

**(Corrected) MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 1, 2024 at 6:30 P.M.**

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

Also Present. Acting Town Manager Gayle Mabery, Town Attorney Trish Stuhan, Human Resources Director Julia Kaiser, Copper Canyon Fire and Medical Chief Danny Johnson, Public Works Director Ken Krebs, CIP Project Manager Martin Smith, Acting Town Clerk Virginia Jones and Recording Secretary Mary Frewin.

3. **Pledge of Allegiance** Councilor McPhail 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) Work Session – April 10, 2024 at 5:30 p.m.
- 2) Special Session – April 17, 2024 at 5:30 p.m.
- 3) Regular Session – April 17, 2024 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Work Session – Wednesday May 8, 2024 at 5:30 p.m.
- 2) Regular Session – Wednesday May 15, 2024 at 6:30 p.m.
- 3) Joint Work Session with Planning & Zoning Commission– Wednesday May 22, 2024 at 5:30 p.m.

c) Possible approval of amendment to the Town's Salary Plan. Staff Resource: Human Resource Director Julia Kaiser.

On a **motion** by Vice Mayor Moore, seconded by Councilor Escoffier, the Council **moved** to approve the Consent Agenda.

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 public comment

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 Godwin attended:

- Camp Verde Town Volunteer luncheon. She felt it was very well attended.
- Cottonwood Community Band Concert at the Philip England Center for Performing Arts.
- Camp Verde Artists Group open house night. The artists' work is hanging up at the library.
- She shared that on Sunday May 5th at 3PM at the Philip England Center for Performing Arts Dr. Crandel will be speaking about Indian Voting Rights.

Councilor McPhail attended:

- Yavapai Apache Nation Tribal Council Meeting
- Teen Game Night
- Verde Lakes Spring Fest
- Yavapai College governing board meeting. She stated that this year there will be a tuition and tax increase.
- She also shared that on Saturday May 4th Verde Valley Archeology Society is going to have a garden open house and plant sale at their garden on Homestead Pkwy.
- Lastly, she said that there will be a Blood Drive in Camp Verde at the library on May 13th.

Vice Mayor Moore wanted to remind the public that the farmers market in Camp Verde will start on Saturday May 11th. It will run every Saturday through October. Additionally,

she reminded everyone that the Verde Valley Fair is going on and a lot of Camp Verde kids have animals that they will be showing.

Councilor Murdock had nothing.

Councilor Escoffier participated in a Princeton University School of Public and International Affairs Survey regarding local public officials and their safety and issues going on in the various communities.

Councilor Baker attended:

- Camp Verde Town Volunteer luncheon
- A tour of the Camp Verde Water and Wastewater Facilities. She commended the staff members of the Wastewater Department for their hard work.

Mayor Jenkins attended:

- Verde Lakes Spring Fest
- Camp Verde Town Volunteer luncheon
- Culpepper and Merriweather circus, in which she got to be the ring master.

Acting Town Manager Gayle Mabery shared that Miranda Fisher, soon to be Town Manager for the Town of Camp Verde, was attending the meeting via Zoom.

Additionally, Ms. Mabery shared:

- Proposition 476 will be on the ballot on July 30th. Proposition 476 will be asking Camp Verde voters for a permanent base adjustment. There is a link on the top banner of the town's website that will provide information on this proposition. A link for questions is also provided.

- Ms. Mabery reminded the Council about their Budget Work Session on May 8th where she'll be presenting her recommended operational budget and their Regular Session meeting on May 15th at 6:30 with an anticipated Executive Session at 5:30 that day.

- Lastly, she gave an update on the Section 305 Work Group, which she feels has made great progress.

7. Special Announcements and Presentations:

- **Update from Copper Canyon Fire & Medical District Chief Danny Johnson**

Using a PowerPoint Presentation, Copper Canyon Fire and Medical District Chief Danny Johnson presented to the Council an Organizational Update.

This update included information on-

- Copper Canyon Fire and Medical District Leadership

- They have 5 board members.

- Copper Canyon Fire and Medical District Staffing

- They currently have 48 full-time firefighters and 4 Administrative Personnel. Additionally, they have one of the only HAZMAT teams in Northern Arizona. They also have wildfire mitigation.

- Statistics for FY 2023
- Budget information, history, challenges, and plans
- Major events and automatic aid

Councilor Baker reminded the public that Copper Canyon Fire and Medical District does a lot of work to maintain their qualifications to serve the community. She thanked Mr. Johnson and the firemen for their hard work and dedication.

Councilor Escoffier also thanked Mr. Johnson. She asked him to explain the difference between a fire authority and a fire district. She asked whether a fire authority had different taxing abilities than a fire district.

Mr. Johnson stated that the fire authority is one entity that is made up of many fire districts. A fire authority makes sense here because the tax rates are higher for a fire authority.

Mayor Jenkins thanked Mr. Johnson for turning around Copper Canyon Fire and Medical District. She also thanked all the firefighters and personnel.

- **Presentation from APS Representative Darla Deville**

APS representative and Northern Division Director Frank Sanderson presented on behalf of APS. With May being wildlife prevention Month, Mr. Sanderson came to talk to Council about what APS is doing in the realm of fire mitigation. He stated that APS' main goals are to be reliable and to do what they need to do in a safe way.

Mayor Jenkins thanked Mr. Sanderson for his presentation.

- **National Public Works Week Proclamation May 19-25, 2024 'Advancing Quality of Life for All'. Staff Resource: Public Works Director: Ken Krebbs**

Public Works Director Kenn Krebbs spoke on behalf of this proclamation. He shared that the Public Works employees work hard and strives to do their best for the community. In 2003 a presidential policy directive was issued that officially recognized Public Works Employee's as first responders.

Mayor Jenkins proclaimed May 19-25, 2024, advancing quality of life for all National Public Works Week.

8. Discussion, consideration and possible approval to allocate NACOG FY26 TIP funding to improve the entrance roadway to the Camp Verde Sports Complex. Staff Resource: CIP Project Manager Martin Smith

CIP Project Manager Martin Smith spoke to Council on NACOG Funding. He stated that the town participates in NACOG's transportation investment plan for FY 25-26. They are designating funding to fund the tri-intersection realignment of Finnie Flat Rd,

Main St, and Montezuma Castle Highway. This work is encapsulated in the Finnie Flat/ Montezuma Castle Highway improvements project, which leaves the TIP funding open for other uses. They have been in contact with NACOG and have discussed different options. All felt it was best to use the money to improve the entrance to the Camp Verde Sports Complex off Highway 260.

Pictures were provided to the Council to show the rough shape of the entrance. Mr. Smith stated he feels this would be a benefit to the park and town, as well as a great use of the money. Originally, they were allocated \$150,000 in FY 25 and an additional \$514,000 in FY 26 for the construction. They were approached by Yavapai County, who needed funding sooner, to begin their transportation master plan, which is a time sensitive document. They agreed to swap their FY 25 funding, and in return they would get the full allocation in FY 26 for construction funds.

The caveat in all this is that the design of the entrance is done in-house. They are equipped to do this. This would leave them with a total of \$665,000 to make the improvements to that entrance. There is a 5.7% match.

He feels it would be advantageous to the town to consider using this funding to improve the Sport's Complex.

Councilor McPhail asked if the staff design would go towards the match.

Mr. Smith wasn't sure how that would work, but he will investigate it.

Councilor McPhail also asked him to give an update on the Finnie Flat Rd improvement.

Mr. Smith said they are in the process of designing that project. They have lumped in the re-design of that intersection as part of that project. It's completely funded.

Vice Mayor Moore asked him who picked this project.

Mr. Smith told her it was a combination of Public Works and NACOG.

The reason she asked was because a citizen asked her why this money wasn't going toward Verde Lakes.

Mr. Smith said that they identified usage patterns from the park. Champion Tr. is the only way in and out of the park right now. With the road in the condition, it's in, they only have one lane of asphalt in and out. It's a safety thing. Additionally, the Verde Lakes Drive project would need much more funding. They are working on grants for that project.

Ms. Mabery said that Verde Lakes Dr. is a much bigger scope, and the funding for that project would far exceed this money from NACOG.

Additionally, she said that they are working with ADOT to also improve the traffic safety at the intersection of highway 260.

Councilor Escoffier asked if it would be just the entrance or the whole road.

Mr. Smith told her if funding allows it would be from 260 to Cowboy Trail.

Councilor Baker was concerned about the heavy traffic and looks forward to further working with ADOT on improvements. She felt this was a good use of the money.

On a **motion** by Councilor Murdock, seconded by Councilor Baker, the Council **moved** to approve the allocation of NACOG FY26 TIP funding to improve the entrance roadway to the Camp Verde Sports Complex.

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.

Break: 7:42 PM

Resume: 7:49 PM

9. Discussion of Amended Town Personnel Manual. Staff Resource: Human Resource Director Julia Kaiser

Human Resources Director Julia Kaiser shared with the Council some revisions to the town's Personnel Manual. The Council has received commentaries about every change that was made. It's a common practice to review and change the personnel manual every couple of years. These new recommendations and revisions are still going through legal.

Mayor Jenkins said the commentaries within the packet answered all her questions.

Councilor Baker thanked Ms. Kaiser for her work.

Ms. Kaiser said this will be brought to the Council for adoption on May 15th.

10. Discussion, consideration and possible approval of Ordinance 2024-A493, an Ordinance of the Town of Camp Verde, Yavapai County, Arizona amending the code of Camp Verde, Arizona, Chapter 3 Administration, Article 3-1 Officers in General, Section 3-1-3 Removal Provisions, Article 3-2 Officers, Section 3-2-1.1 Acting Town Manager, and Section 3-2-4 Town Marshal, related to ensuring continuity of Town Operations by updating regulations governing appointment, service, and resignation of officers; providing for repeal of conflicting Ordinances; and providing for severability. Staff Resource: Acting Town Manager Gayle Mabery.

Ms. Mabery stated that there are three different revisions to the code. She went through those revisions with Council.

The first amendment 3-1-3 relates to the requirements of the town manager resignation. This would change it from 30 days to 60 days.

The amendment to 3-2-1.1 was a continuity of government issue. In an unexpected situation regarding the Town Manager, the town code already provides that the Council would act and appoint an acting Town Manager or immediately appoint a Town Manager. Usually there's a delay in that. This would strive to provide for continuity in government between the time that they lose a Town Manager, and the time Council takes formal action to appoint a Town Manager. This would set the succession to be the Deputy Town Manager, the Town Marshal, and the Finance Director.

The last amendment, 3-2-4, relates to the Town Marshal. Last year they updated the residency requirement provisions in the town code to provide flexibility in the current housing market conditions. This changed it from 4 months to 6 months for the Town Manager and Town Marshal to establish residency. The change was never made for the Town Marshal. This is cleaning that up.

Vice Mayor Moore confirmed that 3-1-3 was reflected in the Town Manager Contract. Ms. Mabery told her it was.

On a **motion** by Vice Mayor Moore, seconded by Councilor Escoffier, the council **moved** to approve Ordinance 2024-A493 an Ordinance of the Town of Camp Verde, Yavapai County, Arizona amending the code of Camp Verde, Arizona, Chapter 3 Administration, Article 3-1 Officers in General, Section 3-1-3 Removal Provisions, Article 3-2 Officers, Section 3-2-1.1 Acting Town Manager, and Section 3-2-4 Town Marshal, related to ensuring continuity of Town Operations by updating regulations governing appointment, service, and resignation of officers; providing for repeal of conflicting Ordinances; and providing for severability with the corrections mentioned.

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.

11. **Adjournment** Mayor Dee Jenkins adjourned the meeting at 8:00 P.M.



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 May 1, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6th day of June, 2024.

Virginia Jones
Virginia Jones, Acting Town Clerk