

**(Corrected) MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, APRIL 3, 2024 at 6:30 P.M.**

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Godwin, Vice-Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present. Town Attorney Trish Stuhan, Acting Town Manager Gail Mabery, Acting Deputy Town Clerk Jadie Edwards, Acting Town Clerk Virginia Jones, Recording Secretary Mary Frewin, Library Director Kathy Hellman, Utilities Director Jeff Low, Parks and Rec Manager Mike Marshal, Economic Development Director Molly Davies.

3. **Pledge of Allegiance** Councilor Escoffier led the Pledge of Allegiance.
4. **Consent Agenda** – All those items listed below may be approved by one motion 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 – March 6, 2024 at 6:30 p.m.
- 2) Special Session – March 19, 2024 at 5:30 p.m.
- 3) Special Session – March 20, 2024 at 5:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Executive Session – Friday April 5, 2024 at 8:00 a.m. - until end of day
- 2) Work Session – Wednesday April 10, 2024 at 5:30p.m.
- 3) Special/Executive Session – Wednesday April 17, 2024 at 5:00 p.m.
- 4) Regular Session – Wednesday April 17, 2024 at 6:30 p.m.
- 5) Work Session - Wednesday April 24, 2024 at 5:30 p.m. Budget
- 6) Regular Session – Wednesday May 1, 2024 at 6:30 p.m.
- 7) Work Session - Wednesday May 8, 2024 at 5:30 p.m.

c) Possible approval of contract for Courier Services with the Yavapai County Free Library District. Staff Resource: Library Director Kathy Hellman.

d) Possible approval of Resolution 2024-1138 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and authorizing the submittal of the application for designation of adequate water supply to the Arizona Department of Water Resources, Office of Assured and Adequate Water Supply, and authorizing the Mayor to execute this Resolution, authorizing the submittal of the application and

declaring an emergency Exist. Staff Resource: Utilities Director Jeff Low

On a **motion** by Councilor Escoffier, seconded by Councilor McPhail, the Council **moved** to accept the consent agenda with corrections to the minutes, excluding 4C.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

Councilor Escoffier asked Library Director Kathy Hellman if the contract fee comes out of the property taxes that are collected from the town.

Ms. Hellman stated it does not. They are billed separately.

On a **motion** by Councilor Escoffier, seconded by Councilor Baker, the Council **moved** to approve the consent agenda 4C.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

5. **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))

No Comment Cards.

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the

item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation.

Councilor Baker had nothing.

Councilor Escoffier passed.

Councilor Murdock had nothing.

Vice Mayor Moore had nothing.

Councilor McPhail attended the project city water issues meeting with ASU. This was a two-day event. The projects they considered moving forward with were a regional water use plan and a peer-to-peer review with different Arizona agencies to inquire how they are handling their various water issues. She also attended the water modeling meeting with Sustaining Flows. Additionally, she attended Bill LeBeau's funeral, the Yavapai Apache Nation Royalty Bake Sale and Tribal Council Meeting, and Teen Game Night.

Councilor Godwin had nothing.

Mayor Jenkins attended her normal mayor/manager meetings and League meetings. She reminded everyone that on Saturday April 6th they will be holding the Arizona Fiber Festival. She shared that Little League Opening Ceremonies will also be happening this week.

Acting Town Manager Gayle Mabery gave an update on the hiring of the new town manager, stating that the two candidates for the position will be in town on Thursday April 4th at 5PM to have a meet and greet with the community at the library. Also, while in town, they will be doing their final interviews.

Mabery stated April's Coffee with a Cop will be on April 10th at 8AM at Udderly Divine. April 13th is the Earth Day Celebration in partnership with the Yavapai Apache Nation. Start time is 10 AM.

Ms. Mabery also stated that Camp Verde Alerts, the new town-wide emergency notification system, is up and running. To sign up, go to the Marshall's Office webpage. She shared that the Council approved staff to submit a grant application to the federal government through FEMA's building resilient infrastructure and community program. They had great support from the Arizona Department for Emergency Management. The town is cautiously optimistic about the grant. If approved, it will provide funding to study and design flood mitigation and improvements for the West Clear Creek area including

Verde Lakes Dr. It will probably be a couple more months before they hear back on the grant.

Lastly, she explained that the deadline to apply to become a candidate for the election was Monday April 1st. Camp Verde has ten (10) candidates for the three (3) Council seats and three (3) candidates for the mayor's seat.

The Mayoral candidates are (this is how their names will appear on the ballot):

1. Dee Jenkins
2. Charles German
3. Tanner Bryson

The Council candidates are (this is how their names will appear on the ballot):

1. Patricia Seybold
2. Jessie Murdock
3. Jackie Baker
4. Jerry Martin
5. Terry Andrews
6. Robert Foreman
7. Kai Buchanan
8. Dave Inman
9. Brian Bolton
10. Thomas Noble

7. Special Announcements and Presentations:

- **Proclamation declaring April 15 thru 20th to be Stand with Me, Be Drug Free Week.** Staff Resource: Town Marshal Corey Rowley

Town Marshal Corey Rowley read a statement on behalf of MATFORCE for this proclamation.

Mayor Jenkins proclaimed April 15-20 to be Stand with me, Be Drug Free Week.

- **Proclamation Declaring April 7-13 as National Library Week:** Staff Resource: Library Director Kathy Hellman

Ms. Hellman shared on behalf of this proclamation. She stated that the theme for National Library Week is "Ready, Set, Read". She encouraged the community to come and use the library.

Mayor Jenkins proclaimed April 7-13 to be National Library Week.

- **Proclamation Declaring April 21-27 as National Volunteer Week:** Staff Resource: Library Director Kathy Hellman

Ms. Helman also shared on behalf of this proclamation. She explained that the Town of Camp Verde has over 150 regular volunteers. These people

are consistent in their volunteering. 1/3 of those volunteers volunteer their time at the library. She is so thankful for them.

Mayor Jenkins proclaimed April 21-27 to be National Volunteer Week.

- **Proclamation Declaring April as Fair Housing Month:** Staff Resource CIP Project Manager Martin Smith

CIP Project Manager Martin Smith was not in attendance.
Mayor Jenkins so proclaimed April as Fair Housing Month.

8. **Discussion, consideration and possible approval of Resolution 2024-1137 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving Congressional Directed Funding Requests.** Staff Resource: Economic Development Director Molly Davies.

Economic Development Director Molly Davies informed the Council of a few mistakes in her document. As she walked them through the document, she corrected those mistakes. Ms. Davies stated that they are seeking the Council's approval to apply for seven grants totaling \$12,125,000. They are aware that there is a 20% match on any of the water and wastewater projects. They are proposing using land value, sewer design, and a potential WIFA loan. They are aware that if a loan does come forward, it will require Council's permission.

Vice Mayor Moore questioned if the grants will be going into next year's budget. Ms. Mabery shared that they're applying now, but the funds wouldn't come to the town until 2025 or 2026. However, a lot of these big projects are already in the CIP.

On a motion by Vice Mayor Moore, seconded by Councilor McPhail, the Council moved to approve resolution 2024-1137 to submit congressionally directed funding requests.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

9. **Discussion, consideration and possible direction in support of purchase and installation of a football scoreboard at Butler Park.** Staff Resource Parks & Recreation Manager Michael Marshal

Parks and Recreation Manager Mike Marshal gave background information on this request stating Butler Park does not currently have a football scoreboard. For Camp Verde Youth Football to play their games there, they need a scoreboard. He introduced Jeremy Brady, Vice President of Camp Verde Youth Football and Cheer, to give a brief presentation.

Prior to presenting it to Council, Mr. Brady went before the Parks and Recreation Commission, who recommended approval of the scoreboard. He stated they previously played all their games at Camp Verde High School, who they have a great relationship with. However, CVHS is wanting to get their football field in better standing. The less participants they have on their field, the less wear and tear they'll have. Because of this, Camp Verde Youth Football will not have a place to play their games. The Sports Complex hasn't worked for them for many reasons. As a general contractor, Mr. Brady, alongside TLL electric will volunteer their labor and equipment to complete the installation. They will also take care of all the permitting with the Town. They are requesting the material budget to move forward with this project. He also would like the field to be worked on, to make sure it's at a safe level of play for the kids. The scoreboard they are proposing has a conversion kit for football and soccer.

Vice Mayor Moore asked about the permitting process.

Ms. Mabery stated that the town does have to go through the permitting process, but wasn't sure who would cover that cost. Mr. Marshal said that normally the town doesn't pay for permits.

Vice Mayor Moore also questioned about the estimate and whether it was over 30 days old. Mr. Brady told her it was not. Vice Mayor Moore asked how quickly they thought they could get this scoreboard installed. Mr. Brady replied they need it done before the first week of August, so they have time.

Mr. Marshal stated that Parks and Recreation Commission supports this project because it makes things better for everyone involved. This will give Camp Verde Youth Football a permanent place to play while soccer and other things will be designated to the Sport's Complex. He said maintenance will be working to get the fields usable by the time their season starts. They are proposing a Varsity brand scoreboard, and Mr. Marshal highly recommends they also use Daktronics, which they use at the Sport's Complex. He feels it will be better for them to spend the additional funds to get something that they are already using to make it universal. Daktronics will add a couple thousand dollars to the total cost. He shared that there is potential for donations, however, Parks and Rec does have the funding available. The town will be ordering and receiving the equipment. Jeremy Brady will oversee installation and permits.

Councilor McPhail clarified that Parks and Recreation has the money in the budget for this project. Mr. Marshal said yes. She also double checked with Mr. Brady and TLL Electric on their licensing and insurance policies, making sure they have those in place. They do.

On a **motion** by Councilor Murdock, seconded by Councilor McPhail, the Council **moved** to direct staff to purchase a scoreboard with football and soccer capabilities to be placed at Butler Sport's Complex and for town staff work with supporting contractors to volunteer their time to donate and install said scoreboard and to not have the project exceed \$12,000.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

10. Presentation followed by discussion regarding the Town of Camp Verde Area Drainage Master Study. Staff Resource: Utilities Director Jeff Low.

Utilities Director Jeff Low shared with the Council that they awarded contract number 23-141 to Wilson and Company on March 1st, 2023, for the town of Camp Verde Area Drainage Master Study. The project is now complete and representatives from Wilson and Company are here to present on the project. The presentation will highlight storm water GIS data, the two-dimensional town wide flood study results, results of public meetings and public input from an online virtual survey. The presentations prioritize future drainage projects based on flood risk, project benefits, project costs, and public input. They spent several long meetings working with Town Engineer Troy Odell to capture his knowledge of the town's drainage concerns to document into the report. The overall project provides baseline areal topography for the town that is utilized with the water master plan, wastewater master plan, and almost all the projects the utilities and public works departments have going on. This effort will be used as a match for any grants that they get for flood mitigation studies in the future.

Mr. Low introduced Brian Schalk and Corbin Bendel, project engineers from Wilson and Company, to go over the presentation.

Using a PowerPoint presentation, Mr. Shalk gave an overview of the Town of Camp Verde Area Drainage Master Study. They did this study to have a tool at the town's disposal to mitigate flood risk. Additionally, it will aid in water sustainability, water conservation, and improving water quality. He stated that the findings from this study will provide the town with leverage for grant funding, as a lot of grants will ask for an Area Drainage Master Study. He also shared that this data can be used for emergency management. They will have a GIS database for CIP planning. Part of what they are getting in this plan is combined flood hazard classification data set,

which is basically, FEMAS latest standards. Ultimately, this plan will be an important tool when making informed decisions about future projects.

Vice Mayor Moore questioned if this study would help them determine which creeks are flooding first, based on water run-off and timing of storms.

Mr. Schalk said yes. The timings of the runoffs and storms will be accounted for in this plan.

Vice Mayor Moore stated that she finds this to be a useful tool to direct the citizens to when they ask the Council what they're doing to address flooding and storm water needs in the town.

Councilor Murdock questioned how often they will have to update this study. Mr. Shalk told her it usually depends on how much development goes on. They could re-do it and update it every 3-5 years, or they can peace mail it based on new developments.

This presentation will be shown to the association of state flood plane managers at their national conference in June.

Councilor Murdock was so excited at the opportunities this study will bring to the town.

Ms. Mabery commended the Council for their leadership to support the development on these master plans. She has gotten to see this project come full circle.

11. Adjournment Mayor Dee Jenkins adjourned the meeting at 8:03 PM.



Mayor Dee Jenkins



Acting Town Clerk Virginia Jones

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 Regular Session of the Town Council of Camp Verde, Arizona, held on April 3rd, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 22nd day of April, 2024.



Virginia Jones, Acting Town Clerk