

**MINUTES
TOWN OF CAMP VERDE
COUNCIL/MANAGER RETREAT
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
THURSDAY, JANUARY 3, 2019 at 8:00 A.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 8:05 a.m.

2. Roll Call

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

Also Present

Town Manager Russ Martin, Town Clerk Judy Morgan, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German led the Pledge

4. Council Retreat – Visits to each department for overview on their function at Town Hall. No legal action taken but direction to staff may be given relative to any of the following items.

Town Manager Russ Martin announced that Councilor Buchanan will be absent due a prior commitment that could not be rescheduled.

Mr. Martin went through the day's schedule. He explained it will give them a sense of "a day in the life of the City Manager". He would like Council Members to be engaged, as they visit each department. Staff will introduce themselves, explain what they do and point out any items they would like budgeted. If Council has questions, they should ask them during the tour of facilities.

Councilor Murdock would like Mr. Martin to let them know how many employees are seasonal and full-time in each department.

Mr. Martin sent out a revised schedule of the budget about two weeks ago. The next Budget Work Sessions are planned for:

- January 30, 2019 5:30 p.m. – 8:30 p.m.
- February 8, 2019 8:00 a.m. – 3:00 p.m. - CIP Presentation
- April 9 and 10, 2019 5:30pm-8:30pm Budget Presentations

Mr. Martin gave an overview on work sessions: work sessions are to review an item (all council), get more information, and give direction to staff. Mr. Martin encouraged Council to communicate any topics they would like to see on a Work Session Agenda. He asked for

Council to ask questions before the meetings so he can bring information/answers to the meeting.

Councilor Whatley asked what the protocol is for asking questions. Does Council ask the Town Manager or the Department Heads? Mr. Martin gave an explanation on different levels of communication and issues will involve him and how helpful it is to be "cc'd" on emails that might require his response. Staff is welcome to answer any question but if something comes up, open the line of communication.

Council started on their tour of the Town Facilities with Staff (on tour: Mayor German; Vice Mayor Jenkins,; Councilors Whatley, Murdock, Butner, LeBeau; Town Manager Russ Martin; Recording Secretary Jennifer Reed).

Court

Council Members met Court Supervisor, Veronica Pineda who introduced her staff along with Magistrate Paul Schlegel. She showed the newly renovated office, the new security system and court room. She reviewed the goals they have met and explained the grants they have applied for were accepted. A few things they would like to have considered in next year's budget are:

- Two more security cameras (to meet security mandates)
- A wand/metal detector
- A bailiff for the court room and someone to man the metal detector/wand for pre-screening upon entry to the court room. They need to try to decide how to schedule this person and have considered an Intergovernmental Agreement with Yavapai County.

Community Development Department

Community Development Director Carmen Howard introduced her staff. Each staff member went over their duties and responsibilities. Building Inspector Jonathan Rivero showed Council Members their new program they are using for permits. Mayor German asked what the turnaround time is to get an application approved. Building Official Robert Foreman said right now from start to finish is approximately 2-3 weeks where Yavapai County is 6 months.

Vice Mayor Dee Jenkins asked if there is a formal feedback process. Ms. Howard said that right now, word of mouth is what they rely on.

Economic Development Department

Economic Development Director Steve Ayers introduced his staff. Economic Development Project Manager Sebra Choe introduced Council Members to the online contributors via a conference call. They are working on creating a Camp Verde website, newsletter, signs for the Rezonico Park and social media.

An item they are hoping to have budgeted for is a web camera (\$700). Right now they can see the online contributors but the online contributors can't see them.

Clerk/Risk Management/Human Resources/ Manager Offices

Town Clerk Judy Morgan introduced her staff, Deputy Clerk Virginia Jones. Ms. Jones gave Council a tour of the records room and explained some of their duties and responsibilities in the Clerk's office.

Risk Manager Carol Brown introduced Jon Rivero who is helping her out. Mayor German asked if they were in compliance and Mr. Rivero assured him they are.

Councilors met the new Human Resource Manager, Ana Yates. She reviewed her duties and responsibilities.

On the way to the Visitor Center Mr. Martin pointed out the new location of the electrical box and explained why it was moved. He also showed how he would like to, in the future, remodel the side of the building (facing the street) and make that the entrance to the office.

Councilor's visited Room 204 and staff from parks and recreation pointed out the upgrades they would like to do for the room. These include new flooring, heating/AC and a new ceiling.

Visitor Center

Council Members met with Economic Development Director Steve Ayers again and he introduced Visitors Center Ambassador Gaylene Allen. Mr. Ayers spoke on considering a bathroom upgrade at budget time. Currently the bathroom is used for storage area, as well. Mr. Ayers stated they will need Councils support working through problems that have come up when trying to renew the long term lease they have with the Historical Society.

Mr. Ayers pointed out that the Visitors Center building is on the National Registry of Historical Places. Vice Mayor Jenkins asked if they would be required to provide notice of the remodel. Mr. Ayers explained that they could remodel the inside of the building without regulations but not the outside of the building.

EDPM Sebra Choe stated that Ms. Allen is the one responsible for the mural on the side of the building at Thanks a Latté.

Councilor Murdock asked about the walking tour. Ms. Choe said there is a brochure that has a map of businesses on the front and trails on the back.

Information Technologies (IT)

Council Members met representatives of MerIT Technology, Hugo and Chris. The Town has a 3-year contract with MerIT who handles all of the IT items. Hugo and Chris showed Council the server room.

Maintenance & Tour Gym/Room 204/Room 305/Kitchen, etc.

Council Members met Maintenance Supervisor Mike Dumas, who walked them through the gym, the bathrooms, the kitchen and the basement. Mr. Dumas went through the updates and some potential budget items:

Gym-

- The ceiling still has a few leaks but most have been repaired.
- The gym floor will need to be resurfaced. This should be budgeted for every 2-3 years. When they resurface the floor they will be able to paint in the Pickle Ball Court instead of using tape.

Kitchen-

- They found a double roof in the kitchen area and would like to add support (beams)

- The roof in the kitchen still leaks
- They are still working on finishing the floor, getting new doors and installing a commercial kitchen
- The Fire Inspector still needs to inspect the kitchen
- Bread of Life will be able to move back in next week

Men's and Women's restrooms-

- New stalls
- New toilets
- Ceiling in the Men's restroom still needs to be checked for asbestos

Storage Room/Locker Room-

- Create a new doorway into the locker room to be able to store the mats out of the way.

Council Members viewed the public shower. There is no cost to use these showers.

Room 305- This room is commonly used for Summer Camp, Boy Scouts, Dance Class and Church Service

- New flooring. (Requesting carpet squares - \$4,500)
- New ceiling
- New tables

Room 306-Old Weight Room- used for storage

- Finish the room with dividers for break out rooms
- Add bathrooms

Red Cross Storage Room-The Gym is a designated Shelter

Room 302-Shared office space

Gazebo-

- The gazebo is leaning and may need to be either restructured or taken down and replaced.

Parks and Recreation Department

Parks and Recreation Manager Mike Marshall led Council on the tour of the Parks and Recreation offices.

Public Works – Admin/Deputy/Stormwater

Director of Public Works Ron Long led the tour of the Public Works offices.

Finance Department

Finance Director Mike Showers introduced his staff and shared their job duties and responsibilities. Mr. Showers stated his staff is cross trained for each other's jobs. Vice Mayor

Jenkins asked about checks and balances. Mr. Showers explained the process and also shared that everything is hand signed, there are no stamps for signatures.

Working Lunch and Identification of Future Work Session Topics:

Town Manager Russ Martin stated Wednesday, January 9th is a Work Session. If Council Members have any ideas for topics, please provide them for this meeting. Some topics include:

Events – (CornFest, Fort Verde Days, etc.) Brainstorm how it would work with organizing, staffing, and volunteers. Any related costs must be included in the budget.

Community Entity/Group Contributions- needing feedback on whether to re-establish/establish Council appointed committees, ad hoc committees (subject to open meeting law OML) or independent community groups (not subject to OML) to address certain issues. Consider modelling these types of groups after some that Sedona has done. These groups could assist council.

Retail Strategies – look at Focus Future II in preparation for this discussion

Sewer expansion- What are the important issues, do we want to do this and what are the next steps. Do we create a facilities district? The connections are there.

Recycling- what are the options.

Other items:

- Letter to Retail Strategies Group to let them know the town is no longer interested in their services.
- Mayor German would like to make sure that healthcare in Camp Verde stays local, that we don't lose these services.
- Options for Security- should this be talked about as well, so staff should add it into the budget.
- Economic Development along Highway 260

Council items

1. **Council Item #1-Possible future ballot items: Water Franchise, refer to voters on whether to fund and/or build an arena, refer to voters (whether to develop into housing or) selling "Cliff's" 5-acre parcel owned by the Town.**

Mr. Martin explained putting items on the ballot, to ask the voters for their opinion can be non-binding or binding.

He spoke on the 5-acre parcel owned by the Town: proposed at one time for townhomes/apartments. Maybe look into partnerships (Public/Private Partnership - P3). In other places those private Entities/Public properties enter into an agreement. You would go through a process to find those entities that would provide the best public benefit then enter into a partnership. This then turns into private and creates a public opportunity to better your housing stock.

Mayor German said they had that happen. It would be appropriate to bring before council to talk about it because of the housing crunch.

Councilor Murdock asked if anyone would have the option to buy the property. Mr. Martin said yes. Councilor Murdock would like to see a dog park there.

Mr. Martin said there are options for development there.

2. Council Item #2-Flood Issues: Verde Lakes, entrance to Sports Complex, State Land/USFS north of Sports Complex, Howard's Road, eventual offer for purchase or signing over by USFS.

Mayor German spoke on getting approval/obtaining a permit, and working on getting the final survey on Howard's road. Council might not be aware that the Forest Service owns that strip of land. There are three parcels involved and up for sale. This means the Town would have to purchase approx. 50+ acres to get the strip. Councilor Butner asked about the location.

Mayor German suggested the Forest Service could have Howard's Road re-surveyed or being the Town re-surveying it so the Town could purchase.

Mayor German went on to say that when the Town put in an application to remove the two dips, USFS granted a Roads Agreement, so the town would maintain it. The only other option would be to have Council cancel the Road Agreement and put in a sign to have people contact the Forest Service with problems.

There are two other issues out on Verde Lakes Drive, where there are two new encroachments into the subdivision. He suggested the town go into the north side of historical drainage ditches, and restore the drainage. The problem is that it is a Sensitive Native American Site. The Hopi Tribe can track their ancestors back to the Anasazi. We could try to stockpile anything that is taken out of that ditch when we are restoring it, but he feels that most things would have been washed out by now.

Councilor Butner suggested that maybe create a Native American Trail Site.

Mayor German said it has been proposed that the Forest Service would like to turn it over to the town to be able to manage that as an Historical Indian Ruin.

Mr. Martin stated the Forest Service is sensitive to historical nature of it as well as environmental nature of it.

Councilor Murdock asked if this is a partnership we could make with NAU, Yavapai College, and the Archaeology Center. Mr. Martin stated this is a Coalition building type of exercise.

Councilor Jenkins said going back to Howards Road discussion, we don't want to discount that section of land because with the sports complex, and rodeo arena going in there, it could be commercial property that is valuable for when those parks are finished.

Mr. Martin stated it might be able to be pieced out later on. Mayor German said right now it's just a hassle to break it up but maybe later on we could have a developer come in and buy it and then the Town buys Howards Road from the developer.

Mayor German said the other drainage problem is on Highway 260 before Olive Lane, where there is a deep wash that needs to have jersey blocks across there so it will backfill in. There is a fire hazard during the summer months when dirt bikes ride through the

wash. It has been six years since the start of the application with ADOT and Forest Service.

Councilor Murdock reminded them that the Old Church Road area continues to have drainage problems affecting Highway 260.

3. Council Item #3-Discussion about reviving commissions or modeling groups like those utilized in Sedona as specific committees for specific projects, etc. Recreation/Sports Complex/Arena; new dealing with ongoing healthcare needs for Camp Verde and NAH.

Public comment was taken.

Jon Hecht, Reporter for the Journal Newspaper, asked where the Council is on the arena and water franchise issues. Mayor German said there are some things in process right now that haven't come back from the attorney. The main purpose is to put these topics on the agenda to have Council know these are topics.

Mr. Martin asked if Council wants Staff to prepare options for putting something on the ballot regardless of the topic and time frames for that process.

Councilor Jenkins asked why about ballot vs not ballot.

Mr. Martin said you could put topics up there binding or not binding. For example you could put the Water Franchise Agreement on the ballot and while you are at the voting table you could ask for feedback from the public on other topics. It would be an opportunity to get feedback. Town Clerk Judy Morgan reminded them the ballot questions would be in the form of a yes or no question (only), not a survey.

Council resumed their visits to each department for overview on their function at Town Hall. No legal action taken but direction to staff may be given relative to any of the following items.

Library

Library Specialist Carson Ralston took Council on a tour of the Town's Community Library.

Streets Department

Streets Superintendent Stacy Perry introduced his staff and showed Council around the yard. He pointed out the new equipment that was recently purchased. Some items to consider for budget are:

- Shades to protect materials from moisture
- Bins to store materials and protect the material from contaminants.

Wastewater Division

Division Manager Jerry Tinagero showed Council around the Waste Water Treatment Plant (WWTP). He pointed out the new enclosures and new UV Filters. He explained how the waste water system works and the need to have tarps covering some of the holding tanks to keep the chloride from burning through so fast.

He showed Council the VAC Truck and Camera Van and explained how each piece of equipment worked.

An item to consider for the budget would be doing some maintenance to the building that holds the alarm room and offices. The building has been there since the opening of the facility.

Camp Verde Marshal's Office (CVMO)

Council Members met with Town Marshal Corey Rowley. He gave a tour of the CVMO facility which includes dispatch, evidence intake, records room and holding cells. Items to consider in the budget:

- A camera for the holding cells so staff can monitor the person while they are waiting to be processed.
- A separate building for evidence storage. You have to keep some items for long periods of time.
- A cover to park the motorcycle under while the Officer is not using it.

End of Day – CVMO Training Room for final feedback and comments.

Mr. Martin explained that the retreat was to connect with what is going on in each department.

Councilor Whatley said it was a good idea and should be done every two years to get an update on each department.

5. Adjournment

Mayor adjourned the meeting at 3:55 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/Manager Retreat of the Town Council of Camp Verde, Arizona, held on January 3, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17th day of January, 2019.


Judy Morgan, Clerk