



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106, CAMP VERDE, AZ 86322
WEDNESDAY, SEPTEMBER 18, 2024, at 6:30 P.M.**

Note: Council Member(s) may attend Council Sessions either in person, by telephone, or internet/video conferencing.

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call**
Councilor Jackie Baker, Councilor Wendy Escoffier, Councilor Robin Godwin, Councilor Cris McPhail and Mayor Dee Jenkins were present. Councilor Jessie Murdock and Vice Mayor Marie Moore were absent. Vice Mayor Moore joined the meeting later via Zoom at 7:08pm.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Acting Parks & Recreation Manager Shawna Figy, Parks & Recreation Coordinator Phyllis Nettik, Parks & Recreation Commission Chair Dave Grondin, Town Clerk Leah Rhodes, Administrative Clerk Jadie Edwards 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) Regular Session – September 4, 2024 at 6:30 p.m. pg. 5

b) Set Next Meeting, Date and Time:

- 1) Work Session – September 25, 2024 at 5:30 p.m.
- 2) Regular Session – October 2, 2024 at 6:30 p.m.
- 3) Regular Session – October 16, 2024 at 6:30 p.m.

On a **motion** by Councilor Escoffier, seconded by Councilor Baker, the Council **moved** to accept the Consent Agenda with minor corrections to the minutes.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye

Vice Mayor Moore: Absent
Councilor McPhail: Aye
Councilor Godwin: Aye
Motion Carried 5-0.

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 one wished to speak during the Call to the Public.

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 did not have anything to share.

Councilor McPhail attended:

- Yavapai Apache Tribal Council
- Library Game Night
- General Plan Advisory Group Meeting
- Farmer's Market, where Town Manager Miranda Fisher held a meet and greet.
- Clear Creek Clean up, where they cleared up old encampments.
- She announced that the Fort Verde Days booklets were available. She also reminded everyone that the Kiwanis Club will be hosting a pancake breakfast prior to the Fort Verde Days Parade.
- The Old Guys began installing the water catchment tank near the Town Ramada, with support from the Tree Advisory Committee.

Councilor Baker did not have anything to share.

Councilor Escoffier acknowledged that it was the United States Air Force's birthday that day and expressed gratitude to all who have served in the Air Force.

Mayor Jenkins attended:

- Yavapai County Quarterly Meeting for the Verde Valley side of the mountain. The

meeting included mayors, managers, supervisors, county officials, fire department representatives, and legislators from LD-1. Mayor Jenkins described it as a highly productive meeting. Additionally, the Mayor stated that Fire Chief Danny Johnson from Copper Canyon Fire and Medical was present and shared that they will be exploring the creation of a fire district and considering the consolidation of fire departments. Fire Chief Johnson also provided updates on the dispatch center they are currently working on.

- Mayor and Manager meetings occur every other Monday and include representatives from the five municipalities.

- Mayor Jenkins delivered a speech at the 9/11 ceremony held at the Ramada, which was attended by a significant number of first responders.

- Mayor Jenkins also met with Farzan Ashar, the man who bought the car wash property on Main St. She encouraged him to do something nice as a gateway to the community.

- Mayor Jenkins encouraged the community to take the Yavapai County Healthcare Survey, which is important for the County to receive the town's feedback on healthcare needs.

Lastly, Mayor Jenkins reviewed the Town's calendar for the month of October, noting that it will be a busy month. The activities included:

- Special Olympics Bocce Ball tournament on September 28th at Parkside Church

- Friends of the Verde River Conference September 24th – 26th will be held at Cliff Castle Casino

- NACOG Fall Tourism October 9th and 10th

- Colonel's Daughter Contest on October 5th, where she'll will a judge

- October 10th is National Night Out from 5-8pm

- Fort Verde Days is October 12th and 13th

Town Manager Fisher shared:

- She was participating remotely since she was attending the American Planning Association Conference.

- She stated that she was invited to participate in the Farmer's Market as a way to connect with community members and introduce herself.

- The Healthcare Survey is on the town website.

- The Sports Complex webpage has been completed and is now available on the town's website. It will provide updates on the construction progress of the Sports Complex.

- The Parks and Recreation Department, in collaboration with the Parks and Recreation Commission, are working on a Verde Lakes Strategic Plan, which has been made available to the public. She encouraged the community to review the plan and provide feedback. In November, the plan will be presented to the Parks and Recreation Commission for recommendations, followed by a presentation to the Council. Additionally, on October 23rd they will holding a session at the Verde Lakes Clubhouse to discuss the plan.

- Lastly, she recognized Rich Jewell, the town's Water Foreman, for successfully passing two major exams: Grade 4 Water Distribution and Grade 2 Water Treatment certifications.

7. Special Announcements and Presentations

- **Parks & Recreation Quarterly Report**

Parks and Recreation Commission Chair Dave Grondin provided an overview of the second quarterly report. The report included:

- All Parks and Recreation Commission Meetings are open to the public. The Commission would like to see more of the public attend the meetings. The next regular session meeting will be on November 4th.

- The Commission participated in three regular sessions and two special work sessions in the second quarter. Within those meetings, the Commission reviewed and recommended to Council and staff the following items for their respective consideration:

 - Rebidding the Sport's Complex Concession Stand and possible use of a portable style building.

 - Joint working agreement between Camp Verde Parks and Recreation Division and the Camp Verde Youth Football for the installation of a new scoreboard at Butler Park.

 - Beginning the process of development of the strategic plan calendar schedule and the necessary workload relative to the implementation of the Parks and Rec Master Plan.

 - Participated in discussions with Finance Director Mike Showers, which provided valuable insight into the budget process, particularly regarding CIP projects and the extent of the Commission's involvement in CIP project recommendations.

 - Pre and post event reviews took place by the Commission and Staff with respect to the events the town produced during the second quarter.

 - It was noted that staff worked 157 hours outside of regular business hours to manage the events.

 - Commission members attended the Culpeper Meriweather Circus, the Verde Lakes Spring Fest, and Corn Fest. Participation allowed Commission members an opportunity to meet both visitors and residents alike, with the potential to actively survey opinions from them regarding current available recreation amenities, event likes, and dislikes.

 - The most particular concern amongst residents and the Commission itself is the operational and functional deficiencies of the Camp Verde Heritage Pool. Given the fact that Prop 467 passed, it is the Commission's hope that budgetary constraints be lifted with respect to the hiring of a Pool Manager.

 - Future endeavors will be:

 - Continuing the process of establishing a Parks and Recreation Master Plan.

 - A more thorough review and recommendation for all Camp Verde town sponsored events.

 - The consideration and support of town staff to the Parks and Recreation Division.

 - A more vocal input as to the current Parks and Recreation Developments within the town of Camp Verde.

Mayor Jenkins stated Chair Grondin's quarterly report was great and provided valuable insights. Mayor Jenkins appreciated the event summaries and looks forward to future updates to be presented to the Council.

Councilor Godwin stated, she started with the Town in the Parks and Recreation Department and feels this is where the town really interacts with its citizens. Council Godwin maintains a strong interest in the Department and the Town's activities and found Chair Grondin's presentation to be both phenomenal and informational.

Councilor Escoffier expressed her appreciation for the summer camp's accreditation. She inquired whether the overtime costs are included in the expenses outlined on page 40 of the packet, noting that employee overtime represents a considerable expense for

organizing these events.

Acting Parks and Recreation Manager Shawna Figy clarified that overtime costs are not included in the reports, as wages are not reflected. Manager Figy added that they are currently coordinating with the Finance Department regarding overtime for events.

Councilor Escoffier also inquired about the possibility of determining the sales tax impact on events.

Finance Director Mike Showers stated the town doesn't really have a way to tie sales tax numbers into specific events. However, Parks and Recreation and Economic Development have utilized software that effectively tracks the physical impact of events. The data can offer physical impact that can provide a good idea on sales tax numbers.

Councilor Escoffier thanked Chair Grondin for his great presentation.

Acting Parks and Recreation Division Manager Shawna Figy and Parks and Recreation Coordinator Phyllis Netik presented Council with a PowerPoint presentation on the 2024 Camp Verde Summer Camp. Coordinator Netik began the presentation, which covered the following information:

- The summer camp was from May 28th-July 18th from 8:00am-4:00pm.
- The generous sponsors provided scholarship support for those in need. The original cost is \$20/day, or only \$11/day with the scholarship. A benefit to camp counselors is that their children can attend free.
- The summer camp was recently recognized as the only American Camp Association (ACA) accredited municipal camp, meeting up to 300 health and safety standards.
- They have two groups, kindergarten-3rd grade and 4th-5th grade. Within these groups, they had 34 campers per day. Campers from all over the county were in attendance!
- They had 6 staff members, with 453 staff hours.
- There were many learning opportunities during camp through many vendors who came in to teach the kids.
- They had many collaborations with the library.
- They do one big field trip every summer, which was Bearizona this year.

Division Manager Figy spoke to the Council on Corn Fest and stated:

- They estimated that there were 5,000 people in attendance, 87 vendors, 16 non-profits, and 21 Cornhole teams.
- They've received a lot of feedback on ways to improve the event.

Division Manager Figy outlined volunteer opportunities available for the busy month of October:

- Grasshopper Basketball coaches
- Little Britches and Petticoats
- Fort Verde Days
- Trunk or Treat

Division Manager Figy mentioned that a policy is being developed to allow town staff to receive compensation for their work at town events, with the goal of implementing it in time for Fort Verde Days. Additionally, they launched a Hometown Hero Volunteer

drawing, where the winner will receive a gift card to Sage Country Boutique.

• **League of Arizona Cities and Town's Conference Takeaways**

Town Manager Fisher compiled takeaways from each Council member from the League Conference and provided it to the Council in their packets. She also provided each Council member with the opportunity to highlight any additional insights.

Mayor Jenkins found the compilation valuable, as it provided insights from others on the classes and sessions they attended, which she was unable to attend.

Councilor Escoffier expressed appreciation to Manager Fisher for compiling the information.

Councilor Godwin commented on the keynote speaker at the conference, highlighting author Alison Levine's book and praising her as an exceptional speaker on leadership.

8. DISCUSSION AND CONSIDERATION OF RESOLUTION 2024-1152, AUTHORIZING TOWN STAFF TO COMPLETE ALL DOCUMENTS AS NECESSARY TO SECURE A LOAN IN THE AMOUNT OF UP TO \$800,000 TO COVER THE PURCHASE OF WATER METERS AS A MATCHING COMPONENT OF THE CURRENT WIFA MAIN STREET GRANT, REMAINING WITHIN THE SPECIFIC PARAMETERS LISTED IN THE RESOLUTION; AND POSSIBLE APPROVAL OF THE ADOPTION OF RESOLUTION 2024-1152 A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY BY THE TOWN OF A SIXTH PURCHASE AGREEMENT, A SIXTH TRUST AGREEMENT AND OTHER NECESSARY AGREEMENTS, INSTRUMENTS AND DOCUMENTS; APPROVING THE SALE AND EXECUTION AND DELIVERY OF PLEDGED REVENUE OBLIGATIONS, SERIES 2024, EVIDENCING ALL THE INTERESTS OF THE OWNER THEREOF IN THE PAYMENTS TO BE MADE PURSUANT TO THE PURCHASE AGREEMENT DELEGATING AUTHORITY TO THE MAYOR, MANAGER AND FINANCE DIRECTOR OF THE TOWN TO DETERMINE CERTAIN MATTER AND TERMS WITH RESPECT TO THE FOREGOING; AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION AND DECLARING AN EMERGENCY. Staff Resource: Finance Director Mike Showers and Utilities Director Jeff Low.

Finance Director Mike Showers began by saying that Vice Mayor Moore joined the meeting on Zoom at 7:08 p.m.

Director Showers stated that they are seeking authorization to execute the necessary loan documents to secure financing for the approved water meters. These meters are included in the approved Capital Improvement Plan and the water funds budget.

With approval, the Council is affirming that the forms are satisfactory, the proposed structure and maximum interest rate are acceptable, and they are comfortable with the timeframe and having either Director Showers or Town Manager Fisher finalizing the documents. The bid approval for the meters was \$720,000 but staff are requesting

\$800,000.

Councilor Escoffier inquired whether utilizing a loan from the Greater Arizona Development Authority would be more advantageous compared to financing through US Bank.

Director Showers stated the reason they didn't go down that road was because there were a lot of requirements to qualify for a Greater Arizona Greater Development (GADA) loan, and there wasn't a lot of possibility for return on the loan. Additionally, there is no competition to drive the rate where they'd hope it would go. There were a lot of unknowns with a GADA loan.

Councilor Escoffier inquired about the number of outstanding loans the Town currently holds and if there is a possibility in the future of utilizing revenue bonds to try and pay for similar items.

Director Showers responded, the Council has already approved the water and wastewater rates, and the rates will be used to service the debt. The debt is built into the rate increase. When the potential of a grant arises for an item initially budgeted for a loan, it provides an opportunity to take a second look at future rates. As the town plans for the next funding cycle, the Council can look at future funding and direct staff to utilize general town funds to help subsidize some of the debt costs necessary for water and wastewater system improvements. Additionally, the potential use of HERF funds will be considered.

Councilor Baker questioned if the decision from the Federal Reserve to drop interest rates ½ a point would apply to this loan.

Director Showers responded yes.

Council Baker questioned if the Council should take immediate action on this, or if they should wait 30 days.

Director Showers stated that the town gets a limited amount of time that an interest rate is guaranteed and recommended approving the loan documentation tonight.

Town Attorney Trish Stuhan explained that when securing rates and funding for items essential to the safety and wellbeing of the town, the Council has the option to declare an emergency when adopting a resolution. If there are at least six votes in favor, the resolution would take effect immediately.

On a **motion** by Councilor Godwin, seconded by Councilor Baker, the Council **moved** to approve Resolution 2024-1152 as presented.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Absent

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye
Motion Carried 6-0.

9. Adjournment

Mayor Dee Jenkins adjourned the meeting at 7:27 PM.

CERTIFICATION

Dee Jenkins

Mayor Dee Jenkins

Leah Rhodes

Town Clerk Leah Rhodes

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 September 18th, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 17 day of October, 2024.

Leah Rhodes

Leah Rhodes, Town Clerk