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**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 15, 2019 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 Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

Also Present: Town Manager Russ Martin, Town Clerk Judy Morgan, Finance Director Mike Showers, Sergeant Steve McClure, Library Director Kathy Hellman, Economic Development Director Steve Ayers, 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) Special Session – May 1, 2019
- 2) Executive Session – May 1, 2019 (recorded and on file)
- 3) Regular Session – May 1, 2019

b) Set Next Meeting, Date and Time:

- 1) Wednesday, May 22, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, June 5, 2019 at 5:00 p.m. – Special Training Session (Council, Commission and Board)
- 3) Wednesday, June 5, 2019 at 6:30 p.m. – Regular Session - CANCELLED
- 4) Wednesday, June 12, 2019 at 5:30 p.m. – Work and Special Sessions
- 5) Wednesday, June 19, 2019 at 6:30 p.m. – Regular Session

c) Possible approval of Liquor License Application for Acquisition of Control for Daniel Louis Rezzonico/Camp Verde Feed & Country Store located at 584 S. Main Street, Camp Verde, AZ. [Staff Resource: Virginia Jones]

On a motion by Councilor Buck Buchanan, seconded by Bill LeBeau, Council approved the Consent Agenda. Motion carried unanimously, with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau and Murdock approving.

5. Special Announcements and presentations.

None

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

Tyler Carson spoke to Council regarding the need for water management at Montezuma Heights Rd. Mr. Carson detailed the issues of erosion of the road and needed repairs to a culvert that may mitigate drainage issues. Mr. Carson indicated he is considering purchasing property on Montezuma Heights Rd and would like to work with the Town in resolving the matter.

7. Business. Legal action can be taken.

7.1. Discussion, consideration and possible approval of Resolution 2019-1023, 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 2019-20 and superseding Resolution 2018-1004. [Staff Resource: Mike Showers]

Finance Director Michael Showers explained to Council that this resolution is the annual fee approval process and the information has been posted for two (2) months on the Town website for public review.

Vice Mayor Dee Jenkins requested explanation of the process of changing fees from year to year, specifically a community development fee change from \$1800 to \$1700. Mr. Showers explained that those fees are tied into the Fire Marshal and that each department looks into their specific fees to make necessary changes, therefore, Community Development Director Carmen Howard must have felt the reduction was necessary.

Mayor German questioned the study for the sewer department and if that effects the fees. Mr. Showers indicated that the one (1) cent decrease is applicable to every residential customer so it is evenly dispersed, and alleviates making change in the office.

Councilor Butner questioned if the change of fees will prevent the town from making a flat rate fee change. Mr. Showers explained that this will reduce the approved change of 3.01 to \$3.00, but will not prevent another study from occurring for a rate change. Town Manager Russ Martin indicated that a study could be conducted before the next rate change in the next six months.

Councilor Butner requested clarification if a study needs to be conducted for a flat rate fee. Town Manager Russ Martin explained per state law, a study would need to be conducted, but it will be an easier process than the other rate increase studies conducted.

Councilor Butner inquired how long it would take and costs associated with conducting the necessary study. Finance Director Mike Showers indicated it would be 2-3 months at approximately \$20,000. Councilor Butner questioned if there is anything to be done now that will help address the complaints of the rate increase from the public. Both Mr. Martin & Mr. Showers explained that at this time no, and explained the process to follow in order to change the rates.

Mayor German requested that the matter of sewer rate changes be put on the

Councilor Whatley clarified the .25 cent per page charge to the public for records requests and if Council Members were subject to the same fee. Town Clerk Judy Morgan explained that the fee is charged to the public to cover the costs of printing documents, including paper, ink, equipment, etc. and that Council Members are exempt from the fee. Councilor Whatley requested that the Council members bring their own paper in to the Town if they are making a large records request to save the Town on the costs associated with such large requests.

On a motion by Councilor Murdock, seconded by Councilor Butner, Council approved Resolution 2019-1023, 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 2019-20 and superseding Resolution 2018-1004. Motion carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau, Murdock and Whatley approving.

7.2. Discussion, consideration and possible approval of the FY20 debt levy certification to Yavapai County for \$670,825, acting as the Trustee to the Camp Verde Sanitary District. [Staff Resource: Mike Showers]

Finance Director Mike Showers explained this is the property tax levy that the Sanitary District puts out to pay off the debt levy. This pays the exact debt and the certification is required for Yavapai County records.

On a motion by Councilor Murdock, seconded by Councilor LeBeau, Council approved the FY20 Debt Levy Certification to Yavapai County for \$670,825, acting as the Trustee to the Camp Verde Sanitary District. Motion carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau, Murdock and Whatley approving.

7.3. Discussion, consideration and possible approval of the FY20 special assessment levy of \$222,241 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. [Staff Resource: Mike Showers]

Finance Director Mike Showers explained that this is a special assessment collected by Yavapai County. It is for debt only of the Sanitary District and is for the purpose of public records.

On a motion by Councilor Butner, seconded by Councilor Buchanan, Council approved the FY20 Special Assessment Levy of \$222,241 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. Motion carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Buchanan, Butner, Le Beau, Murdock and Whatley approving.

7.4. Presentation and discussion of the Camp Verde Equestrian Center Economic Impact study completed by Yavapai College. [Staff Resource: Steve Ayers]

Economic Development Director Steve Ayers explained that when Council requested an economic impact study be conducted for the future equestrian center, he engaged the Regional Economic Development Center of Yavapai

College for the project. Mr. Ayers introduced Director of Institutional Effectiveness and Research Tom Hughes, PhD and Manager Karen Jones from REDC.

Karen Jones acknowledged Mary Phelps from the Camp Verde Arena Association and Economic Development Director Steve Ayers for their professional knowledge and help with the impact study. A PowerPoint Presentation was presented, as well as the Economic Impact Study for Council's review and consideration. Tom Hughes, PhD explained what an Economic Impact Study is as well as the information used for obtaining the economic data.

Vice Mayor Dee Jenkins questioned how the annual visitor number of 21,000 was reached. Mr. Hughes explained data was collected from the Camp Verde Arena Association as well as other data acquired from other facilities and literature around the state.

The impact study indicated that the equestrian center will support approximately 65 existing and new local jobs and the tax revenue the equestrian center would generate would be approximately \$134,000 annually.

Councilor Robin Whatley questioned who paid for the analysis to be conducted. Town Manager Russ Martin indicated the cost was included within the \$80,000 budgeted amount for the arena. Councilor Whatley expressed her concerns regarding the assumptions made in the study. Mr. Hughes explained that the study is an educated analysis based off of research and data acquired. Councilor Whatley also voiced concern about who would be responsible for hosting the events at the arena and future costs the Town would be facing.

Councilor Butner requested clarification regarding the indicated 50 annual events, Mr. Butner indicated the study claimed that the annual attendance would be 25,000 people with out of area attendees being 21,200 of the 25,000 and the information was obtained by other equestrian facilities around the State of Arizona. Ms. Jones and Mr. Hughes confirmed the information was correct. Councilor Butner questioned how the figure for total spending revenue per person of \$242 was obtained. Ms. Jones explained it is data provided by the Arizona Office of Tourism.

Mayor German questioned how the 50 events is calculated. Ms. Jones referred the question to Camp Verde Arena Association President Mary Phelps. Ms. Phelps indicated that the event number is actually based on 50 days and further explained to Council that many events including team roping and High School Rodeo are 2 or more days per event, which is included in the 50 days.

Mayor German questioned if the data provided in the study was obtained with consideration of the private arenas located in town. Ms. Phelps indicated that the study is just for the equestrian center, but includes data from other state facilities with private arena facilities in the close vicinity.

Mayor German questioned if there are associations interested in utilizing the arena yet. Ms. Phelps indicated that the High School Rodeo Association has shown interest and will soon be voting on the location to use in the near future.

Councilor Buchanan questioned how many members were now in the Arena

Association. Ms. Phelps explained that they have been focusing on setting up the organization legally and properly and will hold their first official fundraising event June 29th, 2019 for a membership drive. Councilor Buchanan asked if the Association had completed the requested business plan. Ms. Phelps anticipates it will be complete in approximately a month. Councilor Buchanan asked what kind of cash funds had been procured for the arena to date. Ms. Phelps indicated that at this time \$700 in cash donations have been received, but in-kind donations is largely different. Councilor Buchanan questioned what of the in-kind donations have been used. Ms. Phelps explained that the arena has been making sure they are completely prepared legally and with necessary documents so they can start work without delay.

Economic Development Director Steve Ayers expressed to Council that the Economic Impact Study was completed with adequate background data and is on the conservative side of what the arena is capable of providing. Mr. Ayers complimented REDC for a remarkable job done for the Town.

Resident Stacy Barker voiced to Council that the C.V. Arena Association has been delayed in beginning due to miscommunication with Town departments and those problems have only very recently been addressed.

Councilor Robin Whatley expressed concern at the associations lack of membership, non-use of in-kind donations and minimal cash flow obtained outside of the town. Mr. Barker explained that due to the wait for direction from the Town of Camp Verde, progress has been delayed and the first membership drive which will raise cash funds is coming up and all are invited to attend and support the association.

7.5. Discussion, consideration and possible approval of a request from the Camp Verde Rodeo Association for additional monies in the amount of \$50,000 to continue to make progress prior to next fiscal year budget. [Staff Resource: Russ Martin]

Mayor German opened with public discussion:

Bruce George referenced the Memorandum of Understanding (MOU), stating the association was to go forth and raise money, he indicated that he sees that they are doing so, but still feels that the additional funds (\$50,000) they are requested should instead be used toward the purchase of the water company.

Town Manager Russ Martin explained to Council that this is not a Town project, and the association is still responsible for getting proper permits. Mr. Martin publicly apologized for the miscommunication within the town departments and the association and assured Council the situation has been handled and can now move forward. Mr. Martin indicated that furthermore, there isn't an additional \$50,000 in the budget available (including in the capital improvement funds budget) but there are contingency monies available for use without using money in saving and requested direction from council regarding the matter

Councilor Butner asked what exactly the additional \$50,000 in funding would be used for. Russ Martin indicated it would be used for the operating costs of clearing the land and the purchase of lighting. Councilor Butner requested clarification the association had been held up with the permitting process but that has been

rectified and they can begin. Russ Martin indicated that the association is now able to begin clearing and grubbing the area as well as dealing with proper drainage. Councilor Butner inquired when the association was given permission to begin. Russ Martin indicated approximately two (2) weeks ago. Councilor Butner clarified that the majority of the cost will go toward the lighting for the arena.

Camp Verde Arena Association President Mary Phelps explained that recently, 2 weeks ago, there was misunderstanding with the association engineer and the town departments. Ms. Phelps explained that the Engineer is doing all of the work pro bono and is now required to make changes at the request of Planning & Zoning. Ms. Phelps also indicated that the in-kind donations of equipment work can now be used because they have received approval from the Town of Camp Verde. Ms. Phelps informed Council that APS is donating their time to set up lights at the arena. The association received a quote for lights from the company recommended by the Town, which came in at \$350,000. The association was able to find a comparable light that meets the Dark Sky Ordinance requirements for \$73,000. The association felt it was not fiscally responsible to use the Town's recommended company.

Vice Mayor Dee Jenkins explained that \$43,000 of the original \$80,000 was used to fix town-owned arena equipment and the additional bleachers request would be usable by the town for other events. Town Manager Russ Martin explained that it would be a shared investment and usable for other Town events.

Councilor Whatley expressed that the Town has provided land, fixed arena fencing, \$80,000 and now are being asked for an additional \$50,000, for a total of \$373,000 in town investment, which is a significant request to the Town.

Mayor German indicated that in the budget process there is a risk in spending the contingency money available; found the study very informative; spoke of concern that it will be approximately 3 years before the Town will see additional revenues from other economic growth; would like to see what happens with the membership drive; and is in support of the matter.

Ms. Phelps informed Council that APS just received the signed easement and they are able to start work as soon as the clearing is complete and the lights are available. Therefore, the money is necessary immediately to order the lights as it is approximately a six to eight-week delivery time, and because APS is donating their services, the association needs to be prepared when they are available.

Councilor Jessie Murdock expressed that the Town couldn't have hired the people to do the work that the association has done for the Town and this arena is a large investment for the community. Ms. Murdock stated that Council needs to actively do things for the community and spoke of previous investments the Town has made that not all residents have supported but were for the benefit of the community. Ms. Murdock indicated that she feels that if the Town has the sources to support the arena, they should use them to do so.

Councilor Butner asked for more details into the communication breakdown on the easement for APS electric easement and other work delays with the Town Departments. Mary Phelps explained that the release for the APS easement signed by Council last October was not sent to APS by Deputy Public Works

Engineer Troy Odell until very recently. Mary Phelps also explained that the association was originally told to handle their matters with Mr. Odell, which was incorrect and out of the proper chain of command, therefore, progress was delayed. Matters have since been clarified and the association is on track to begin clearing the property. Councilor Butner questioned when exactly work will begin. Mary Phelps explained that Heritage Land Survey is donating their time to stake out the property lines, at the request of the Town's Sewer Department, and once that is complete, equipment can be brought in.

Councilor Robin Whatley expressed that she wants to see things built in Camp Verde and indicated that the Library took almost 30 years of fundraising and work before it was constructed and the current Sports Complex land was owned by the Town, untouched, for ten (10) years before they were able to begin moving dirt. Ms. Whatley indicated she feels the arena is premature and there has not been enough time dedicated for the expenditure.

Councilor Buchanan indicated he has talked to a lot of residents in Town and the only interest that he has had is from equine hobbyists. Buchanan expressed concern with the arena association and feels that nothing has been done as Council has asked since the last meeting took place. Buchanan indicated he is not in support of this item and also does not feel that the supposed delays are solely due to failures from Town departments.

Mayor German indicated that even in the worst case scenario, if the arena association is no longer able to run the facility, the town is still in the driving seat. Town Manager Russ Martin confirmed that such a clause is included in the lease agreement for the arena.

Vice Mayor Dee Jenkins explained that the arena is between a rock and a hard place with the lighting issue and if this matter is delayed it will significantly delay the process for the arena association to move forward.

Councilor Buchanan asked if the arena would be run by volunteers. Mary Phelps confirmed that was correct.

On a motion by Councilor Butner, seconded by Councilor LeBeau, Council approved the request from Camp Verde Arena Association for additional monies in the amount of \$50,000 to continue to make progress prior to next fiscal year's budget. Motion carries on a 5-2 vote with Mayor German, Vice Mayor Jenkins, Councilors Butner, LeBeau and Murdock approving and Councilors Buchanan and Whatley opposing.

7.6. Discussion, consideration/update and possible direction to staff relative to proposed legislation by the 54th State Legislature. [Staff Resource: Russ Martin]

It is the consensus of Council to direct Town Manager Russ Martin to register the Town of Camp Verde with a no vote for SB 1147.

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 commended the Camp Verde High School softball team on becoming the 2A State Champions. Butner indicated he attended a meeting on May 14th with Councilor LeBeau at Yavapai College and they have shown serious interest in collaborating with the Town of Camp Verde, Camp Verde High School and the Arena Association to utilize the new arena for an Equine Management Certification and are hoping to launch the program as soon as Spring of 2020. Butner also met with Camp Verde School Superintendent Danny Howe who is very interested and supportive of the arena and how the school can be involved.

Councilor Murdock reminded Council of National Police Week and commended the Marshal’s office for all of their events happening throughout the week. Murdock also indicated she would not be attending the next scheduled Council meeting as it is the Middle School 8th grade promotion night.

Mayor German attended the candle-light vigil on Monday night for the National Police Week. Town Manager Russ Martin commended Mayor German for his speech at the event.

10. Manager/Staff Report

Town Manager Russ Martin reminded Council that Family Night at the Marshal’s Office will be at 5 pm on Thursday and it will be an opportunity for everyone to engage with staff from the Marshal’s Office. Friday night is the Food Truck event in downtown and on Saturday the basketball game will be at the High School.

Next Thursday’s Intergovernmental meeting is in Cottonwood and there will be a carpool at 5:00 pm, unless the meeting is cancelled.

A bid has been out for about 1 month for the Sports Complex and will be available for Council review around mid-June.

11. Adjournment

The meeting adjourned at 8:24 pm.

Attest:

Mayor Charles German

Judy Morgan, CMC, Town Clerk

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 15, 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, CMC, Town Clerk