing. Martin stated he would follow up with the staff members who were at the meeting and report back to Council.

Councilor Buchanan attended the Yavapai College History of Governing Board meeting and indicated more information will be available after the meeting in February.

Vice Mayor Jenkins attended the Yavapai County Work Force Development Meeting. Explained the “One Stop” program and employment assistance services it provides. Jenkins expressed her frustration that the program is not available in Camp Verde and indicated she was informed it was due to the lack of space availability. Jenkins requested a letter be drafted to the program inviting their services to the Town and finding a possible location for them. Jenkins also attended a meeting at Yavapai College regarding the remodel of the CTE building on Campus.

Mayor German attended the NACOG Meeting in Flagstaff and was approved to sit on Committee for the Aging. Mayor also attended the Cottonwood Council retreat on Friday 11th with other elected Mayors and the Tribal Chairwoman, where challenges faced as communities was discussed. Mayor German spoke of his volunteer work with the Salvation Army Bell Ringers during the holiday season. Mayor explained that the money raised in the community goes back into the community to help citizens with things from emergency placement in hotels when requested by law enforcement, to utility bills. Mayor German proudly informed Council that Camp Verde raised over \$17,000 for the 2018 season and volunteer cards are available at the Library for anyone interested in participating.

Mayor reminded Council of the Martin Luther King Jr. Holiday march down Main Street on Monday, January 21, 2019 and presentation following at the town gym at 11:00 am.

10. Manager/Staff Report

Town Manager Russ Martin informed Council that discussion on the water pump storage is scheduled in February and notification will be emailed out with more information and expressed the importance of Council’s participation in the discussion.

11. Adjournment

The meeting adjourned at 8:16 pm.

Mayor Charles German

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 January 16, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2019.

Judy Morgan, Town Clerk