

**(CORRECTED) MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, OCTOBER 16, 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**

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

**2. Roll Call**

Vice Mayor Dee Jenkins, Councilor Joe Butner, Councilor Bill LeBeau, Councilor Robin Whatley, Councilor Jesse Murdock and Councilor Buck Buchanan are present. Mayor Charles German was absent.

**Also Present**

Town Manager Russ Martin, Finance Manager Mike Showers, Deputy Clerk Virginia Jones and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Vice Mayor Jenkins 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) Council Hears Planning & Zoning Matters – September 25, 2019
- 2) Regular Session – October 2, 2019
- 3) Special Session – October 8, 2019

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

- 1) Wednesday, October 23, 2019 at 6:30 p.m. – Council Hears P&Z Matters
- 2) Wednesday, November 6, 2019 at 6:30 p.m. – Regular Session
- 3) Wednesday, November 13, 2019 at 5:30 p.m. – Work Session
- 4) Wednesday, November 13, 2019 at 5:30 p.m. – Work Session

**c) Request for authorization for the Marshal's Office to accept grant funding from the Governor's Office of Highway Safety (GOHS) and the Department of Homeland Security (DHS) to pay for equipment and personnel expenses to be incurred in FY2019-2020. [Staff Resource: Russ Martin/Corey Rowley]**

Councilor Whatley asked if there is going to be a meeting October 23, 2019. Town Manager Russ Martin confirmed that meeting has been canceled. **Motion** made by Councilor Butner, seconded by Councilor LeBeau to approve the amended consent

agenda noting the October 23, 2019 meeting was cancelled. **Motion** carried unanimously with Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving

**5. Special Announcements and presentations.**

**5.1. Extra Mile Day Proclamation.**

Vice Mayor Jenkins read the proclamation and declared it so.

**5.2. October is Fort Verde State Historic Park Month Proclamation.**

Vice Mayor Jenkins stated Mayor German had previously signed the proclamation and declared October is Fort Verde State Historic Park Month.

**5.3. Third Quarter 2019 Report (July – September) from the Planning and Zoning Commission.** [Staff Resource: Carmen Howard]

Community Development Director Carmen Howard stated most meetings were canceled due to lack of business except two rezoning meetings.

**5.4. Third Quarter 2019 Report (July – September) from Board of Adjustments and Appeals.** [Staff Resource: Carmen Howard]

Community Development Director Carmen Howard stated there was no business for the Board of Adjustments and Appeals during the Third Quarter 2019.

**5.5. Promotional ceremony and badge presentation for the promotion of Jeff Patton to the position of Sergeant with the Marshal's Office.** [Staff Resource: Corey Rowley]

Marshall Rowley administered the oath of office and presented a badge to the newly promoted Sergeant, Jeff Patton. This promotion is to fill the sergeant position vacated after the promotion of a lieutenant. On October 9, 2019 the Marshal's Office conducted a testing process for the position of sergeant. Corporal Jeff Patten participated in the testing and performed very well passing all of the phases, and in addition has demonstrated good leadership skills during his time on the force.

**5.6. Responder 1<sup>st</sup> program presentation.** [Staff Resource: Corey Rowley]

Marshall Rowley stated Spectrum Health wishes to partner with local agencies to better the mental wellbeing of first responders and their families to help process the traumas and work stressors they face every day. The goal is to create a customer experience to allow first responders to remain anonymous so they are more likely to seek help.

Spectrum Group Representatives Sunshine Dean and Lena gave a presentation on the Responder's First Program. This program offers three main things; Yearly PTSD and Trauma Training for the Department and the family, a yearly Utilization Report and Therapy Services with discreet scheduling.

Councilor LeBeau asked if the cost for this service was in the budget. Town Manager Russ Martin stated no it is not a budgeted item but staff can be directed to

find the money to cover the costs. They would adjust other line items over the next few months. Marshall Rowley stated they are also going after funds that are available through the state. He would like to get this program going and has no problem adjusting his budget later.

Mr. Martin stated no approval is needed tonight but direction could be given to staff to look into it and bring back for approval.

- 6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** *Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))*

**Fred Howe-** Thanked Russ Martin, Ron Long & his crew, and the Council for work done in Pioneer 1 & 2. Councilor Butner clarified work being done to help clear up flooding problem in Pioneer 1 & 2.

**Jennifer Hacker-** asked about victim services, stated she has not heard back yet. Council directed Manager Martin to follow up with her tomorrow. Hacker also inquired about the Special council and who is responsible to review the person. She asked them to check up to ask why this has not been appointed.

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

**7.1. Possible approval for the Finance Director to make the FY19 budget adjustments as attached on the Budget Change/Re-Appropriation Form. [Staff Resource: Mike Showers]**

Finance Director Mike Showers stated this is a standard process they do at the end of every year. The items on the list are not standard. With grants moving money between funds is required. When he actually has to transfer funds, the Council has to approve it. This is the list:

1. Budgeted \$225,000 lease debt for Enterprise vehicles and other equipment. He is requesting to move \$147,860 from the Debt fund to the CIP fund for this year only to offset vehicle purchase expenses.
2. The Economic Development department is using \$2,000 from their Projects line item to cover required expenses for the RDGB grant in Fund 08. This would move \$2,000 of expense budget to Fund 8 and allow for the transfer of GF monies (backing the original \$2,000 budget amount) to cover the excess expenses in Fund 8. Unplanned grant budget amounts for Revenues and Expenses are also being moved from Fund 06 to the RDBG Grant in Fund 08.
3. A FY18 100 Club grant of \$2,880 was fully expensed in the general fund in FY18 and was missed and carried forward to FY19. This would simply allow for the transfer of those funds to the General Fund and release the

restriction.

4. An Az. State Parks grant is paying for part of the Sports Complex expenses but was not budgeted for. Nearly \$53,000 has been received and needs to be transferred to the Parks Fund to cover these expenses. This adjustment would allow the transfer of these funds to the Parks Fund.
5. Though equipment leases of \$225,000 were budgeted for in FY19, the actual equipment price and debt revenue was not put in the CIP budget. Because of this the CIP expense budget will be over expended and by State law is not supposed to be. This adjustment would move an available expense budget in the Water fund into the CIP fund to cover the budget shortage. Keep in mind, these were not truly over budget expenses and do not require moving any actual monies or funding of any kind. It is simply a house-keeping entry.
6. The HURF fund over-spent their FY19 budget by just over \$107K. As mentioned in item 5, this is not allowed and must also be covered by utilizing another \$110,000 of the Water expense budget.

Showers explained regarding item #1, when you buy equipment with debt, the government considers it revenue. If you overspend in a fund, the state says you can't do that so you move money to cover it so you are not overspending. It's basically a paper notification. The places he wants to move money are for grants that have been satisfied so it's still budgeted money being spent where it is budgeted.

Vice Mayor Jenkins asked if this is a result of audit? Mr. Showers stated no it is prior to the audit.

Vice Mayor Jenkins asked about the budget that is in the water fund, is it being used as a contingency fund or to offset funds that were over budget? Mr. Showers stated no that is not why it's there. If the Town had purchased the water company this would not be an option. Ms. Jenkins asked if there was a reason he picked the water company. Mr. Showers stated technically yes because there was no use of it. It had no implication it just had excess budget funds that could be moved. Those are not cash items.

Councilor LeBeau requested clarification regarding the water fund, stating the Town budgeted a certain amount in the event that we were going to purchase the water company but it isn't real money? Is there real money in there now? Mr. Showers stated no, the water budget fund is set up simply for if we happened to take on a water company, then there is a budget for it. If it wasn't budgeted for, annual expenditure limitation could become a big deal.

Councilor LeBeau stated he would like to get a breakdown of what was acquired and whether it was purchased or leased for the last 12 months. Mr. Showers will send out the spreadsheet.

Mr. Showers stated it comes down to HURF overspent their budget. Mr. LeBeau does that mean streets? Mr. Showers stated yes. Mr. Martin stated an example of

streets expenses is the Salt Mine Road expenses after the flooding. He can give a breakdown of expenses with the 191 expenditures.

**Motion** made by Councilor LeBeau, seconded by Councilor Butner to authorize the Finance Director to make the FY19 budget adjustments as attached on the Budget Change/Re-Appropriation Form dated 10/16/19. **Motion** carried unanimously with Vice Mayor Jenkins, Councilors Whatley, Murdock, LeBeau, Butner and Buchanan approving.

**7.2. Discussion, consideration and possible appointment of member to the Board of Adjustment and Appeals, with a term that expires January 2022.**

[Staff Resource: Virginia Jones]

Community Development Director Carmen Howard stated she received a Letter of Interest from Michael Hough for the Board of Adjustment and Appeals.

Councilor Butner asked if Mr. Hough was on the Planning and Zoning Commission? Ms. Howard stated yes. Councilors discussed the risks and advantages of someone sitting on both Boards.

Ms. Howard explained that the Board of Adjustments review her decisions not Planning and Zoning decisions. Mr. Martin stated he felt like it actually helps with judgement calls for someone to sit on both.

Councilor Butner indicated strongly that he is not comfortable with same person sitting on both Boards.

Council discussed the urgency of getting someone on the Board of Adjustments and Appeals Board. Ms. Howard stated that a current Board member would like to be relieved of their duties and there is another one that may have to step down as well. It is at a critical level to get someone on the Board. Council discussed what would happen if there is no quorum.

**Public Comment-**

Tim Wiggle a retired Planning and Zoning Administrator said it is common in his experience, to have the same person sit on either board. They have insight that is valuable.

Councilor Murdock asked if any current members were sitting on both boards. Ms. Howard stated yes, Mr. George and Mr. Blue.

Ms. Howard stated they are actively recruiting but the applicant needs to have knowledge of buildings and read the duties of what would be required. In the past they had talked about potentially making it a 5-member board instead of 7.

Councilor Murdock questioned how to amend the Code to make it a five (5) member board? Deputy Town Clerk Virginia Jones stated it could be done with an ordinance.

**Motion** made by Councilor Whaley to appoint Michael Hough to the Board of Adjustment and Appeals for a term that expires January 2022. **Motion** failed with no second.

Ms. Howard stated they will work on an amendment and bring it back to Council.

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 from the public.

9. **Council Informational Reports.** *These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.*

Councilor Butner attended a MATForce meeting, they had a seminar on the vaping problem.

Councilor Buchannan helped out with Fort Verde Days as a gate keeper.

Councilor Whatley helped out with Fort Verde Days as a gate keeper. She wanted to thank the Parks and Rec Department for a job well done.

Councilor LeBeau helped out with Fort Verde Days Parade, Festival and Bull Bash.

Vice Mayor Jenkins- helped out with Fort Verde Days as a gate keeper and the interviewing of the HR Director.

10. **Manager/Staff Report** *Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.*

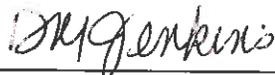
Town Manager Russ Martin:

- The new HR Director, Brandy Cabrera will start October 28<sup>th</sup>.
- Fort Verde Days- the sale of beer raised almost \$2,000. Staff did a great job.
- If you plan to help with Halloween, be here at 5pm.
- Quarterly update is scheduled for November 6<sup>th</sup>. Also, November 13<sup>th</sup> Susan Montgomery will be her to talk about Indian Water Settlements.

Vice Mayor Jenkins would like a work session to have an Economic Development update on opportunity zone and changes within the Department, get some feedback and direction from Council. Mr. Martin stated this will come sometime in November.

11. **Adjournment**

Vice Mayor Jenkins adjourned the meeting at 7:48 p.m.



Vice Mayor Dee Jenkins

**CERTIFICATION**



Attest: Deputy Town Clerk Virginia Jones

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 Regular Session of the Town Council of Camp Verde, Arizona, held on October 16, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 18 day of November, 2019.

Virginia Jones  
Virginia Jones, Deputy Town Clerk