

MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 20, 2019 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 6:30p.m.

2. Roll Call

Mayor Charles German, Vice Mayor Dee Jenkins, Councilor Robin Whatley (via conference call), Councilor Bill LeBeau, Councilor Joe Butner and Councilor Buck Buchanan were present. Councilor Jessie Murdock was absent.

Also Present

Town Manager Russ Martin, Town Clerk Judy Morgan (start to 6:40), Deputy Clerk Virginia Jones (6:40 to end) and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German led the Pledge.

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) Special and Executive Sessions – January 30~~16~~, 2019
- 2) Regular Session – February 6, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, March 6, 2019 at 6:30 p.m. – Regular Session
- 2) Wednesday, March 13, 2019 at 5:30 p.m. – Work Session
- 3) Wednesday, March 20, 2019 at 6:30 p.m. – Regular Session

c) Approval of correction in Champion Way name. [Staff Resource: Mike Marshall]

d) Possible approval of Special Event Liquor License application for Verde Valley Rangers for events to be held at Jackpot Ranch located at 2025 Reservation Loop Road in Camp Verde on March 9, 2019.

e) Possible approval of Special Event Liquor License application for Verde Valley Rangers for Spring Heritage Pecan & Wine Festival to be held on March 15-17, 2019, at 75 E. Hollamon Street, Camp Verde, Arizona.

Councilor Butner requested a correction to the minutes of the January 16, 2019 meeting. On page 7, under Item 9, the 3rd sentence. It should read, "was", not "would be", as he was previously informed the meeting **was** recorded". Town Clerk Judy Morgan pointed out an administrative correction to the agenda under *Approval of the Minutes*. It should read January

16, 2019 and not January 30, 2019.

Councilor Buchanan would like to pull Item 4c for conversation.

Motion was made by Councilor LeBeau to approve the consent agenda with the corrections and with pulling Item 4c. Second was made by Vice Mayor Jenkins. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

Councilor Buchanan asked Parks and Recreation Director Mike Marshall if there were other names available besides "Drive". Mr. Marshall said "Drive" was the best second choice since "Way" wasn't available in the 911 system. Councilor Buchanan suggested "Trail". Mr. Marshall wasn't sure if "Trail" was available, and suggested approving "Trail" as the first choice and "Drive" as the second choice. He will follow-up with the 911 system on availability.

Motion was made by Councilor Buchanan to approve the name Champion "Trail" and if it is not available, Champion "Drive". Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

5. Special Announcements and presentations.

5.1. Yavapai Apache Nation presentation of a check to the Town of Camp Verde from gaming funds pursuant to Section 12 (d) of the Nation's Gaming Compact to the Town of Camp Verde.

Vice Chairman Larry Jackson presented a check to the Town of Camp Verde in the amount of \$18,050.50. Mr. Jackson is thankful to the town and the state for their partnership in tribal government gaming. He thanked Camp Verde for their support and for the continued support in the future.

5.2. Presentation of Certificate of Appreciation to B.J. Davis for his years of service on the Planning and Zoning Commission.

B.J. Davis was not in attendance at this meeting.

5.3. Presentation of Certificate of Appreciation to Jim Hisrich for his years of service on the Planning and Zoning Commission

Mayor German presented a Certificate of Appreciation for Jim Hisrich. Community Development Director Carmen Howard accepted the certificate for Mr. Hisrich and stated Mr. Hisrich was sorry he couldn't attend the meeting tonight but wanted to thank the Town for their support.

5.4. Stand with Me, Be Drug Free Week Proclamation

Merrilee Yowler had people from the MatForce work group come and join her at the podium. She explained the MatForce is a coalition of people that work together to reduce substance abuse issues in our county. Stand with Me, Be Drug Free-Week is a celebration that the majority of people in the county do not do drugs.

Mayor German read the proclamation and declared it so.

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

Charlotte Salsman- is a long-term resident and is concerned about the increase in the waste water rates. She stated the rate should be based on water usage and/or there should be discounted rates for seniors and low-income residents.

Sharon Venne- is a new resident to Camp Verde and is also concerned about the increase to waste water rates. She is on a fixed income and doesn't get increases to her income to cover increases. She also stated that other people asked why she bothered coming to a Council Meeting, that the rate would increase anyway.

Mary Phelps-is the President of Camp Verde Arena Association (CVAA) and updated the Council on their progress with the arena. They have received the remaining panels and pieces to the arena. She thanked McDonald Brothers Construction for providing their services and equipment. As of today there is one full main arena ready for the rodeo grounds. They are just about complete with the Pre-Development Planning.

7. Business. Legal action can be taken.

7.1. Review and possible action of Jackpot Ranch Use Permit Visitor Matrix Stipulation. [Staff Resource: Carmen Howard]

Community Development Director Carmen Howard presented a request from Amy Finley who is representing Jackpot Ranch. The Use Permit issued required a limited amount of events to occur based on a visitor matrix. This limits the ranch to operate to its full potential. Jackpot Ranch has been operating for a decade with no complaints and is a benefit to the town. Staff has reviewed documents and recommends looking at removing the restriction from the use permit.

Mayor German asked if the stipulation is removed, they will still be under special use restrictions, if there is a complaint they will have to get it fixed. Ms. Howard said that is correct. That is in the use permit itself. They would still be held to their Event Plan and all parking is required to be on the premise. Excess parking would be at the casino with a shuttle to transport people to and from the event.

Mayor German asked if this brings them in compliance with other special use permits that don't require a special kind of matrix. Ms. Howard stated that town staff has taken the approach of using the town ordinances in an even-handed manner. Complaints would be handled through the town code and ordinances.

Mayor German mentioned that with the development of an arena, the town was told the Arena Association would like to work with Jackpot Ranch and Nashwa Farms, it seems like a matrix cap limits the local arena and private businesses. Ms. Howard agreed, everything that Community Development/Economic Development has been working on, encourages the development of the town, as the General Plan spells it out, this type of stipulation thwarts it, rather than encourages it.

Councilor Butner wanted to confirm that Jackpot Ranch had a five-year Use Permit when they first started. Ms. Howard said, yes that is correct. Councilor Butner went on to clarify that it was then changed to perpetuity thereafter. Ms. Howard said, yes that is correct. Councilor Butner then went on to question if the matrix is the number of visitors listed verses the number of events. He wanted to clarify that they are requesting to eliminate the cap on number of visitors and the number of events. Ms. Howard said, yes that is correct.

Motion was made by Councilor Butner to approve the modification of the Jackpot Ranch

Use Permit, to eliminate the matrix concerning the number of events and number of visitors, as requested. Second was made by Councilor LeBeau. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

7.2. Discussion of Hours of Operation for Town Hall and possible 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 Resolution 2018-995. [Resource: Council]

Councilor Butner spoke on his expectations of this coming to Council at a work session so departments could say what would work best for them. He has received input from citizens and reviewed the League survey showing other cities/towns days of operation. He stated most towns work on an 8am - 5pm, 5 days per week basis. He believes the adjustments could be made internally and still have hours of operation such as 8-5. He is in favor of 5-8's across the board, with the exception of the library.

Vice Mayor Jenkins asked how closing on Fridays would benefit the town or the citizens. Mr. Martin stated that production on Friday afternoons is low and some departments don't have many walk-ins.

Vice Mayor Jenkins also recalls a work session was scheduled. Mr. Martin stated this was to avoid members having to show up last week. Trying to combine two nights into one.

Mayor German pointed out there doesn't have to be a decision tonight.

Councilor LeBeau stated that anyone he had spoken to about this item is in favor of having regular business hours. It also makes sense to him the Town Manager could do a rotating shift.

Mr. Martin spoke on the light to no foot traffic on Fridays for most departments, although having the Building Department, Parks and Rec Department and the Court open on Fridays is helpful for the public.

Mayor German spoke on the convenience to contractors having the office open at 7am so they can get their crews started and then come in to do business. Also, the school went to a 4-day work week. He is reluctant to go back to 8-5 work week.

Mr. Martin said what they have now works. The conversation was really geared toward the departments with the smaller number of people, and different kind of environment.

Councilor Butner would like to reschedule this item for a work session.

Mr. Martin would like to know exactly what is needed from staff so they can prepare accordingly, and who needs to be at the meeting.

Council gave direction to reschedule this item for a future meeting.

7.3. Discussion, consideration and possible approval of allocation of the remaining Capital Improvement Budget from this fiscal year 2019-2020. [Staff Resource: Russ Martin]

Town Manager Russ Martin during our CIP discussions we have identified many priorities for the upcoming year including ones not currently on this list. However, some can be accomplished this year with the remaining CIP budget that was, by decision of Council, not specifically allocated to any projects. The remaining left from this year's allocation is

approximately \$150,000 available from the planned reserve usage. Not all projects that were identified as priorities above others are identified in this list and still will be considered for funding in the 2020 budget process. The goal of this was to identify not only immediate needs but projects that could be completed before July, if funded. Staff has met to more clearly identify absolute costs and funding needs and recommendations for the available budgeted funds.

Councilor LeBeau asked Marshal Corey Rowley if they'd be willing to push the Spillman software off until next year to allow for purchase of the handheld radios. Marshal Rowley explained if the officers have compliant handheld radios then they can defer purchase of the in-car radios for a later time.

Councilor Butner asked if it meant that CVMO needs the Spillman allocation now. Marshal Rowley confirmed it is the most urgent item since it needs to be taken care of first. Councilor Butner asked if the \$35,000 is for the handheld radios. Marshal Rowley said if they could be handhelds compliant now they would also like to get a couple of in-car radios as well. They are no longer making parts to repair their current in-car radios, so if the radio goes down it can't be repaired. They are not asking for the full package now. Mr. Martin said the new radios would go in the new vehicles. Marshal Rowley stated as they order new cars they will put the new radios in those cars.

Mr. Martin stated Verde Lakes Drive is in disrepair and with the substantial weather system coming in, this decision shouldn't wait much longer. Mayor German doesn't want to do anything until he sees what happens this weekend (with the storm).

Councilor Whatley wanted to thank staff for coming up with this list, and it shows you can do a lot with little money. Staff has done a good job splitting it up.

Public Comment:

Mary Phelps- wanted to discuss the remaining budget for the rodeo grounds and working on the development of the rodeo grounds. She has met with the original Economic Development Program at Yavapai College and an Economic Impact Study will be done in April. Based on the records, there is about \$35,000 remaining. Based on future purchases such as the lights, and fencing, they require a percentage down. That is roughly about \$63,000 for materials. They are looking at an additional \$30,000 that is not budgeted for. She is hoping to get some of the money now to be able to put down payments on some items.

Councilor Jenkins stated that after looking at the list, there are a lot of items that are necessities and is not seeing there are any funds to move around at this point for the arena project.

Mr. Martin explained that at the first meeting in March, you will be able to see other levels of financing to possibly be able to put money towards projects during this fiscal year.

Motion was made by Vice Mayor Jenkins to approve the allocation of the remaining Capital Improvement Budget for this Fiscal Year according to the recommended funding schedule FY2019. Second was made by Councilor Whatley. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

7.4. Discussion, consideration and possible approval of Manager's annual goals. [Staff Resource: Russ Martin]

Vice Mayor Jenkins wanted to go over a couple of the goals:

- #3 - was also on last year's list. She requests to assign a timeframe, so it gets completed this year. She is suggesting 120 days.
- #3 - the transition of the title duties and responsibilities of the Human Resources (HR) Director to separate it into an independent HR Director Office, and the offices of HR Director and the Town Manger would reside in separate locations. She thinks a reasonable amount of time to accomplish this is 90 days.
- She would also like him to provide quarterly updates on the status of any uncompleted goals throughout the year.

Mr. Martin explained that specifically with the HR Director Goal, it has a financial component, managerial and budgetary consequences which needs to be considered, therefore he doesn't feel it could be completed before July, at the soonest.

Vice Mayor Jenkins said that is fine as long as there are quarterly updates then they can understand problems or issues he is dealing with.

Council Butner would also like to suggest:

- #2 - give to the Town Parks and Recreation Department in 90 days from March 1, 2019. Mr. Martin explained that they are already making those transitions, but time frames are more difficult. Third parties may still be involved. Councilor Butner said these events will at least be coordinated through the Parks and Rec Department, and they will be the point of contact.
- #3 - would like to change "continue" to "complete *standardizing the HR Department...within 180 days from March 1, 2016*".
- #8 - (he added an additional goal) HR Specialist shall assume complete responsibility for the performance of Human Resources Director Duties and shall assume that job title within 180 from March 1, 2019 and perform those duties in an office that is located in a different building than that of the Town Manager.
- #9 - Town Manager will provide quarterly updates regarding unaccomplished goals throughout the year.

Councilor Whatley said most goals involve Council allocating money. She is opposed to putting concrete dates on the goals. We have asked for quarterly reports as to how these goals are coming along. Real life intervenes all the time.

Council's direction to staff to revise these goals and bring them back for review at next regular session meeting.

7.5. Discussion and possible approval of Resolution 2019-1020, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the 2019 Meeting Dates and Times set for meetings of the Council and all Commission/ Committees, and superseding Resolution 2018-1016. [Staff Resource: Judy Morgan]

In December Council approved the 2019 Meeting Dates and Times, which included Work Sessions and Council Hears P&Z Matters Sessions. Since then Council has determined that P&Z Matters can come before the Council at any Regular meeting, therefore it is not necessary to schedule a separate meeting for this purpose. Work Sessions and Special

Session are scheduled as needed, which is indicated in the body of the resolution. By changing the schedule to only list "Regular" Council Sessions, the previously scheduled Work Sessions and Council Hears P&Z Matters Sessions (not being held) will not need to be posted as "CANCELLED". Any Work or Special Sessions scheduled will be posted, as required by A.R.S.

Mayor German- spoke on the Board Of Adjustments (BOA) meeting time at 3 p.m.

Public Comment-

Bruce George- would like Council to consider changing the meeting time from 3pm to 6:30pm. Most members of the board have jobs and will have to take a break to attend the meeting. You also might get more people volunteering to fill the vacant board positions. Mr. George stated this is his personal opinion and not that of the board's.

Councilor Butner suggests having two regular sessions, a work session then a P&Z Session and financial report session.

Mr. Martin stated that with Councilor Butner's suggestion there wouldn't need to be changes made to the policy.

Councilor Whatley supports changing the BOA hours to 6:30pm. It is a hardship for members and public to attend. Also, the last P&Z Meetings are quick and it frees them up for work sessions to discuss things that come up.

Council directed staff to bring back for a work session and include wording allow them to work on all aspects of the resolution.

Recess: 8:08 p.m.

Resume: 8:14 p.m.

7.6. Discussion and possible approval of Ordinance 2019-A442, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Town Code Article 2-3, Section 2-3-1 Regular Meeting/Hours of Operation and Superseding 2012-A385. [Staff Resource: Judy Morgan]

Mr. Martin explained 7.6 is to clean up the Town Code if 7.5 had been approved. It also gives Council flexibility to schedule different types of meetings or not hold meetings on the second and fourth Wednesday of each month.

Councilor Butner reviewed the ordinance and the modification it makes to the Town Code. He spoke in support of keeping the fourth Wednesday for Planning and Zoning Matters and the second Wednesday for work sessions.

Councilor Whatley asked Mr. Martin if the ordinance passes could Council still hold work sessions and Council Hears P&Z Matters on the second and fourth Wednesdays of each month. He responded affirmatively.

Vice Mayor Jenkins clarified that if no motion is made it stays as it is, correct? Mr. Martin responded affirmatively.

Mayor German called for a motion. No Motion was made.

7.7. Discussion, consideration and possible approval of updated Town of Camp Verde Citizen Complaint Form and new document Town of Camp Verde Complaint Form Instructions. [Staff Resource: Russ Martin].

Mayor German liked the form and only caught one grammatical error, on page six it should read “whom” and not “who”.

Vice Mayor Jenkins explained how it came up with modifying the existing document, the proposed procedure and writing the procedure for handling citizen complaints.

Councilor Buchanan said this is a workable document as it stands but they are looking for feedback.

Mayor German commends them on their work.

Councilor Butner had a list of comments/suggestions he had made about the complaint procedure. He wants it in legal and professional format. Mayor German suggests Councilor Butner submit his suggested changes to Vice Mayor Jenkins and Councilor Buchanan and let them implement them and bring it back.

Councilor Butner’s suggestion would be to have a work session, but he wouldn’t mind going through with the current form.

Councilor Buchanan said this form has already been scrutinized by the Town attorney. He is okay with not doing anything tonight and taking it to a work session.

Vice Mayor Jenkins explained that this is a place to start. She is fine with working on it as a group.

Mr. Martin suggested meeting and working on it before the work session as long as there are not more than three members (quorum) getting together to discuss it outside of the work (public) session.

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

Charlotte Salsman didn’t know the Town had a complaint form and would like one. She also said it was her understanding that it costs someone \$1,750 to hook up to the sewer system. The new RV park will have two places to hook-up but they only have to pay for one. She understands that towns and cities give perks to commercial places, she also would like to have a perk.

9. Council Informational Reports.

Mayor German attended a NACOG Orientation Meeting in Flagstaff.

Councilor Butner asked for clarification on documentation provided for item 7.2. Mr. Martin explained about the backup materials being provided for information only.

10. Manager/Staff Report

Town Manager Russ Martin:

- Stated there are no perks related to the RV park. They pay the multitude of that, each of those 400+ units are considered ½ of that. Essentially it is over \$200,000 for that system. This is standardized for any RV Park/Hotel Room on the system.
- He has sent an email to all staff directing them to stay home if they can’t make it to the office tomorrow because of the predicted weather (winter storm). Employees will have to cover this time with vacation time or a holiday. Staff will post a sign on their door, so things are covered. Street staff will be plowing tomorrow but they may not get to every road.

- JR Pooler passed away this last weekend.

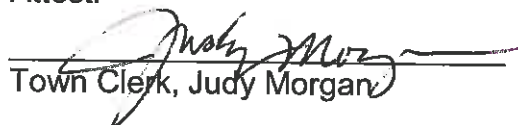
11. Adjournment

Mayor adjourned the meeting at 8:43 p.m.



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 the Council Meeting of the Town Council of Camp Verde, Arizona, held on February 20, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 11th day of March, 2019.


Judy Morgan, Town Clerk