



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106,
WEDNESDAY, DECEMBER 18, 2024, 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

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

2. Roll Call

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Town Clerk Leah Rhodes, and Administrative Clerk Jadie Edwards.

3. Pledge of Allegiance

Councilor Foreman led the Pledge.

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 – November 20, 2024 at 6:30 p.m.
- 2) Regular Session – December 4, 2024 at 5:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session – January 15, 2025 at 6:00 p.m.
- 2) Regular Session – February 5, 2025 at 6:00 p.m.

c) Approval of Ordinance 2024-A499, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Article 2-3 of the Town Code to adjust the start time of the regular Town Council meetings. Staff Resource: Town Clerk Leah Rhodes.

On a motion made by Councilor Murdock, seconded by Councilor Escoffier, the Council moved to approve the consent agenda as presented.

Roll Call Vote:

Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: 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))

Melinda Jessop stated she has addressed several members of the Council regarding her home and has had no response. Mayor Jenkins requested Town Manager Fisher to follow-up with Ms. Jessop.

- 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.

The Mayor, Council and Town Manager reported on current events. Mayor Jenkins was excited to report on a new County health care clinic in the Town of Camp Verde, opening in June of 2025.

7. Special Announcements and Presentations:

- **Presentation of Years of Service Awards to Town Staff.** Staff Resource: Human Resources Director Julia Kaiser.

Town Manager Miranda Fisher announced the five-year service awards to Sergeant Josh Collins, Maintenance Foreman Jeff Kobel, Accountant Katherine Jenkins, and Accountant Bobbi Webb. The ten-year service awards to Library Specialist I Wendy Cook-Roberts and Sergeant Dustin Richardson. The twenty-year service award to Peace Officer David Freeman.

- **Arizona Department of Environmental Quality Voluntary Environmental Stewardship Program Copper Award to the Town.** Staff Resource: Stormwater Specialist Patricia Mancini.

Lauren Hildebrand, Community Liaison, Arizona Department of Environmental Quality, and Len Drago, Arizona Department of Environmental Quality, presented the Town of Camp Verde and Stormwater Specialist Patricia Mancini and Recreation Coordinator Phyllis Nettik, the Arizona Department of Environmental Quality Voluntary Environmental Stewardship Program-Cooper Level Award for the 2024 Summer Camp Educational Series.

8. Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding the approval of the application for a Series 10, Beer and Wine Liquor License for Days INN Camp Verde, located at 1640 W State Route 260, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

- **Staff Comments**

Town Clerk Leah Rhodes provided an overview of the Series 10 Liquor License Application for Days INN Camp Verde, located at 1640 W State Route 260, Camp Verde, Arizona, 86322.

- **Applicant Comment**

The applicant was not in attendance and there were no comments.

- **Open Public Hearing**

Mayor Jenkins opened the public hearing at 7:06 p.m. and there were no speakers.

- **Close Public Hearing**

Mayor Jenkins closed the public hearing at 7:06 p.m.

- **Council Discussion**

The Council had no comments.

On a **motion** by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve submitting the application for Days INN Camp Verde to the Arizona Department of Liquor License and Control.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

9. Public Hearing: Discussion, consideration and possible approval of Ordinance 2024-A500, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 300, adding Section 313 – Zoning Clearances. Staff Resource: Planner II Cory Mulcaire.

- **Staff Comments**

Planner II Cory Mulcaire stated staff recognized an error in the Planning and Zoning Ordinance that contradicted past practices well before 1996. Planner II Mulcaire stated the Community Development Department has required zoning clearance permits for commercial buildings under 160 square feet, residential buildings under 200 square feet,

Councilor Bolton: Recused
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 6-0.

Councilor Bolton returned to the dais.

11. **Discussion, consideration and possible appointment of three (3) members to the Planning and Zoning Commission. Applicants are: Robert (Bob) Benson, Tanner Bryson, Peter Gutierrez, Mark Lomeland, Jerry Martin, Cris McPhail, Ingrid Osses, Charlotte Salsman, Patricia Seybold, and Jordy Weaver. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Peter Gutierrez, Cris McPhail and Patricia Seybold for appointment to the Planning and Zoning Commission to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

Town Manager Fisher provided an overview of the top three recommended applicants and recommend approval. Manager Fisher stated that Charlotte Salsman removed her application for consideration.

Planning and Zoning Commission member Ingrid Osses stated she would like to continue to serve on the Planning and Zoning Commission.

Mayor Jenkins, Vice Mayor Moore and Councilor Escoffier thanked the applicants.

On a **motion** by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve appointing Peter Gutierrez, Cris McPhail and Patricia Seybold to the Planning and Zoning Commission effective January 1, 2025 for a three (3) year term.

Roll Call Vote:

Councilor Bolton: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor Foreman: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

12. **Discussion, consideration and possible appointment of one (1) member to the Board of Adjustment and Appeals. Applicants are: Robert (Bob) Benson, Doug Fasteen, Mark Lomeland, and Charlotte Salsman. The Interview Committee interviewed the applicants between December 9 – 11, 2024 and recommend Council approve Doug Fasteen for appointment to the Board of Adjustment and Appeals to serve a three (3) year term per Town Code Article 4-1.C ending January 1, 2028. Staff Resource: Town Manager Miranda Fisher.**

whether to repair the existing pool or construct a new one and suggested conducting a poll to gauge the community's opinion.

Councilor Godwin and Councilor Escoffier emphasized the importance of making improvements to the Heritage Pool.

Mayor Jenkins stated as staff moves forward, she would like to know the cost to have the pool fully up and running. Mayor Jenkins,

Vice Mayor Moore, and Councilor Forman requested staff to come back to Council with a long-term plan for the community pool before the end of the summer.

CIP Project Manager Smith responded to questions from the Council.

Jan Allen, Ruth Bondie, Brenda Hauser, Candra Faulkner, and Betty Rivard spoke in support of repairing the pool.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to award Bid No. 24-200, Heritage Pool Improvements Project, to Landmark Aquatics, in the amount \$129,943,97.00.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

- 14. Discussion, consideration, and possible award of bid for purchase of Community Park Playground Equipment to Playground Boss, LLC in the amount of \$142,614.00. Staff Resource: CIP Manager Martin Smith.**

CIP Project Manager Smith stated the playground equipment is outdated, out of code, and needs to be repaired. CIP Project Manager Smith stated the Town has partnered with Playground Boss, LLC, to use their cooperative contract to install new playground equipment. CIP Project Manager Martin stated it is against code to try and retrofit parts from another manufacturer to amend the playground equipment

Ruth Bondie expressed concern that the cost to repair the playground was substantial and felt that the existing equipment could be repaired rather than replaced.

CIP Project Manager Smith, Town Manager Fisher, Public Works Director Krebbs, responded to questions from Council.

On a **motion** by Councilor Murdock, seconded by Councilor Godwin, the Council **moved** to award bid for purchase of the Community Park Playground Equipment to Playground Boss, LLC in the amount of \$142,614.00.

CIP Project Manager Smith provided an overview of the Finnie Flat/Montezuma Castle Highway Improvement Project and shared that the project was awarded to Kimley Horn and they are now working on completing the design.

CIP Project Manager requested approval to apply for FY26 RAISE grant in the amount of \$25 million to secure funding for construction.

CIP Project Manager Smith and Public Works Director Krebbs responded to questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve Resolution 2024-1161.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

17. **Discussion, consideration, and possible approval for staff to apply for no financial match for \$807,000 for the Yavapai County FY25 Community Development Block Grant (CDBG) funds for extending the 7th Street sidewalk south towards General Crook Trail.** Staff Resource: CIP Manager Martin Smith.

Councilor Murdock provided an overview of what qualifies for a Community Development Block Grant.

CIP Project Manager stated staff recently completed a stretch of sidewalk along 7th Street. The work was a portion of a larger project to extend the sidewalk south along 7th Street to General Crook Trail. Due to the overall cost of construction, the project scope was reduced to fit within the available budget. An opportunity to obtain additional funding has become available. CIP Project Manager Smith stated staff is seeking approval to apply for a portion of the Yavapai County's FY25 CDBG funding to further extend the 7th Street sidewalk south towards General Crook Trail in the amount of \$807,000.

CIP Project Manager Smith responded to questions from the Council.

On a **motion** by Councilor Murdock, seconded by Councilor Foreman, the Council **moved** to approve staff to apply for Yavapai County FY25 CDBG funds for extending the 7th Street sidewalk south towards General Crook Trail.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Absent

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 6-0.

20. Adjournment

Mayor Jenkins adjourned the meeting at 8:52 p.m.



Mayor Dee Jenkins



Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, 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 December 18, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7 day of February, 2025.



Leah Rhodes, Town Clerk