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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 4, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87929910758?pwd=Kl6bHW6Msl1ygspW8lrVjRdnfsRdDb.1>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 879 2991 0758

Passcode: 433526

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
3. **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 – August 7, 2024 at 6:30 p.m. pg. 5
 - 2) Special Session – August 14, 2024 at 5:30 p.m. pg. 15
 - 3) Regular Session - August 21, 2024 at 6:30 p.m. pg. 23
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – September 11, 2024 at 5:30 p.m.
 - 2) Regular Session – September 18, 2024 at 5:30 p.m.
 - 3) Work Session – September 25, 2024 at 5:30 p.m.
 - 4) Regular Session – October 2, 2024 at 6:30 p.m.
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))

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.
7. **Special Announcements and Presentations:**
- **Oath of Office, and introduction of Leah Rhodes, appointed to serve as the Town Clerk for the Town of Camp Verde.** Staff Resource: Deputy Town Clerk Virginia Jones pg. 33
 - **Oath of Office of Triston Laubinger who has been promoted to Grounds Lead.** Staff Resource: Deputy Town Clerk Virginia Jones pg. 35
 - **Presentation and update from Friends of the Verde on the River Friendly Living Program Water Conservation Grant Program.** Staff Resource: Utilities Director Jeff Low pg. 37
8. **Presentation, discussion, and possible direction of staff for the conceptual signage design of the Wayfinding Signage and Placemaking Project.** Staff Resource: CIP Project Manager Martin Smith pg. 53
9. **Consideration and possible approval of a request for partial fee reimbursement by David and Donna Rumfola for a Use Permit and Zone for Green Valley MH Park.** Staff Resource: Planner Cory Mulcaire pg. 73
10. **Discussion, consideration, and possible approval of an APS utility easement acquisition for a Town of Camp Verde Parcel number APN: 403-20-007D to allow an upgrade to an existing APS power line and electric service.** Staff Resource: Administrative Support Manager Dorie Blair pg. 77
11. **Discussion, consideration and possible approval of Resolution 2024-1148, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the Town of Camp Verde to enter into an Intergovernmental Agreement with the Yavapai County Flood Control District for financial contributions from the District to the Town for Fiscal Year 2024-2025; and authorizing the Mayor and Staff to take any and all steps necessary to accomplish the above.** Staff Resource: Utilities Director Jeff Low pg. 87
12. **Adjournment**
Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town

Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde, Bashas and Camp Verde Library on 08-29-2024 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Virginia Jones

Virginia Jones Acting Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 7, 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

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Cris McPhail, Councilor Jackie Baker, Councilor Jesse Murdock and Councilor Robin Godwin are present.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Deputy Town Clerk Virginia Jones (via Zoom), Acting Town Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved 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) Special Session – July 10, 2024 at 5:30 p.m.
- 2) Special Session – July 17, 2024 at 6:00 p.m..
- 3) Regular Session – July 17, 2024 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special/Work Session – August 14, 2024 at 5:30 p.m.
- 2) Regular Session – August 21, 2024 at 6:30 p.m.

c) Consideration and possible approval for the Town Finance Director to make the attached budget adjustment labeled BAFY24-02 for the FY24 Budget Year, creating an operating transfer of \$15,128 from the General Fund to the Nonfederal Grants Fund and assigning the amount as State RICO expenses. Staff Resource: Finance Director Michael Showers

d) Consideration and possible approval of amendments to the Town's Salary Plan. Staff Resource: Human Resource Director Julia Kaiser.

- e) **Consideration and approval of Brownfields Grant Application from Arizona Department of Environmental Quality for the Brick Building at 546 S 1st Street.** Staff Resource: Stormwater Specialist Patty Mancini.
- f) **Consideration and approval of Brownfields Grant Application from Arizona Department of Environmental Quality for the Green Building at the Wastewater Treatment Plant.** Staff Resource: Stormwater Specialist Patty Mancini
- g) **Consideration and approval of the Cooperative Purchase Agreement with Cactus Asphalt for the FY25 Pavement Preservation Project.** Staff Resource: CIP Project Manager Martin Smith

Mayor Jenkins would like to pull item 4(d) and Councilor Escoffier Item 4(c) for further discussion.

Motion was made by Vice Mayor Moore to accept the consent agenda excluding Item 4(c) and 4(d). Second was made by Councilor Baker

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

Item 4(d)- Mayor Jenkins is concerned with adding the Economic Development Division Manager position. She explained that Council approved this year's budget with no new hires, positions or payroll increases unless promotions or certification. This could be looked at again mid-year. The council also agreed any replacement positions would be re-evaluated by the manager before hiring. Mayor Jenkins explained the Economic Development Department needs a director and not a manager at this time because of declining state revenues there is an immediate need to develop alternative revenue sources which is the responsibility of a Director. Town Manager Miranda Fisher added context regarding adding the Economic Development Manager position, explaining the perception of Molly Davies roll in both of the Economic Development Director/Town Manager positions. She would like time to sort this out at a later time. Mayor Jenkins would also like to know more about the manager positions spread across the different pay groups.

Councilor Escoffier would also like to know about the classifications of the different managers and directors. Specifically, she questioned the Library Director position compared to other directors who are at a higher level. In response to comments from the Council, Manager Fisher said she would take some time to review the pay scales.

Motion was made by Vice Mayor Moore to approve the salary plan with the changes as discussed, excluding the Economic Development Manager position. Second was made by Councilor Escoffier.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 7-0.

Item 4(c)- Councilor Escoffier asked about the previously approved amount of \$13,000 and the amount of the adjustment is over \$15,000, but most importantly are there protocols in place to make sure the money is being spent correctly in the grant. Marshal Rowley explained money cannot be taken out of the RICO Fund unless he goes to the Chiefs to get approval. Manager Fisher explained that this will make the RICO Fund whole because the amount originally received by the Town is what must be returned.

Motion was made by Councilor Escoffier to approve Consent Agenda Item 4(c). Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn it 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))

Benny King- wanted to bring to the Council's attention that the Verd Ditch Company is piping the Verde Ditch from the marijuana place to Basha's. He said he and his neighbors are concerned about the changes that could come with this.

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 the Verde Valley Chamber Mixer that was hosted by the Yavapai Apache Nation at the Casino.

Councilor McPhail attended the Verde Valley Chamber Mixer and Teen Game Night.

Councilor Escoffier gave kudos to the Immediate Care in town, the staff was great. She also met with Greg Miranda, Camp Verde Bicycle Company, who is looking to open a mobile bike shop.

Councilor Murdock said the Camp Verde Unified School District started school today. Please be aware of school buses and children.

Mayor Jenkins attended her usual biweekly meetings; she participated in The Town Clerk interview process and Meet & Greet. She and the Manager toured the County offices and discussed future projects. Today started the 3-day Arizona Rural Policy Forum in Clarkdale.

Town Manager Miranda Fisher touched on a few topics-

- Officially formed the Technical Advisory Group for the General Plan. The 1st meeting will be Tuesday, August 13th.
- A Special Session is scheduled Wednesday, August 14th it will be regarding retail marijuana.
- Livestock Ordinance, the work group met July 25th. Ms. Fisher reviewed the meeting. The Ordinance is posted on the website and they want public comments.
- The position of Town Clerk was offered to Leigh Rhodes, she is set to start August 26th.
- The pool has been temporarily closed due to maintenance issues. Actively evaluating how to get it repaired as soon as possible.

Mayor Jenkins would like to move up Agenda Item 12 seeing that Yavapai Apache Nation Chairwomen Tonya Lewis is in attendance.

- 12. Discussion, consideration and possible approval or Resolution 2024-1147, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the Yavapai-Apache Nation Water Rights Settlement Agreement among the United States of America, the State of Arizona, the Yavapai-Apache Nation, the Salt River Project Agricultural improvement and Power District, the Salt River Valley Water Users' Association, the Central Arizona Water Conservation District, the Town of Camp Verde, The Town of Clarkdale, and the City of Cottonwood and authorizing the Mayor to execute the Settlement Agreement and all documents necessary to carry out the Settlement Agreement. (Staff Resource: Town Manager Miranda Fisher)**

Town Manager Miranda Fisher gave an overview of the item. The agreement is a result of years-long negotiations spanning various Town Council Members, Mayors, Tribal Chairs and Tribal Council Members, and has been recommended for approval by the Town's water rights attorney.

The Agreement between the Town and the Yavapai-Apache Nation ("the Town's Agreement") is an attachment to the larger Settlement Agreement that is being introduced at the request of the Nation as legislation in the United States Congress. The Town's Agreement will settle water rights claims between the Town of Camp Verde and the Yavapai-Apache Nation. In addition to establishing recognized water budgets that allow for responsible growth and water usage, the Town's Agreement outlines processes that will ensure cooperation in the development of long-term water resources between the parties. Notably, the Town's Agreement is specific to claims between the Town and the Nation, and does not settle claims by individual property owners in Camp Verde that may have their own water rights claims pending in the Gila River Adjudication. The ultimate enactment of the Town's Agreement will be subject to Congressional approval of the Nation's larger Settlement Agreement. When approved by Congress and other parties, the larger Settlement Agreement will permanently resolve the Nation's water rights claims in the Verde River Watershed.

Yavapai Apache Nation Chairwomen Tonya Lewis introduced herself and gave a brief history of the importance of water and the Verde River to the Yavapai Apache Nation and to the Verde Valley as a whole. She spoke about the importance of this agreement in protecting water and the Verde River for future generations.

Mayor Jenkins, Council Members and Utilities Director Jeff Low (via ZOOM) thanked everyone who was involved in putting this agreement together.

Public Comment

Toni Gioia is in support of this agreement and thanked everyone involved with putting this agreement together.

Motion made by Councilor Baker to approve Resolution 2024-1147, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving the Yavapai Apache Nation Water Rights Settlement Agreement. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

7. Special Announcements and Presentations:

• **Planning & Zoning Quarterly Report**

Planning and Zoning Commission Chair Drew Faiella presented the Planning and Zoning quarterly Report.

8. Discussion, consideration and possible adoption of Resolution 2024-1139, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving Use Permit 20240139, with conditions for Elizabeth and Monte Pierce for property generally located at the South end of Road Ranger Lane (APN 404-02-129A). Staff Resource: Planner Cory Mulcaire

Staff Comment

Planner Cory Mulcaire explained the applicant applied for a Use Permit to build a 60-unit RV Park on their property located at the South end of Road Ranger Lane (APN 404-02-129A). The staff is recommending adding conditions to the permit as well as the Planning and Zoning Commission is recommending additional conditions to the permit. The Council may have to wait until we redo the RV Park Ordinance to add length of stay restrictions.

Applicant Comment

Monty Pierce explained it is a 48-unit RV Park and not 60. He did a slide show presentation of the plans for the Council to review. Travis Brewer also talked about some items in the plan. Mayor Jenkins read through the additional conditions. The applicant is ok with the additional conditions with the exception of the “no long-term stay” condition. They would like to have 9 long-term spaces.

Town Attorney Trish Stuhan reviewed how the code would work and how changes could affect parks that are already established. She suggests amending the letter of intent changing the number of RV sites to 48 (not 60 that are listed in the letter) and adding the stipulations which are listed in the PowerPoint presentation.

Council Discussion

Vice Mayor Moore asked the applicant for clarification regarding the 9 long-term spaces requested including location of those spaces and the construction of a block wall to separate the RV park from residential neighbors. She noted the differences between what the Planning and Zoning Commission recommended for stipulations to the use permit and what staff is recommending for the stipulations. The Commission recommended water conserving plants and a water harvesting mechanism be included in the landscaping design and that 25% of the property be reserved for open space. It was noted that the property would have a landscaped buffer zone along the perimeter of the property. She also spoke about limiting long term stays at the RV park in order for the Town to collect the RV space rental sales tax, with Attorney Stuhan explaining that the Council could not add a stipulation for

this RV park that was not included in Town Code and not enforced upon other/existing RV parks.

Councilor Escoffier stated this is a good location for an RV park but she had some concerns. She questioned the applicant how they would determine if/when the septic system exceeds 3000 gallons per day, as stated in the recommended conditions, with the applicant replying they were aware they would be exceeding that amount per day and are already working to design an on-site wastewater treatment system. When asked about the impacts to Hwy. 260, Mr. Pierce said, if a traffic study and ADOT required a turn lane, they would comply. Upon a question from Councilor Escoffier, the applicants used the site plan PowerPoint slide to show where the main ingress/egress would be and where an emergency egress would be located.

Councilor Murdock reviewed the reasoning and process of the Use Permit and offered to make a motion.

Councilor Escoffier stated she had questions and concerns with the wording of the resolution itself. Specifically, she noted that the Letter of Intent referenced in the resolution and presented to Council as part of the approval listed a request for a 60 space RV park instead of the 48, the applicants were now asking for. In addition, the last Whereas listed in the resolution referenced a public hearing before the Town Council, yet the agenda did not state a public hearing was taking place for this item. She also noted that the third Whereas of the resolution was overly broad and was not specific to this particular request. Town Attorney Stuhan stated that a public hearing was advertised in the local newspaper and notice was sent to property owners per state law and recommended the Mayor conduct a public hearing. In regards to the third Whereas, she agreed it was general in nature and really didn't serve a purpose and could be removed.

Public Hearing open: 7:51 p.m.

Robert Corcorn said the neighborhood is against this plan; there are too many mobile home parks in the neighborhood. He also expressed concern about lighting for the RV park as there is a bright light in the trucking business yard that he believes does not meet the Town Code.

Public Hearing closed: 7:53 p.m.

Councilor Escoffier said she would feel better about this Resolution if it came back to Council with a corrected Letter of Intent to show the updated number of spaces and the third Whereas either removed from the resolution or made specific to this request. Town Attorney Stuhan explained the council could request it come back with the changes, or the changes could be stated in the motion.

Motion made by Councilor Murdock to adopt Resolution 2024-1139, a Resolution of the Mayor and Common Council of the Town of Camp Verde, with amendments to Resolution 2024-1139 to state: Property #APN 404-02-129A to accept staff

recommended conditions *Attachment D*, recommended conditions #1 The applicant shall comply with the requirements contained in an **updated** Letter of Intent to note 48 spaces and the bullet points outlined in the presentation to council and the Site Plan updated to note 48 spaces. Upon approving the Use Permit 20240139, with conditions for Elizabeth and Monte Pierce for property generally located at the South end of Road Ranger Lane (APN 404-02-129A). Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

Meeting break: 8:00 p.m.

Meeting resume: 8:05 p.m.

9. **Discussion, consideration and possible adoption or Ordinance 2024-A495, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending the Planning and Zoning Ordinance Section 203.L – Use Districts – PAD (Planned Area Development).** Staff Resource: Planner Cory Mulcaire.

Planner Cory Mulcaire explained Town Council, along with the Planning and Zoning Commission held a Joint Work Session on April 22, 2023. From that session, staff was directed to update the Planned Area Development District (PAD). Ms. Mulcaire reviewed the changes. The Planning and Zoning Commission unanimously recommended approval of the draft PAD Ordinance, updating Section 203.L of the Planning and Zoning Ordinance. Community Development Director John Knight clarified there was some discussion about requirements.

Public hearing open: 8:13 p.m.

Public Hearing closed: 8:14 p.m.

Staff Comments

Town Attorney Trish Stuhan likes the changes made and recommends authorizing final changes made by the town attorney.

Motion made by Councilor McPhail to adopt Ordinance 2024-A495, with the final changes from Legal Counsel. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

10. **Discussion, consideration and possible approval to purchase an HX30A Vacuum Excavator and Trailer and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in the amount of \$79,579.82 as per the attached quotes.** (Staff Resource: Utilities Director Jeff Low)

Utilities Director Jeff Low (via ZOOM) read through Finance Director Mike Showers comments, stating where the funds are coming from and what needs approved. Mr. Low continued and said the Vac Trailer is needed to provide a safer work environment while locating and working around other utilities, especially power and natural gas. Currently, Water Division staff are hand digging areas to find leaks. The Vac Trailer will reduce man hours and other equipment needs, reducing road closures and making for shorter water outages due to leaks. Staff is also planning to utilize the Vac Trailer to find potential utility conflicts for the Water Main Replacement Project design (Verde Village, Park Verde Estates and Fort Verde Caves areas). This will save significant funding.

Motion made by Vice Mayor Moore to approve the purchase of an HX30A Vacuum Excavator and trailer and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in the amount of \$79,579.82 as per the attached quotes. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 7-0.

11. **Discussion, consideration and possible approval of Change Order 4 requested by Ligon Excavation for the Camp Verde Sports Complex Watermain Installation Project in the amount of \$27,567.64.** (Staff Resource: CIP Project Manager Martin Smith)

CIP Project Manager Martin Smith stated while excavating the proposed watermain at the sports complex the contractor has encountered several conflicts with existing utilities. Some of these conflicts were able to be resolved quickly, others have caused the contractor to incur extra expense in relocating the watermain to provide required clearances with the existing utilities. On the second day of construction the contractor encountered a 6" PVC reclaimed water lateral that was not shown

on the approved plans. This lateral was at the same elevation as the proposed watermain, causing the contractor to have to excavate deeper to get underneath the existing reclaimed water lateral while providing the required utility separation. While excavating the trench for the proposed watermain to cross Champion Trail the contractor discovered several conflicts with the existing 8" PVC reclaimed watermain, 6" PVC forcemain, and 8" PVC sewer. While the forcemain was shown in plan view on the plans, it was not shown on the profile and had a direct impact on the design of the proposed watermain. Due to these conflicts the contractor needed to deviate from the design of the proposed water main to get around the conflicts while providing the required separation from the existing utilities. Staff will exhaust the remaining Owner's Allowance to offset the effect of this change order; however, there is not enough funding in the allowance to completely cover these costs. Staff is requesting an additional \$17,487.26 to cover the cost of these changes. He has zeroed out the contingency in order to cover most of the cost. The revised budget will be uploaded to the website once it is complete.

Motion made by Councilor Godwin to approve Change Order 4 requested by Ligon Excavation for the Camp Verde Sports Complex Watermain Installation Project in the amount of \$27,567.64. Second was made by Vice Mayor Moore.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

13. Adjournment

Mayor Jenkins adjourned the meeting at 8:37 p.m.

Mayor Dee Jenkins

Attest: 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 August 7, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Virginia Jones, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 14, 2024 at 5:30 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 5:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock (arrived at 5:33 pm), Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Others Present. Town Attorney Trish Stuhan, Town Manager Miranda Fisher, Acting Town Clerk Virginia Jones, Acting Deputy Town Clerk Jadie Edwards.
3. **Pledge of Allegiance** Councilor Escoffier led the Pledge of Allegiance.
4. **Discussion and possible direction regarding retail marijuana in Town of Camp Verde.** Staff Resource: Economic Development Specialist David Meyers

Economic Development Specialist David Meyers presented on this item with a PowerPoint. Within his presentation, Mr. Meyers went over the following topics:

- Arizona TPT and Excise Tax
- Local Dispensary Traffic
 - Cottonwood and Sedona
 - Flagstaff
 - Prescott and Prescott Valley
- Industry Sales Data
- Potential Revenue
- Next Steps to Allow Retail Marijuana
- Retail Marijuana Zoning Examples
- Staff Recommendations

This presentation came as a result of Economic Development being tasked with the job of researching additional revenue for the town. In order for a Marijuana Dispensary to be opened in Camp Verde, town code and zoning ordinance would have to be updated. Mr. Meyers shared three different recommendations/statements from the town.

Community Development- Ready and willing to follow the direction of Council. They will do the research they need and are open to allowing dispensaries in the town.

*Camp Verde Marshall's Office-*They recognize the need for further discussion. Regulation of the accessibility to minors is a big concern of theirs.

Economic Development- They feel that opening the code to allow a dispensary would aid the town in economic diversification and would support the town's taxed based revenue and work force.

Lastly, he shared that there is a limited number of licensees around the state. Arizona Department of Health regulates the number of dispensaries. Though Council may update code and ordinance, it doesn't guarantee a dispensary to open in the town. It simply allows an interested party, who holds a dispensary license, to locate to the town.

As a part of his presentation, Mr. Meyers answered questions from the Council.

Vice Mayor Moore asked about the additional taxing of the dispensary. It is 16% additional excise tax.

Mr. Meyers shared that they used Placer AI to get a read on the traffic flow into the marijuana dispensaries in surrounding municipalities. Within this data, they were able to see how much traffic came from the direction of Camp Verde. He explained that Placer AI is an app that tracks cell phone locations.

Councilor Murdock asked who regulates the sale of marijuana.

Mr. Meyers told her that the license of the seller is very specific and comes with many regulations regarding who they can sell to.

Councilor Escoffier asked if CVMO could help assist in the regulation of sales to minors. Commander Jacobs from the Camp Verde Marshall's Office said that, to his knowledge, they cannot go in and check ID's in dispensaries.

Councilor Escoffier also asked who regulates the potency of the THC.

It is to Mr. Meyers' understanding that the potency is highly regulated at the state level.

Town Manager Miranda Fisher spoke and reiterated the heavy regulation at the state level. Each dispensary faces losing their license for not abiding by these regulations.

Town Attorney Trish Stuhan also reiterated the thorough regulation that the state does in the sale of marijuana via dispensaries. There are extensive state regulations.

She stated that surprise inspections of the dispensary may also be done as a way to keep them legally operating.

Blue Cards:

Mary Phelps spoke in support of this item. She gave personal testimony into her reasons behind that.

Ben Flood spoke in support of this item. Being in the cannabis industry, Mr. Flood gave information on the different licenses and regulations in selling marijuana in a dispensary. He shared that he knows of at least two interested parties in bringing a dispensary to the town. He also shared that bringing in a dispensary to the town would help with revenue.

After public comment, Council continued their discussion.

Councilor Murdock asked if it's possible to use the tax revenue from the dispensary as a dedicated tax instead of just going to the general fund.

Ms. Stuhan said that it is possible to restrict funds for specific uses. She would like to check into this question and get back to them with more detail.

Vice Mayor Moore thanked Economic Development for their great presentation, as well as the two community members who spoke on behalf of this agenda item. She would like for town staff to research and move forward on amending zoning and ordinance and town code. She knows this is a controversial subject and empathizes with the Marshall's Office concern, however, the reality is that there are a lot of grow centers of Camp Verde, and they town gets nothing back for this. This would be the solution to getting something in return. She also feels like this would be a great way for the town to make more money. Now that she knows there are people with licenses wanting to come to Camp Verde, she would like to see this as a high priority with Community Development. She would like to see something back by the end of the year. As far as the zoning use district for retail marijuana, she feels that it's best suitable for commercial. She would ask that Community Development really dive into this subject and get back to them.

Town Planner Cory Mulcaire stated that they would request clear direction in moving forward with this and would like direction with what projects should be paused while they move forward and pursue information on retail marijuana.

Councilor McPhail shared that 4 years ago when this topic first presented itself to the town, she took it upon herself to do research in online platforms in order to help understand the need for marijuana. The Marshall's Office and MATFORCE did not want to normalize recreational marijuana for the teenagers.

She also felt that bringing a dispensary to Camp Verde may not make a huge difference in revenue, as there are dispensaries in nearby places that people are already utilizing. She questioned whether there was another business that could come to the town in order to bring in greater revenue.

Having said all this, she is open to re-visiting this topic, especially if someone with a license would like to present a business plan to the town.

Councilor Escoffier was very pleased with the presentation. She fully recognizes the medical value of THC. She is, however, conflicted that it's still illegal at the federal level.

Councilor Godwin said that if the town doesn't have a dispensary, people are going to go elsewhere for their marijuana, and all their money will go with them. She would like to see a dispensary come to the town for both consumers and citizens in pain to have an easier time accessing it.

Mayor Jenkins would like to move forward with a Work Session in order to gain more

information. She feels this would give them the best information to make an educated decision moving forward.

After discussion between Council and staff, the direction to staff from Council was to schedule a Work Session with Community Development in order to figure out where this topic prioritizes among other projects they are working on or have on their list to begin working on. She reminded the public that Work Sessions are between staff and council, but the public is welcome to attend.

5. Discussion, consideration and possible approval of Resolution 2024-1146 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the primary election held on July 30, 2024. Staff Resource: Acting Town Clerk Virginia Jones

Before the motion, Mayor Jenkins read through some suggested corrections that she would like to have made in Resolution 2024-1146.

These suggestions were:

- After the word Mayor, add (2-year term)
- On section 8, she would like the paragraph that says “after voters to permanently,” she would like that to read “to permanently increase the expenditure base of the town as determined by the economic estimates commission by \$950,000”
- In section 10, replace the word “affect” with “affective”

On a **Motion** from Councilor Escoffier, seconded by Councilor McPhail, the Council moved to approve resolution 2024-1146, as noted with changes, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting, the results of the primary election held on July 30, 2024.

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.

6. Presentation of Certificate of Election to Mayor Elect Dee Jenkins. Staff Resource: Acting Town Clerk Virginia Jones

Acting Town Clerk Virginia Jones presented Dee Jenkins with a Certificate of Election as the Mayor Elect, as she received 55.48% of the votes.

7. **Presentation of Certificate of Nomination to the following candidates moving forward to the November 5, 2024 Election for 3 Council seats: Jackie Baker, Brian Bolton, Robert Foreman, Jerry Martin, Jessie Murdock, Patricia Seybold.** Staff Resource: Acting Town Clerk Virginia Jones

Ms. Jones presented Certificate of Nominations to Jackie Baker, Brian Bolton, Robert Foreman, Jerry Martin, Jessie Murdock, and Patricia Seybold for the Council Candidates moving forward to the November 5, 2024 election for 3 Council seats.

Mayor Jenkins thanked and congratulated all the candidates.

8. **Presentation, discussion and direction to staff regarding a proposal for a health clinic in the Town of Camp Verde on property generally located at First Street and Head Street. Note: The Town may convene in executive session pursuant to A.R.S. § 38-431.03(A)(3), (A)(4) and (A)(7) for discussion or consultation for legal advice with the Town Attorney and possible instruction to the Town Attorney regarding the purchase, sale, or lease of Town-owned property and the Town's position in contract negotiations regarding the property.** Staff Resource: Town Manager Miranda Fisher

Town Manager Miranda Fisher shared background information on this agenda item. She stated that an exciting opportunity for funding has come forward to the town for New Access Points Grant, which aims to establish new service delivery sites for Healthcare Center Programs.

In attendance are two entities- Black Canyon Community Health and Yavapai County Community Health Services, who are interested in Camp Verde.

Dr. Liz Latham, Chief Medical Officer from Black Canyon Community Health, spoke requesting letters of support for Black Canyon Community Health, in order to bring their healthcare to Camp Verde and bring a community health center to the town. She felt it would be a big benefit to the citizens.

Councilor Escoffier asked Dr. Latham if the practice would take Medicare. Dr. Latham told her they would take Medicare, ACCCHS, and private insurance.

Councilor Murdock asked if her facility would do last minute sports physicals, for those who need them done immediately.

Dr. Latham told her yes. In fact, she said they often do school physical events.

Leslie Horton, Director of Yavapai County Community Health Services, along with Willa Miller, Assistant Director of Clinical Services, spoke requesting letters of support for Yavapai County Community Health Services. She also reiterated that there's a place for both entities to apply for this grant. She explained the services that this community health center would offer.

Location wise, Dr. Latham's practice is looking at the old Spectrum Health Care building, where as Ms. Horton's is looking at town owned property.

Vice Mayor Moore asked whether either facility would be a walk-in clinic. Both clinics offer same day appointments but aren't necessarily a walk-in clinic.

Councilor Murdock asked about the number of applicants.

It was explained that there is a great number of applicants country wide, as this grant has not come up for many years.

She also clarified the grant application is due August 31st.

Robert Foreman spoke on this agenda item. He spoke in support of a health clinic locating to the property generally located at First and Head St.

Ms. Fisher gave some insight on the agenda item and the fact that the county is looking at town owned land for their clinic, therefore, they are looking for direction from Council to begin those negotiation conversations.

It was decided by Council to convene into Executive Session in order to conclude this item, as well as the rest of the agenda items.

On a **motion** by Vice Mayor Moore, seconded by Councilor McPhail, the Council **moved** to enter Executive Session.

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. Call for Executive Session.

An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding Council-Manager form of government, roles, and communications.

10. Reconvene into Open Session

11. Council Discussion and/or Action regarding any of the Above Executive Session Items (if Applicable).

12. Adjournment

CERTIFICATION

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 Special Session of the Town Council of Camp Verde, Arizona, held on August 14, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Virginia Jones, Acting Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 21, 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

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Cris McPhail, Councilor Jackie Baker, and Councilor Robin Godwin are present. Councilor Jesse Murdock is absent.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Acting Deputy Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Baker led the Pledge.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of the Council requests.

a) Approval of the Minutes:

- 1) Regular Session – August 17, 2024 at 6:30 p.m. ***Mayor Jenkins noted this should read August 7, 2024.*

b) Set Next Meeting, Date and Time:

- 1) Regular Session – September 4, 2024 at 6:30 p.m.
- 2) Work Session – September 11, 2024 at 5:30 p.m.
- 3) Regular Session – September 18, 2024 at 6:30 p.m.
- 4) Work Session – September 25, 2024 at 5:30 p.m.

c) Possible approval for the Mayor to sign a letter supporting Black Canyon Community Health Center to apply for up to \$650,000 of Health Resources and Services Administration grant funds to expand, locate, and provide healthcare services to Camp Verde. Staff Resource: Town Manager Miranda Fisher.

d) Possible approval for the Mayor to sign a letter supporting Yavapai County Community Health Services to apply for up to \$650,000 of Health Resources and Services Administration grant funds to expand, locate, and provide healthcare services to Camp Verde on Town-owned property generally located at First Street and Head Street. Staff Resource: Town Manager Miranda Fisher.

Councilor Escoffier would like to pull Item 4(a) for further discussion and also noted a minor correction on 4(c) stating there was a typo on the letter.

Motion was made by Councilor Escoffier to accept the consent agenda minus Item 4(a). Second was made by Councilor Godwin.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: absent
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 6-0.

Item 4(a)- Councilor Escoffier said that she had submitted some questions/corrections/additions to the Minutes of August 7, 2024 that were pretty extensive and would like to table the minutes until the next regular meeting so the clerk can look over them and make changes. Mayor Jenkins clarified Councilor Escoffier's motion stating, "**Motion** was made by Councilor Escoffier to bring back the August 7th minutes at a later Council Meeting." Second was made by Councilor Godwin.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: absent
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 6-0.

- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn it 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 McPhail attended the Yavapai Apache Nation Tribal Council Meeting, Teen Game Night and Coffee with A Cop. She added that next week Council Members will be at the League.

Councilor Escoffier attended the Way Finding Sign Meeting and the General Plan Technical Advisory Group Meeting. She mentioned that NACOG is hosting a Fall Tourism Forum which is scheduled for October 9th and 10th in the Lodge at Cliff Castle Casino.

Councilor Baker attended the Rural Policy Forum over in Clarkdale. She also attended a MATFORCE Meeting where she learned that the '*Dump the Drugs Program*' is being phased out due to overdose numbers being way down. She added there are '*Back to Work*' programs available for people who have been to prison or jails; transportation to get them to jobs is available.

Mayor Jenkins also attended the 3-Day Rural Policy Forum in Clarkdale, sitting in on several breakout sessions. Additionally, she attended the American Legion's District BBQ at Babes, and the Verde Valley Mayor and Managers Meeting. Mayor Jenkins sent a congratulations card to Alex Schlueter who is now the new liaison for the Red Rock Ranger District.

Town Manager Miranda Fisher-

- The Economic Development Director and Town Manager Fisher attended the Rural Policy Forum,
- Town Manager Fisher facilitated the first TAG Meeting for the General Plan.
- Town Manager Fisher attended the Verde Front Council Leadership Meeting
- Town Manager Fisher was invited to work with United Way to evaluate grants and make a recommendation for funding.
- Members from the Utilities team and Town Manager Fisher attended the ADWR Water Systems Workshop,
- Town Manager Fisher reminded the public that the Livestock Ordinance Public Hearing will be held September 5th, written comments are due Monday, August 26th to be included in the packet.
- The Pool has been permanently closed for the season, with significant mechanical issues.

- Community Development Director John Knight has submitted his resignation, his last day is September 13th. Town Manager Fisher will be the interim Community Development Director during leadership transition.

7. Special Announcements and Presentations:

• Presentation and update from the Economic Collaborative of Northern Arizona (ECoNA) Staff Resource: Deputy Town Manager Miranda Fisher

Town Manager Miranda Fisher explained that the Town of Camp Verde has been a member of the Economic Collaborative of Northern Arizona (ECoNA) for three years. ECoNA is a regional organization comprised of members from Northern Arizona communities, business, and non-profit organizations. ECoNA is dedicated to business attraction, retention, and expansion; workforce development; and regional collaboration. This presentation is to inform the Council of the work they do to support the Town of Camp Verde's economic development efforts.

President/CEO Gail Jackson gave a PowerPoint presentation which included objectives, 2024 Priorities, growth opportunities, and targeted sectors.

Councilor Baker said we are already members of NACOG, and they have an Economic Development Division with which we have worked with for many years, what is the difference between NACOG and ECoNA? She also mentioned she is not pleased that they work with Buxton. Ms. Jackson explained NACOG works with grants and the workforce, but they are not out recruiting and trying to bring new businesses into the community. She explained their partnership with Buxton. They are working with them on healthcare, and she gets reports from them.

Mayor Jenkins said the Town wants to turn data into real jobs and revenue producers. How has ECoNA worked with the Economic Development Department to bring income producing companies to reality for this community. Ms. Jackson explained it takes time. She went through several examples of her experiences working with different companies.

Vice Mayor Moore would like to see a more in-depth report.

Councilor Baker asked if other communities in the Verde Valley will be joining the organization? Ms. Jackson explained that some have reached out, but Camp Verde has the most affordable home prices and people are coming to this specific community.

Ms. Jackson would like to put out a poll on social media to see what the community wants.

8. Discussion, consideration, and possible approval to purchase the wet well for the proposed lift station project at the Camp Verde Sports Complex from Yavapai Precast in the amount of \$14,057.80, superseding the previous

Council approval on July 17th for the lift station for the amount of \$12,176.00.

Staff Resource: CIP Project Manager Martin Smith

CIP Project Manager Martin Smith explained that at the July 17, 2024 Regular Meeting, Council approved staff to purchase the lift station wet well from Yavapai Precast in the amount of \$12,176.00. It was later discovered that the vendor's proposal for this amount was an outdated proposal and no longer valid. This proposal also did not include the required sales tax on the purchase. It is believed that a staff transition was the root cause for this mix-up. The vendor has been consulted and has confirmed that the correct amount should be \$14,057.80 and that this amount includes the appropriate sales tax.

Motion made by Councilor Escoffier to resend the Council's July 17, 2024 approval of \$12,176.00 for the purchase of the wet well and move to approve the purchase of the wet well for the proposed lift station project at the Camp Verde Sports Complex from Yavapai Precast in the new amount of \$14,057.80. Second was made by Councilor Godwin.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 6-0.

9. Discussion, consideration, and possible award of the base bid portion of Bid #102-23, 7th Street Community Development Block Grant Sidewalk Improvement Project to McDonald Bros. Construction in the amount of \$315,759.55 with no Town match required. Staff Resource: CIP Project Manager Martin Smith.

CIP Project Manager Martin Smith explained that in 2023 the Town of Camp Verde was awarded \$406,016.00 in Community Development Block Grant (CDBG) funds to apply towards installing sidewalk improvements along 7th Street between Hollamon Street and General Crook Trail. This project would extend the existing sidewalk along the west side of 7th Street that currently ends at Hollamon Street. Staff received 3 bids thus splitting the project into two segments. The base bid was to build the sidewalk from Hollamon Street to Head Street along the west side of 7th Street. Bid Alt 1 would complete the second phase of the project. At Head Street the sidewalk would cross 7th Street and extend south along the east side of 7th Street to General Crook Trail.

After reviewing the bids, it was determined that staff would only have enough funding to complete the base bid portion of the work. Of the \$406,016 originally

awarded to the Town, Staff has spent \$61,250 to develop construction documents and bid assistance, leaving \$344,766.00 in CDBG funds available.

McDonald Bros. Construction's base bid amount of \$315,759.55 will allow staff to complete the first phase of construction within the budget with a small amount of contingency available should the project encounter unforeseen challenges. There will be signage along the way. Staff has everything they need to move forward to build this portion of the sidewalk.

Councilor Godwin asked about a completion date. CIP Project Manager Smith said the CDBG Grants expire October 1, 2024, but they are working with NACOG to get a 6-month extension. Councilor Goodwin also asked about whether there will be signage for the crosswalk when the sidewalk switches from the east to the west side of 7th Street. Mr. Martin confirmed there would be signage.

Motion made by Councilor Godwin to award the Base Bid portion of Bid #102-23, 7th Street CDBG Sidewalk Improvement Project to McDonald Bros. Construction in the amount of \$315,759.55. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 6-0.

10. Discussion, consideration, and possible adoption of Town of Camp Verde Engineering Design Standards/Standard Details. Staff Resource: CIP Project Manager Martin Smith.

CIP Project Manager Martin Smith is prepared to explain the Design Standards/Standard Details and is ready to address the questions that Town Manager Fisher had given him earlier.

Vice Mayor Moore would like to table this item and have a Work Session to go over all of the information.

Town Manager Miranda Fisher said the staff have been working on a conceptual context of what were our standards, why are these new standards, what will still stay a part of this and why we are proposing new ones. There is also confusion about how the Maricopa Standards are incorporated so she does think there is value in CIP Project Manager Smith going ahead and providing the additional information during tonight's meeting and the Council set a work session.

Councilor McPhail would like “as built” in all of the notes and add into the erosion and settlement control notes, for landscape that “there will be no change in the plans without prior approval”.

CIP Project Manager Smith went over the questions that were presented to him before the meeting:

1. Why did some of the Standards for Maricopa County stay but others were removed? CIP Project Manager Smith said it's important to understand that *Maricopa Association of Governments* (MAG) Standard Details and Specifications are the absolute minimum for Public Works construction. Almost every municipality in Arizona that uses or references MAG, has their own supplement to that, and the point of that is, is to make things more customizable to what that municipality wants. Oftentimes that makes the MAG Specs more restrictive. For example, this document was written specifically for Maricopa County. What works down in the valley may not work up here. Examples of that, we can reference the climate, as you know, we have different concrete mixes up here. We have different utility depth requirements up here. The municipal supplement to the MAG is really the way to get the municipality to have stuff built the way the municipality wants, but the way it needs to be. It promotes conformity and uniformity and generally, overall, it helps with standardization of construction in that municipality.

2. Isn't the point of having our own standards is because we want to be stricter than Maricopa County? If not, why do we need our own standards? CIP Project Manager Smith said MAG was written for Maricopa County. What works down there won't necessarily work here. Establishing our own standards ensures that how we want stuff to be built. This falls most notably on water infrastructure. As Mr. Lowe can attest, specific valves, specific boxes, manholes, valve spacing, hydrant spacing, all that stuff. We're using something different than what MAG calls for. So having an official, adopted supplement to MAG, basically, enables us to enforce what we want without that, developers and contractors can use whatever MAG calls for.

3. For the standards that changed, where did the changes come from and why? CIP Project Manager Smith said when we purchased the Camp Verde Water System, they had their own set of standards, that they used. We are incorporating many of those. We have taken those and updated them to current materials, current practices, on stuff that our water department is comfortable orchestrating out to private development and for them to use. Same thing with wastewater. Wastewater had their own set of details that they use. Now we're taking those and making those official so that when sewer mains, force mains, stuff like that are constructed as part of a private development. It's already out there. They have the information in black and white, so it actually eases the review process. It makes it easier for the designer. It makes it easier for staff. We'll have fewer review times,

and it'll actually cost the developer less in review fees because they won't have to count on our comments, to come back and design it the way they needed to do.

4. How does this compare to Clarkdale and Cottonwood? CIP Project Manager Smith said when we develop these, most of these "Streets" details actually came from Cottonwood. We've adapted them slightly to fit our desires here. Most notably, *right away widths*, *roadway widths*, so that when private development comes in, if they intend to build a public roadway, it's built to town standards where we can accept that roadway. Otherwise, we wind up with subpar roadways that won't meet future traffic demands. They could be deemed unsafe. wouldn't allow future expansion and stuff like that. Our supplement to the MAG Standards would help avoid that whole situation.

5. What engagement, if any, did we do with contractors to ensure they knew about possible changes to the Engineering Standards? CIP Project Manager Smith said these standards have been in development for over a year. I think it's closer to two years. I know it predates my time here. In that time, we have been working with contractors and developers. They are aware that this is coming. Usually when a developer comes into town, they contact public works and say, do you have a set of standards that we can reference in the design? Because MAG Standards Supplements are so common around the valley, even the City of Phoenix, Tempe, Chandler, Surprise, Glendale, Peoria, Cottonwood, Clarkdale, all of these municipalities have their own individual supplements to MAG Details. We have been working with the local contractors and developers to advertise. We're getting their input on these, so they are aware that they are coming. It's just a matter of getting all the kinks worked out. Getting it adopted by Council and then making it official.

Councilor Escoffier asked, how does having this or not having this impact development, that's already beginning construction. CIP Project Manager Smith said anything that is already beginning needs to be grandfathered in under the MAG Rules. We can't adopt a set of standards and apply that to a development that already has their permits, already has their design complete, and they're under construction. Many of the developments that are about to start or in the final stages of design, are already incorporating our details.

Councilor Escoffier said, I still don't understand why we're not doing this standard specifications. We're doing the design, but not the other. CIP Project Manager Smith said we're talking about one piece of an Engineering Design Standards Manual. We're talking about the Standard Details, the pretty pictures that show contractors how to build stuff. There is a much larger section called the *Standard Specifications* that will be coming in the near future, that has all the verbiage for it. It dictates the materials that will be used, specific materials. It dictates the fire

hydrant spacing, the valve spacing, all of that kind of stuff that we couldn't possibly show in detail.

Councilor Escoffier would want it to be done all at once.

Vice Mayor Moore will put specific questions into an e-mail, send it off to Town Manager Fisher and she can send it out. Then work through them in a Work Session.

Councilor Godwin said she relies on Mr. Smith to bring us the facts and he was comprehensive in his inquiries to other cities and towns and other entities. She went on to say that she had no problem passing it tonight and didn't want to kick cans down the road. She doesn't believe that all of the Council will understand all of this because she didn't go to school for this. This is why we hire people who did go to school for this. She doesn't expect to understand at all. She expects to rely on her staff to understand it all and give recommendations, and Mr. Smith has done that.

Councilor McPhail said when we look at these details, there are levels. There is public works construction that has to be at a certain level and that is very different from commercial and very different from straight residential. Each agency has their own standards. Ours would have things that are unique to Camp Verde. There are basic things that we must have in order to accept projects for the Town. This is a living document and can be changed.

Motion made by Vice Mayor Moore to table this matter. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: nay

Councilor Escoffier: nay

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 4-2.

11. **Discussion of 2024 League of Arizona Cities and Towns Resolutions with the purpose of providing direction to the Mayor on which resolutions the Town of Camp Verde supports. Staff Resource: Town Manager Miranda Fisher.** Town Manager Miranda Fisher explained that Mayor Jenkins serves as the Town's voting member of the Resolutions Committee and is seeking feedback from the Town of Camp Verde Council on which resolutions the Council recommends supporting.

Mayor Jenkins said it takes a lot for these topics to get this far. If there are any Council would like her not to vote in favor, please let her know. Some are appropriate and have happened in Camp Verde and now may be discussed statewide.

Councilor Godwin would like to approve the ones the committee approved. If the committee has approved it, then it gets her stamp of approval. Councilor McPhail agreed, saying we need to stand together as cities. Vice Mayor Moore shared that they stood behind us in some of our issues and agreed to stand together as cities.

Councilor Escoffier has an issue with only one item. *'Lift the prohibition on candidates for local office from transferring campaign funds to allow for equal treatment among candidates and encourage candidates with local experience to run for higher office.'* She said at the local level, the amounts you can collect are lower. This might refer to larger cities to use as steppingstones to move forward. She would like to see in the future some changes on other candidate campaign finance stuff.

Mayor Jenkins will move forward with the direction of the Council.

12. Adjournment

Mayor Jenkins adjourned the meeting at 8:06 p.m.

Mayor Dee Jenkins

Attest: 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 August 21, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Virginia Jones, Town Clerk

Meeting Date: September 4, 2024

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Clerk's Office

Staff Resource: Virginia Jones, Deputy Town Clerk

Agenda Title: Oath of Office, and Introduction of Leah Rhodes, Town Clerk for the Town of Camp Verde

Attached Documents:

- Copy of Oath of Office

Estimated Presentation Time: N/A

Estimated Discussion Time: 3 Minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

On Monday, August 26th, Leah Rhodes started with the Town of Camp Verde as the new Town Clerk.

Leah comes to us from the Town of Sahuarita, where she has been a dedicated Deputy Town Clerk for the past nine years. She has been a certified municipal clerk since 2018 and boasts over 18 years of experience in local government. Leah is an active member of the Arizona Municipal Clerks Association (AMCA) and serves on several committees, including the AMCA Education, AMCA Elections, and AMCA Records Management Committees.

Her professional journey also includes her time with the City of Tucson as an Executive Assistant to the Mayor and the Water Department. Leah holds a Bachelor's Degree in Business Administration with a concentration in Human Resources Management from Columbia Southern University, and she has earned a Certified Public Manager certification from Arizona State University.

Leah is passionate about her profession and is eager to bring her wealth of experience and enthusiasm to our town. We hope you'll swing by Town Hall and say hello when she starts!

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I **LEAH RHODES** DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **TOWN CLERK** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 4th day September 2024.

Virginia Jones-Deputy Town Clerk
Town of Camp Verde

Meeting Date: September 4, 2024

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Clerk's Office

Staff Resource: Virginia Jones, Deputy Town Clerk

Agenda Title: Oath of Office of Triston Laubinger who has been promoted to Grounds Lead

Attached Documents:

- Copy of Oath of Office

Estimated Presentation Time: N/A

Estimated Discussion Time: 3 Minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

On Wednesday, August 28th, Triston Laubinger was promoted to Grounds Lead.

Triston has been an invaluable team member for over two years, serving as one of our two maintenance workers with a spray license. He consistently excels in communication and prioritizes safety by strictly adhering to protocols. Since Ezra Collin's departure, who was the former Grounds Lead, Triston has stepped up to lead the ordering of ground supplies and materials and has taken a proactive role in managing maintenance equipment servicing in coordination with the team. He also maintains excellent relationships with vendors to ensure all grounds and park needs are met.

Triston's commitment to professional growth is evident as he pursues advanced pesticide certifications and actively supports his colleagues in obtaining their licenses. His positive attitude and influence are apparent each morning, and his enthusiasm remains strong throughout the day, regardless of the challenges encountered.

Congratulations to Triston on his well-deserved promotion to Grounds Lead! His dedication, leadership, and commitment to excellence have made a significant impact on our team and the community.

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I **TRISTON LAUBINGER** DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **GROUNDS LEAD** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 4th day September 2024.

Virginia Jones-Deputy Town Clerk
Town of Camp Verde



Town Council Agenda Information Memorandum

Meeting Date: September 4, 2024

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Utilities

Staff Resource: Jeff Low, Utilities Director

Agenda Title: Friends of the Verde Presentation on the River Friendly Living Program Water Conservation Grant Fund

Attached Documents:

- PowerPoint Presentation

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Friends of the Verde River envisions a healthy, flowing Verde River and tributaries that support our natural environment, vibrant communities, and quality of life for future generations. We focus on restoring habitat, sustaining river flows, and building supportive communities. We proactively engage in a combination of “boots-on-the-ground” projects and policy solutions guided by sound conservation principles, which meet human and environmental needs in an outcomes-oriented manner.

In October 2021, Friends launched River Friendly Living, a program that inspires a culture of voluntary river conservation. We support and recognize those who strive to protect the river in their homes, businesses, and communities. As a certification program, Friends will use River Friendly Living to help members of our communities do their part to protect the Verde River for future generations.

The River Friendly Living grant program is made possible by businesses that support a healthy Verde River. The grants offer funding to support conservation projects. Homeowners can apply for up to \$1,000, and businesses/organizations can apply for up to \$5,000 annually. Homeowners, businesses, non-profits, and municipalities can apply for grants. River Friendly Living projects address the following areas of focus: Sustainable Water Supply, Clean Water, Healthy Habitat, and Connected Communities. Through the WIFA Water Conservation Grant Fund, Friends will work with



Town Council Agenda Information Memorandum

the Town of Camp Verde to expand the River Friendly Grant program for Camp Verde homeowners and businesses over the next two years.

Information about River Friendly Living is linked below:

<https://verderiver.org/get-involved/about-river-friendly-living/>

Connection to the [FY25-FY30 Strategic Plan](#)

The project is connected to the Strategic Plan because it fosters Effective Government by collaborating with regional partnerships.

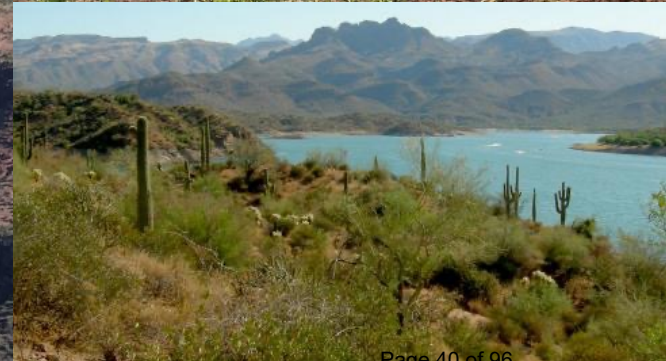
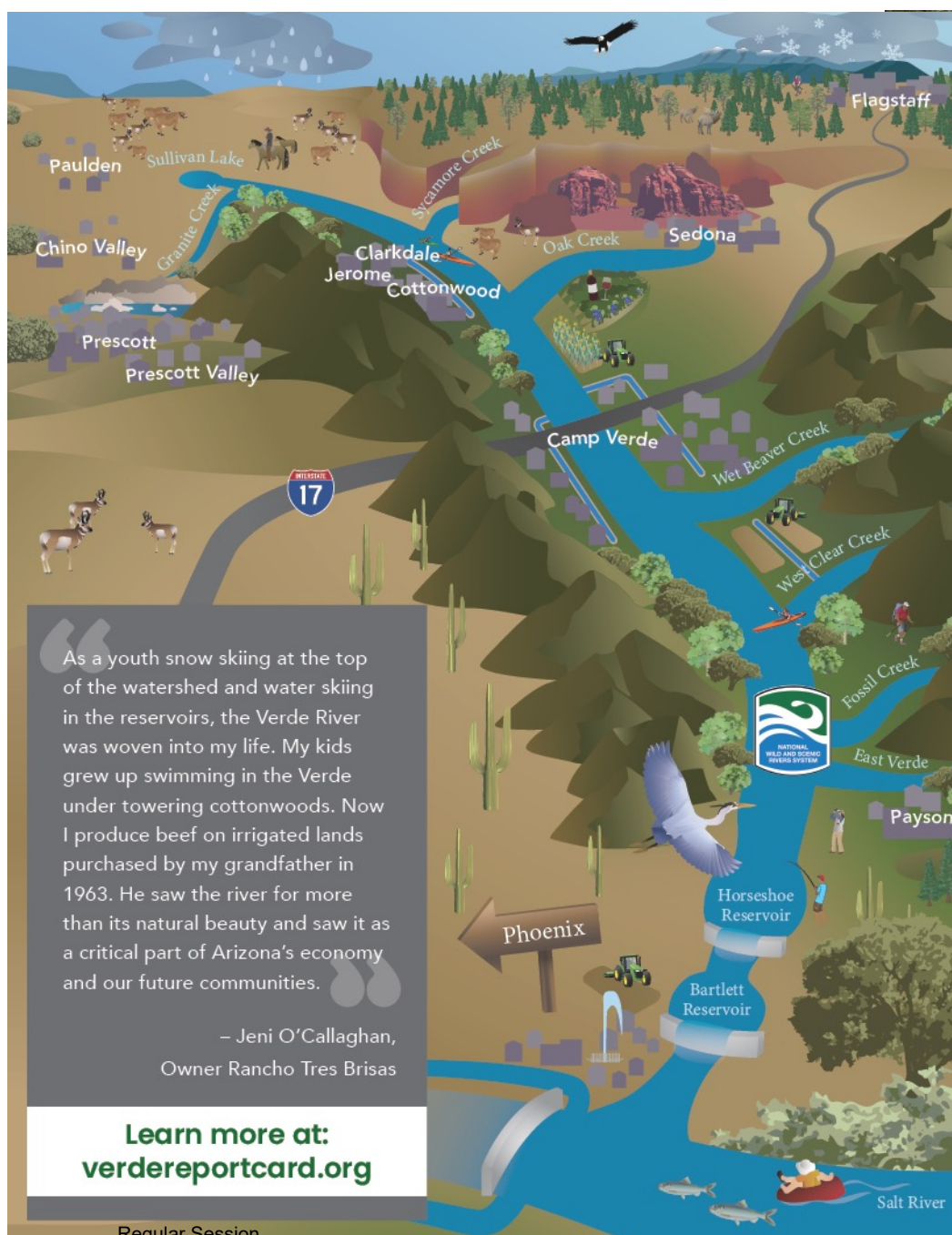
Proposed Motion: N/A

River Friendly Living Grants

Isaac Dudley

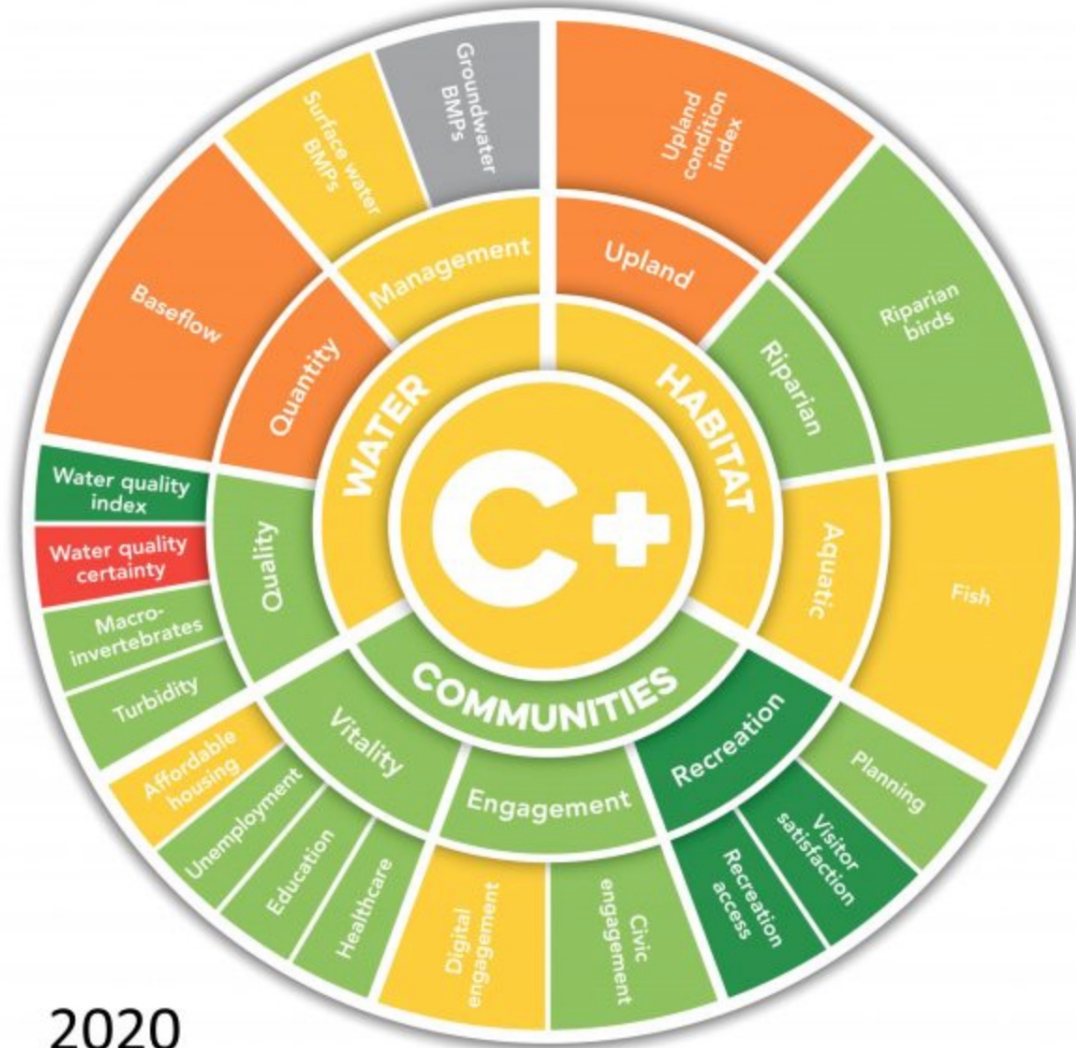
Flows Project Manager

Friends of the Verde River



River Friendly Living

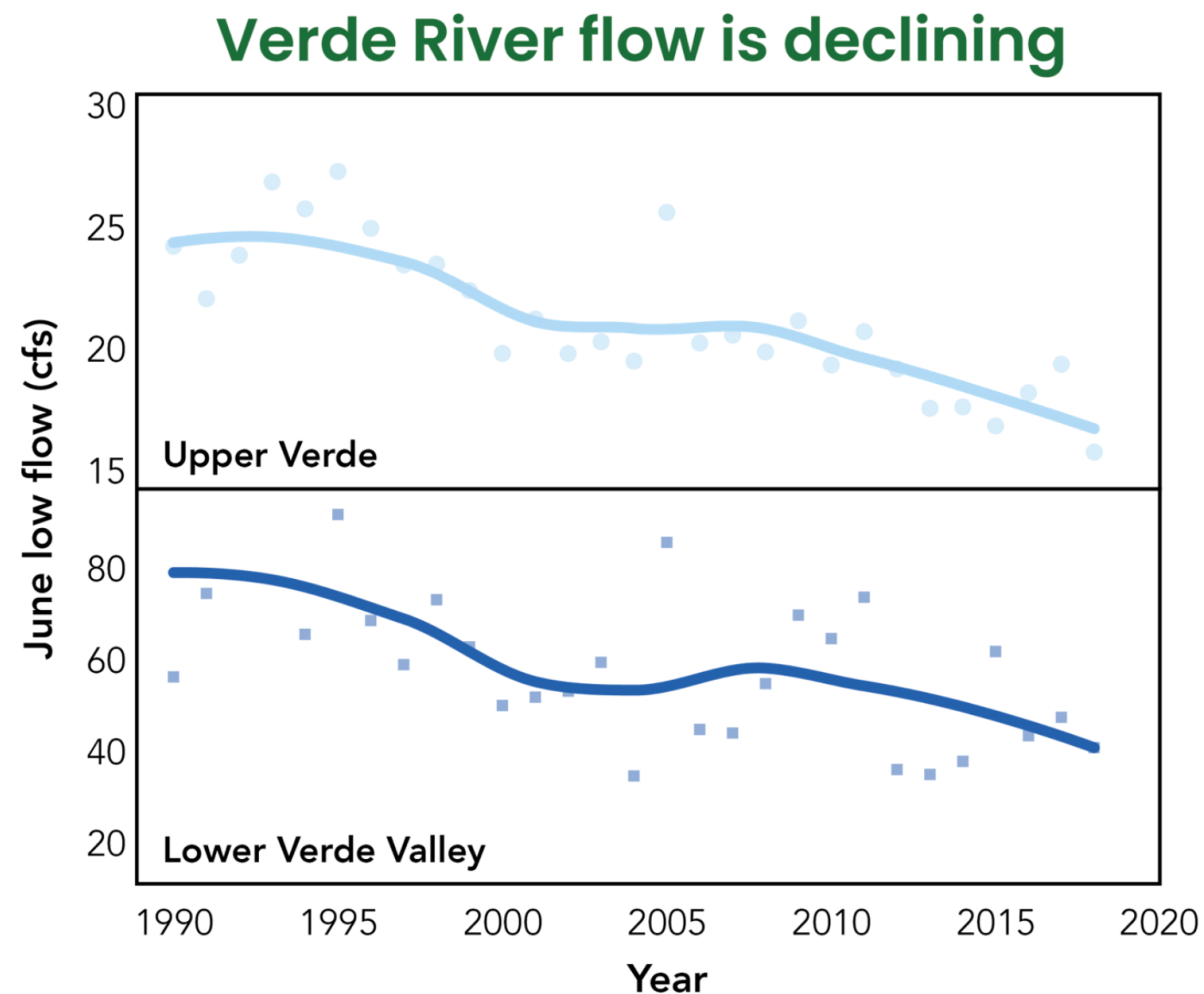
- Inspire a culture of voluntary river conservation
- Homes, businesses, agricultural producers, and other orgs
- Receive support such as grants and consultation



2020 VERDE RIVER WATERSHED REPORT CARD

Grade scale					
A	Very good (100–80%)	C	Moderate (59–40%)	F	Very poor (19–0%)
B	Good (79–60%)	D	Poor (39–20%)	U	Unscored

River Flows are Declining



Grant Program Expansion for Camp Verde

- Collaboration with the Town of Camp Verde and Friends of the Verde River
- Secured a WIFA conservation grant
- \$150,000 for 2025 and 2026
- Homes can apply for up to \$1,000.
- Businesses and other organizations can apply for up to \$5,000
- Spring and Fall grant cycles

Activities:

- Fund 50 home projects and 10 business/org projects
- Host 3 educational workshops

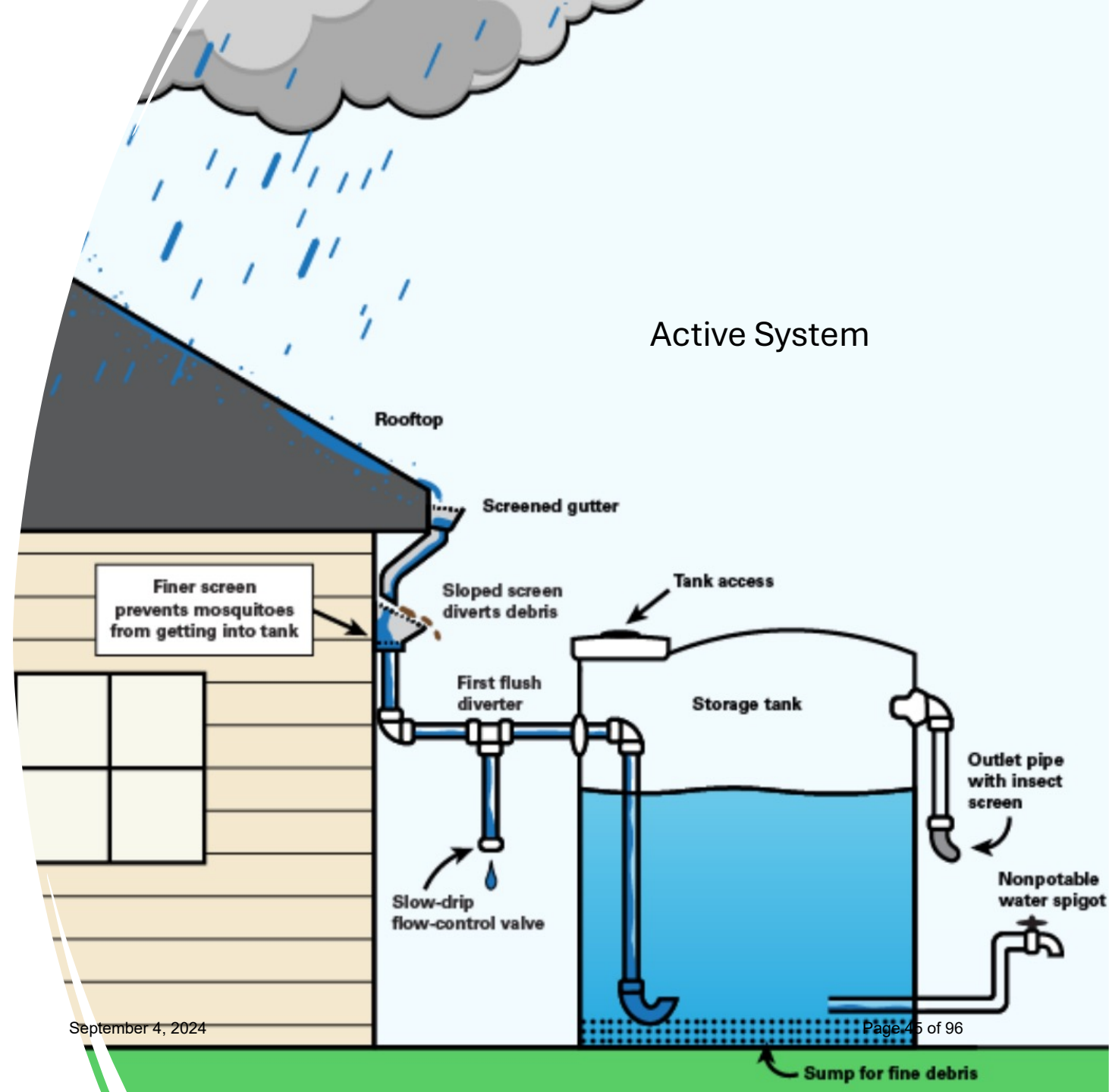
Maximizing Water Resources

- Using rain as a resource
- Increasing efficiency
- Lawn removal
- Greywater reuse



Rain Harvesting and Stormwater control

- Hardscaped areas cause increased runoff compared to predevelopment conditions
- This image is an example of an active system – offset your need for ground water during the dry months



Passive Rain Harvesting System

Passive systems are highly effective and reduce the opportunity for system failures

- Shallow basins with plantings uptake and infiltrate stormwater
- Mulch top layer helps to retain moisture and improve soil health
- KSB Funded for a passive system in 2024 by River Friendly Living

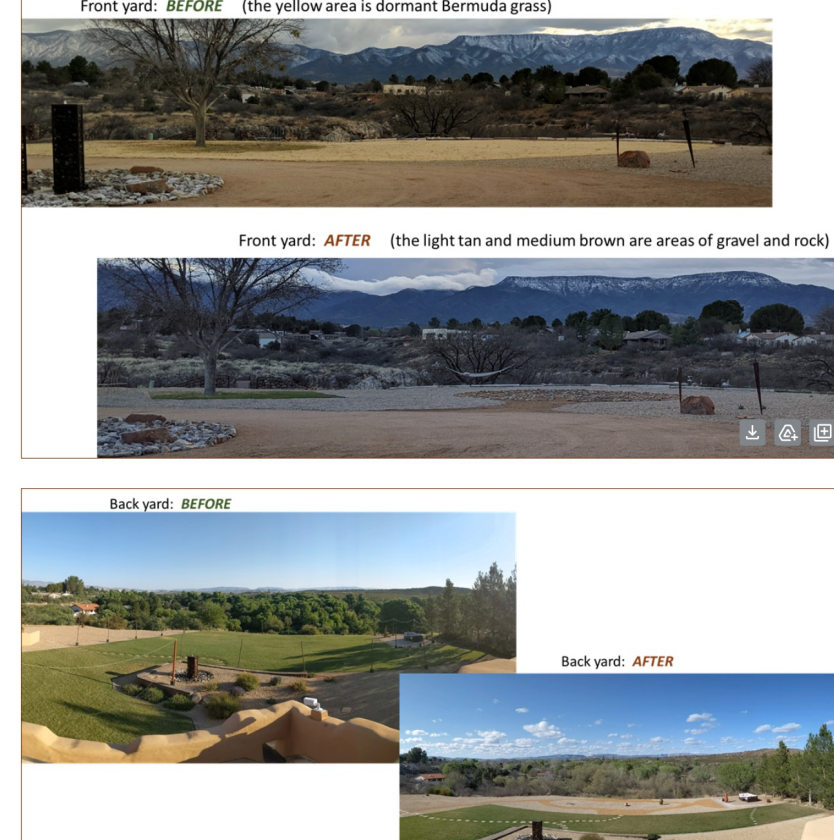


Stormwater Control

Passive Rain Harvesting

- Rio Verde Plaza in Camp Verde
- River Friendly development project
- Facilitates recharge of about 300,000 gallons of stormwater per year



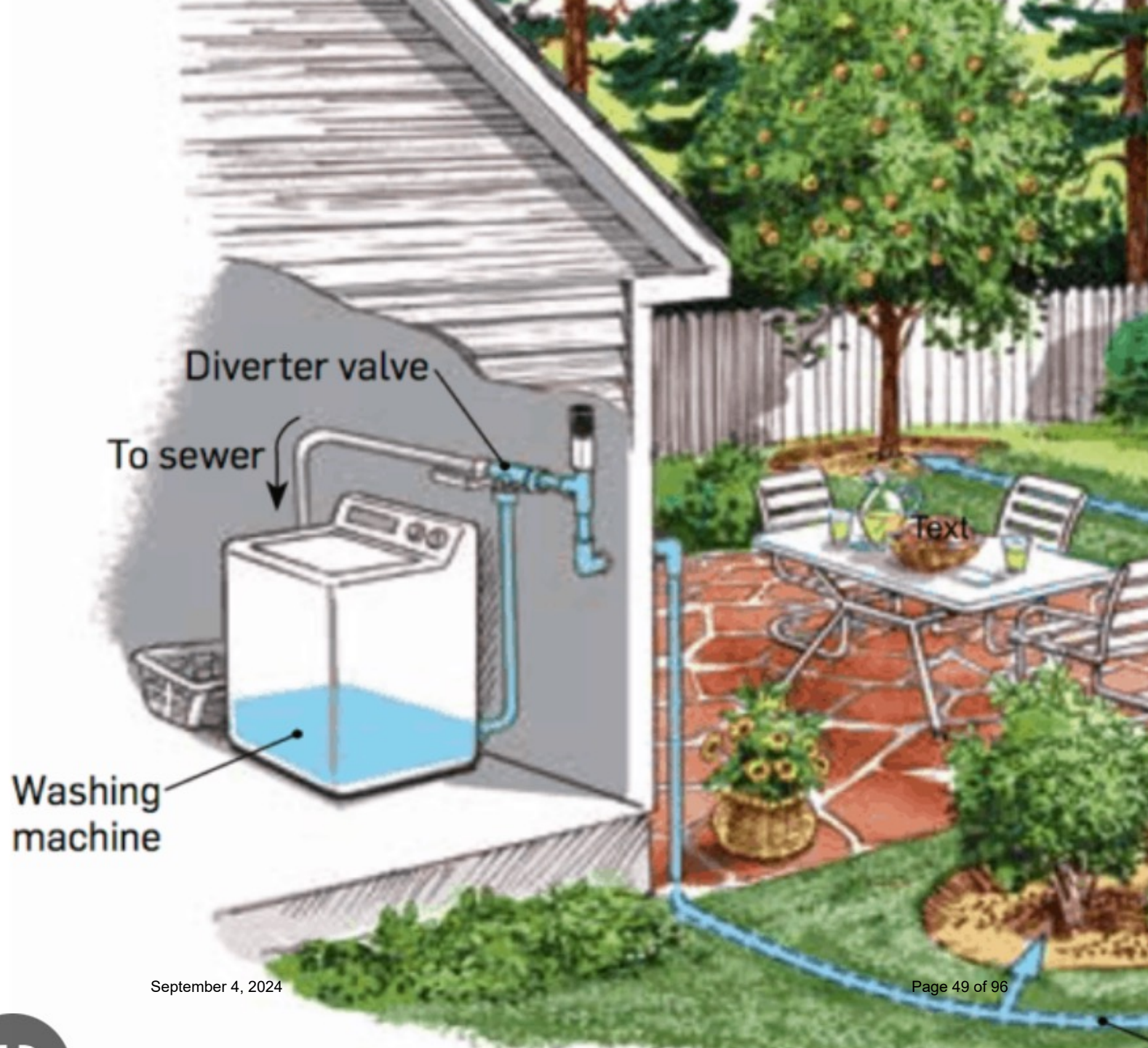


Irrigation Efficiency and Lawn Removal

- Red Rock Ditch Association (Top Left): Measured losses calculated at 6.6 acre feet per month (2.1 million Gallons) – Removed the Cottonwood tree that was causing leaks.
- Origins Bed and Breakfast (Top Right) – Removal of roughly .18 acres of grass. Because the well is unmetered, we used the Net Irrigation Water Requirement values determined for Turf. Estimated savings = 173,000 gallons per year.

Using Water Twice! Greywater Reuse

- Laundry to Landscape is a fantastic example of Greywater irrigation
- The pump inside of the laundry machine allow for water to be pumped long distances, and even up hill!
- You could generate 7-30 gallons of water per load
- Other methods can be gravity fed from sources like showers
- ***Efficiency tip: Side loaded machines usually use 7-15 gallons per load. Top loaded machines can use up to 30 gallons per load**



Demonstration Project

- TinyCamp Cottonwood Resort
 - Recharges up to 20,000 gallons per year through greywater capture and green infrastructure
 - Reduces groundwater demand for landscaping. This saves money compared to a traditional irrigation system
 - Supports native trees and pollinator habitat
 - Educates visitors about water conservation practices





How to apply



GET INVOLVED

Fund Your Project!

The River Friendly Living grant program is made possible by businesses that support a healthy Verde River. The grants offer funding to support conservation projects.

Homeowners can apply for up to \$1,000, and businesses/organizations can apply for up to \$5,000 annually.

Homeowners, businesses, non-profits, and municipalities can apply for grants. All funded projects are to be completed within a 12-month period. River Friendly Living projects address the following areas of focus: Sustainable Water Supply, Clean Water, Healthy Habitat, and Connected Communities.

[VIEW FUNDED PROJECTS](#)

Request For Proposals 2025 Grants

The 2025 granting cycle will open on August 1, 2024. Please provide the information listed in the Grant Proposal Document that is most appropriate. Businesses/Organizations must submit a proposal AND budget to be considered for funding. Submit application materials to Grants@VerdeRiver.org by the due date outlined below.

[UPDATED Homeowner Grant Proposal](#)

[UPDATED Business/Organization Grant Proposal](#)

[Business/Organization Budget Template](#)

Application due: October 31, 2024

Grant awards announced: December 2024

Awards distributed: January 2025

Regular Session

September 4, 2024

Calculate your scores: **BRONZE LEVEL** | **SILVER LEVEL** | **GOLD LEVEL**

	Is less than 30% of your property landscaped with grass?	Yes	No
	Are your indoor areas free of leaks?	Yes	No
	Is your home EITHER connected to a central sewer or has your septic tank been inspected in the last three years?	Yes	No
	Does your home support healthy wildlife? (food producing plants, shelter, water)	Yes	No
	Will you commit to volunteering 4 hours or donating \$100 to Friends this year?	Yes	No
Total			
	Are you willing to forgo irrigating your landscaping with potable water for one month each summer?	Yes	No
	Will you commit to replacing fixtures and appliances with WaterSense or Energy SMART models when necessary?	Yes	No
	Do you contract with a private company or municipality for regular trash service?	Yes	No
	Will you commit to not applying herbicides or pesticides within 200 ft of waterways unless trained to do so?	Yes	No
	Will you commit to picking up and properly disposing of animal waste on your property at least weekly?	Yes	No
	Are at least 50% of the plants on your property native to the area?	Yes	No
	Will you commit to volunteering 10 hours or donating \$250 to Friends this year?	Yes	No
Total			
	Do you irrigate any of your landscaping with rainwater or greywater?	Yes	No
	Will you commit to not applying herbicides or pesticides on your property unless trained to do so?	Yes	No
	Are at least 75% of the plants on your property native to the area?	Yes	No
	Have you eliminated any invasive plants on your property?	Yes	No
	Will you commit to volunteering 20 hours or donating \$500 to Friends this year?	Yes	No
Total			

***Bonus (Apply to any level):** Would you be interested in reducing the impacts of your water use on river flows through the Verde River Exchange? If so, fill out and return attached application.

Calculate your cost to certify

	+		+		=	
Certification fees		Donation (Optional)		\$150 Water Offset (Optional)		Total
\$50 initial certification						
\$20 annual recertification						
Name _____ Email _____						
Address of home being certified _____						
Phone _____ Method of Payment _____ check _____ card _____						
Card Number _____ Expiration Date _____ Security Code _____						



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

MEETING DATE: 9/04/2024

AGENDA ITEM TYPE:

- | | | |
|---|---|---|
| ☐ Consent Agenda | ☐ Informational Presentation | ☒ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Martin Smith, CIP Project Manager; Molly Davies, Economic Development Director; Guide Studio, Consultant

AGENDA TITLE: Presentation, Discussion, and Possible Direction of staff for the conceptual signage design of the Town of Camp Verde wayfinding and place-marketing signage.

ATTACHED DOCUMENTS:

- Final artwork for the wayfinding signage

ESTIMATED PRESENTATION TIME: 15 minutes **ESTIMATED DISCUSSION TIME:** 10 minutes

REVIEWED BY:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

FINANCIAL REVIEW (if applicable):

- Funding Source / GL Account Number: 21-170-20-804000
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

BACKGROUND INFORMATION:

Town Council awarded the design contract for the proposed wayfinding signage to Guide Studio at the March 20, 2024 regular council meeting. Since that time Guide Studio has been working to develop conceptual signage that the Town will deploy to assist residents and visitors in navigating to key locations within the Town.

The concepts being shown here tonight are the result of a proven process executed by the highly skilled and talented people at Guide Studio. Under the consultant's expert guidance Staff assembled a steering committee and a list of community stakeholders. In May, Guide Studio was in town to perform their discovery phase of the project. During their visit they had an opportunity to learn about Camp Verde, get a feel for the town, observe firsthand the potential opportunities for wayfinding signage, and engage with staff members and members of the public. Guide Studio conducted a series of meetings, gathering input from the steering committee and community stakeholders. The data from these meetings was used to develop multiple preliminary concepts for the signage. The steering committee met again with the consultant to provide feedback on the concepts and decide the direction the consultant should pursue. Utilizing the feedback from the steering committee, Guide Studio has finalized the proposed wayfinding signage for the Town of Camp Verde.



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

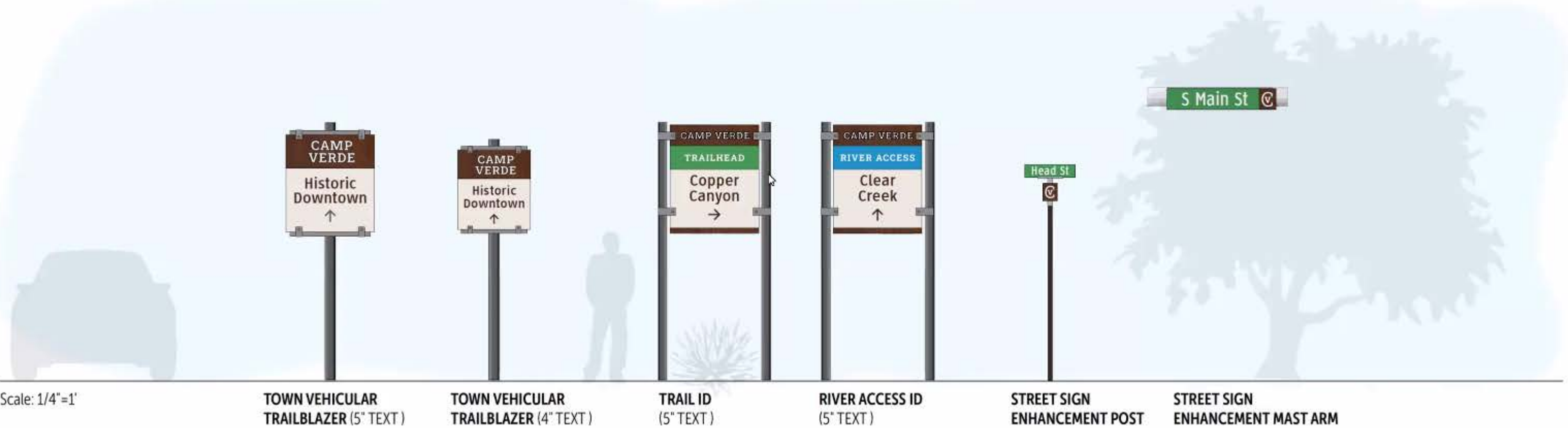
This project complies with the Community Infrastructure section described in the Strategic Plan.

QUESTION(S) BEFORE THE COUNCIL:

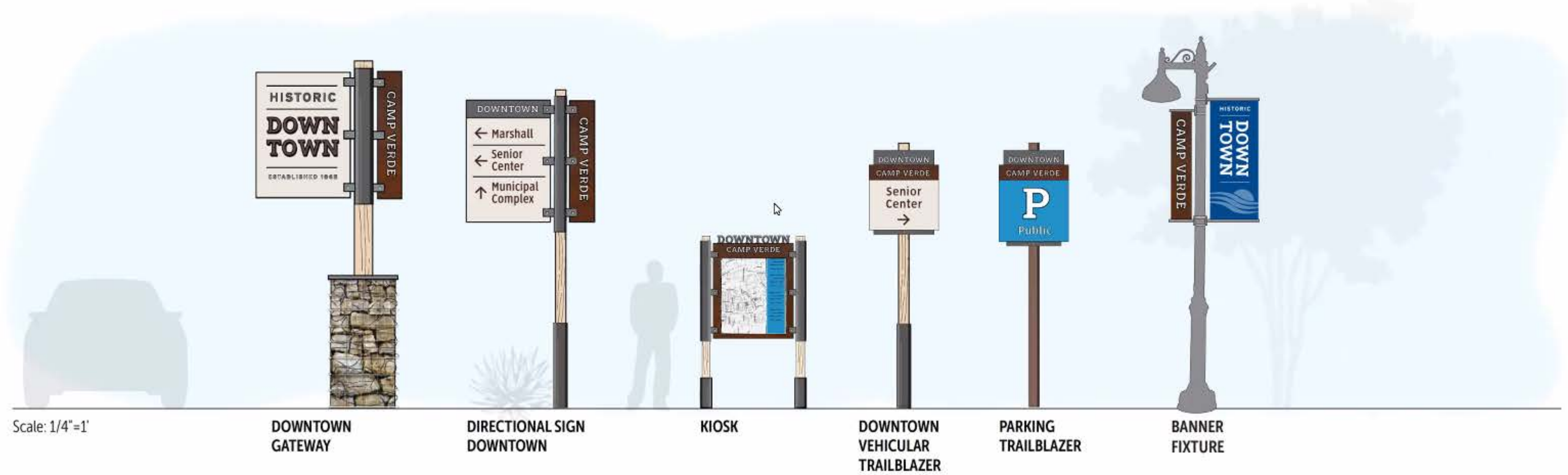
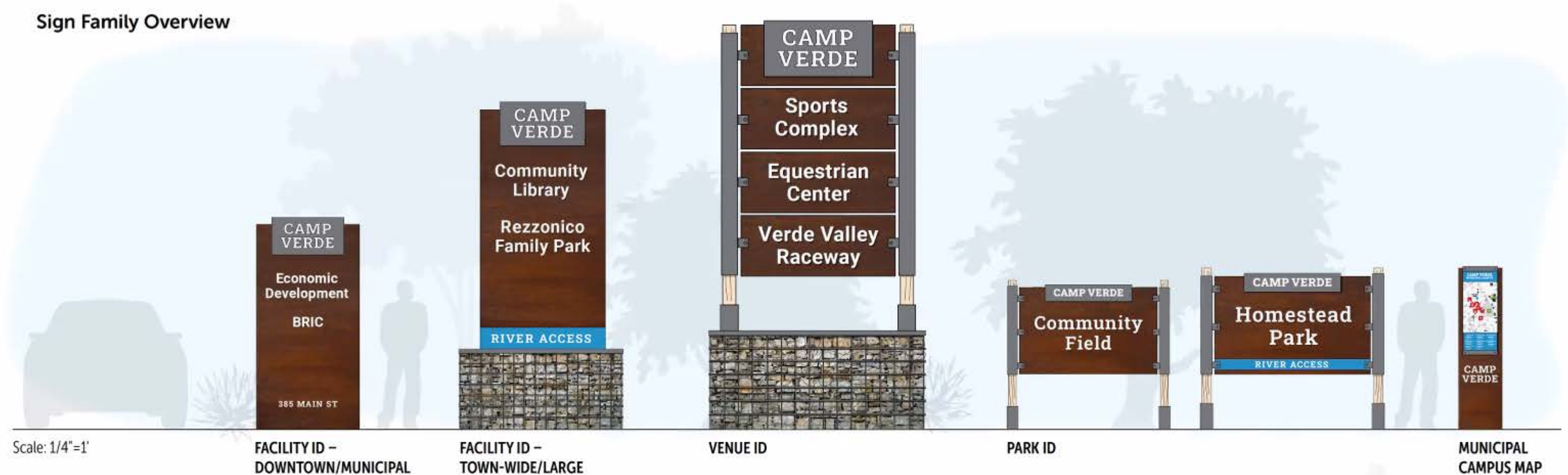
- Does Council have any questions for staff or Guide Studio?
- What is your initial impression of the wayfinding and place-marketing signage?
- Does the Council feel this is at a place where they would be ready to vote on approval at the 9/18 meeting?

PROPOSED MOTION: N/A

Sign Family Overview



Sign Family Overview





TOWN GATEWAY HORIZONTAL (SINGLE-SIDED)
Scale: 1/2"=1'



TOWN GATEWAY VERTICAL

Scale: 1/2"=1'

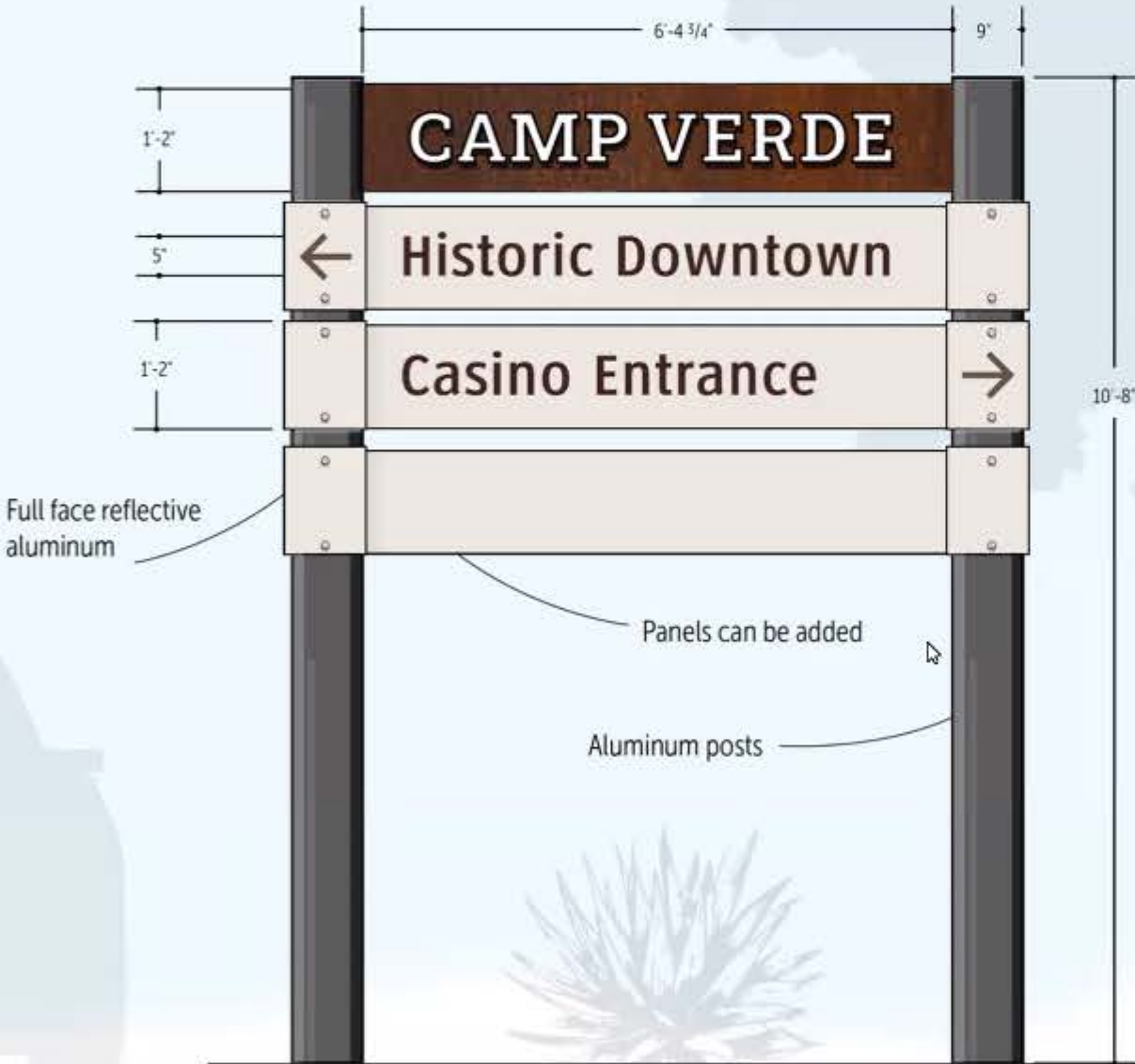
Town Gateways in Context



Town-Wide Vehicular Directionals



Panels wrap post
& have exposed fasteners



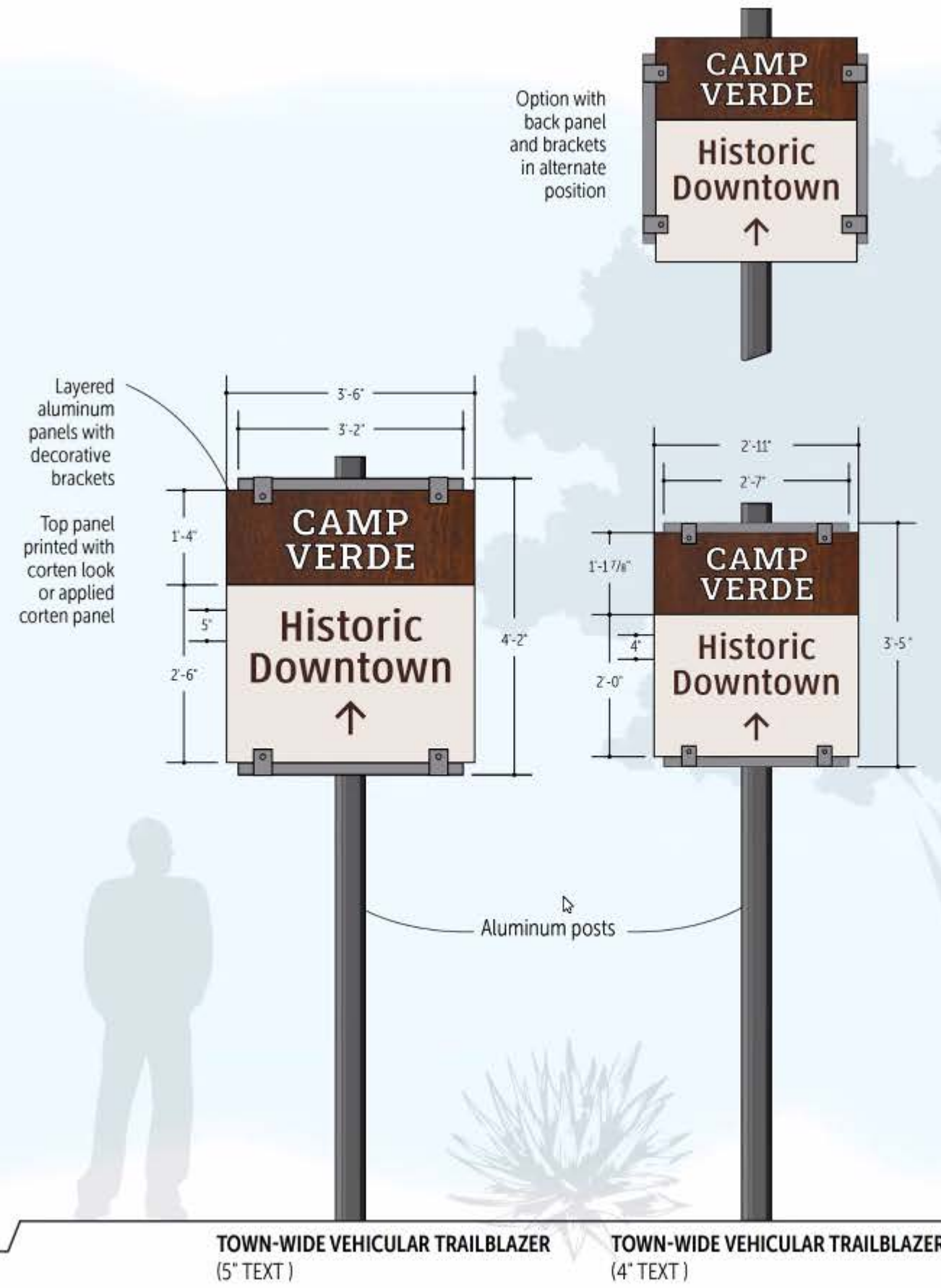
LARGE TOWN-WIDE VEHICULAR DIRECTIONAL
(5" TEXT FOR SPEEDS OVER 35 MPH)



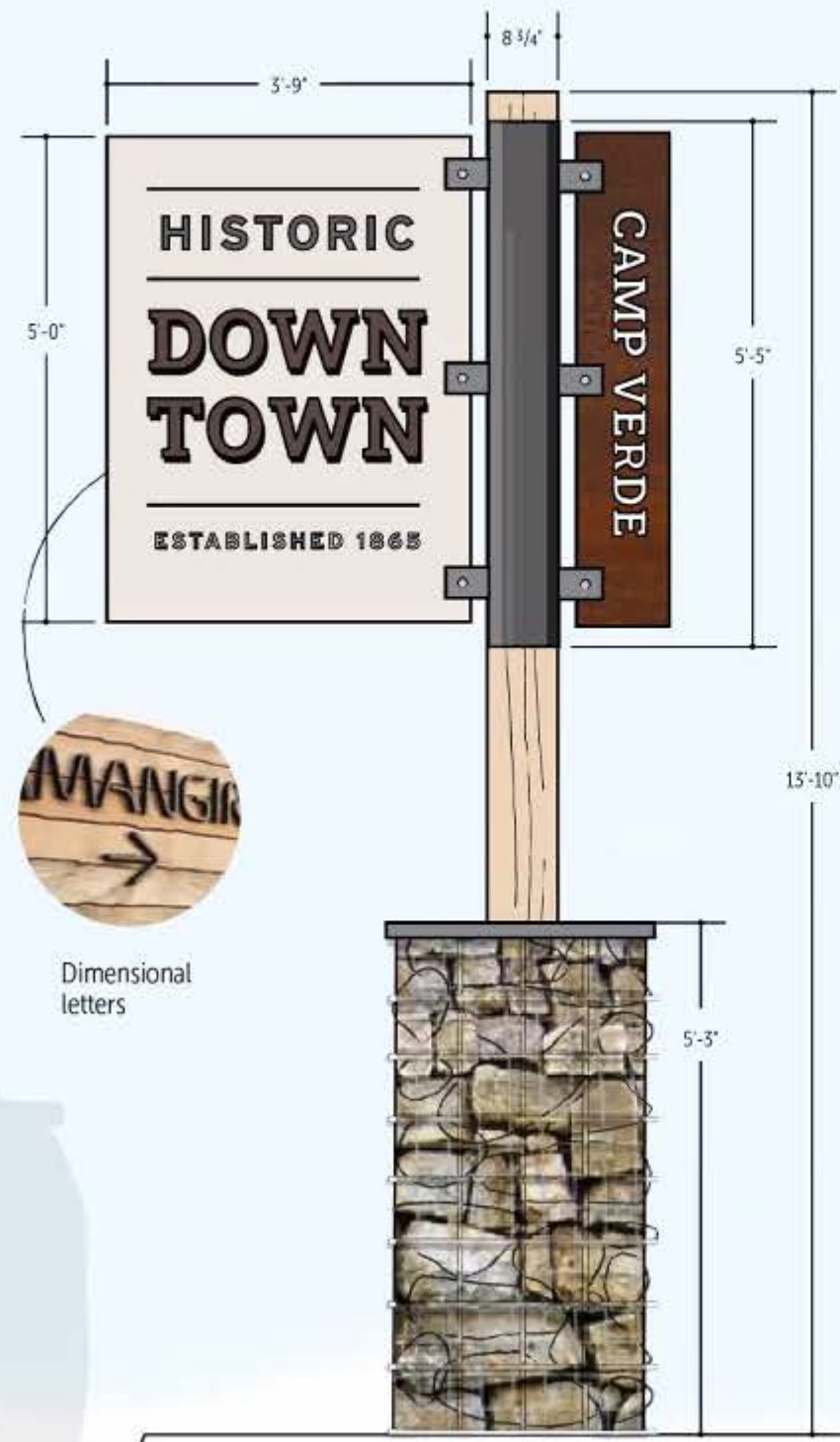
SMALL TOWN-WIDE VEHICULAR DIRECTIONAL
(4" TEXT FOR SPEEDS LESS THAN 35 MPH)

Scale: 1/2"=1'

Town-Wide Vehicular Trailblazers



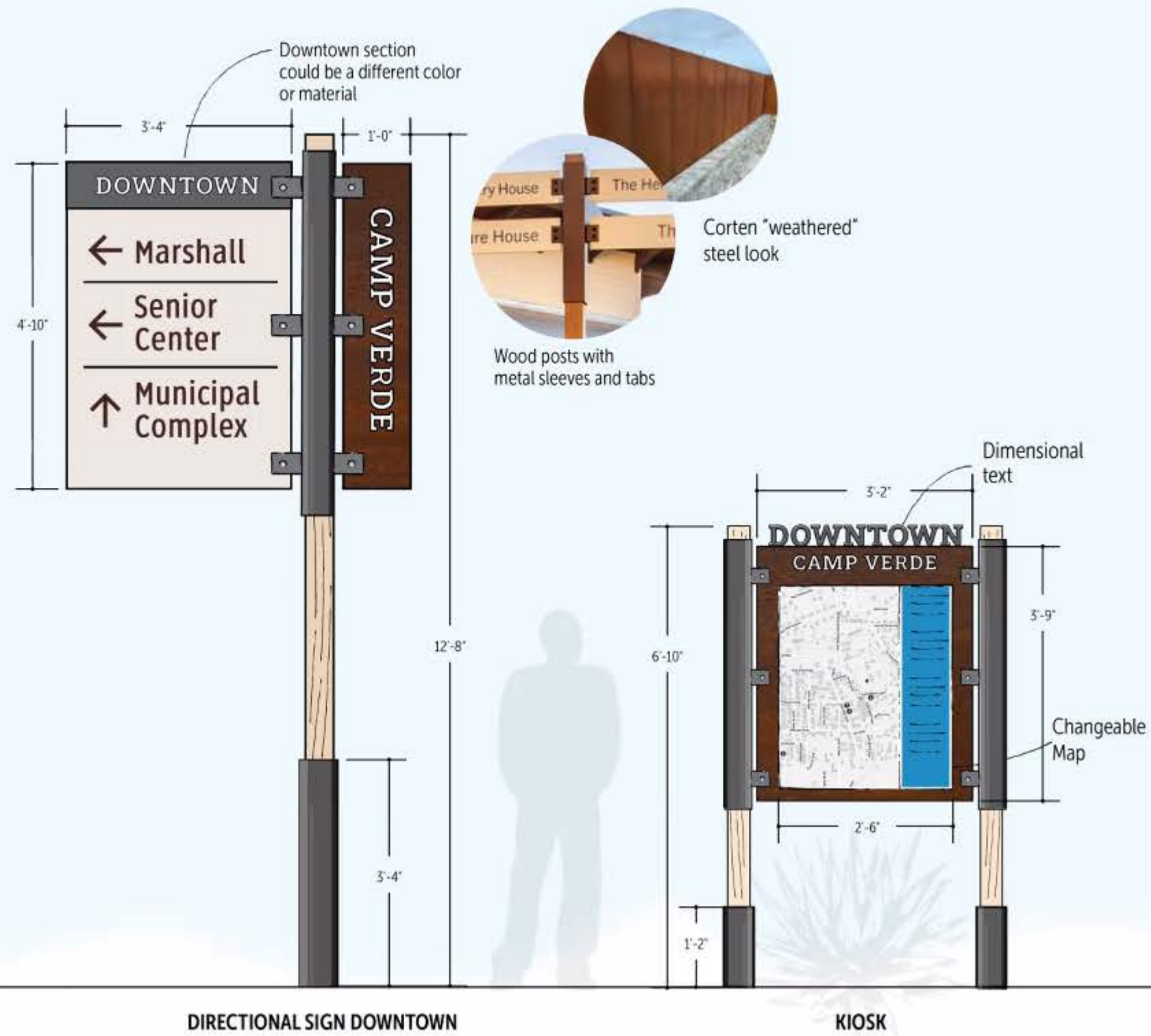
Scale: 1/2"=1'



DOWNTOWN GATEWAY



Scale: 1/2"=1'

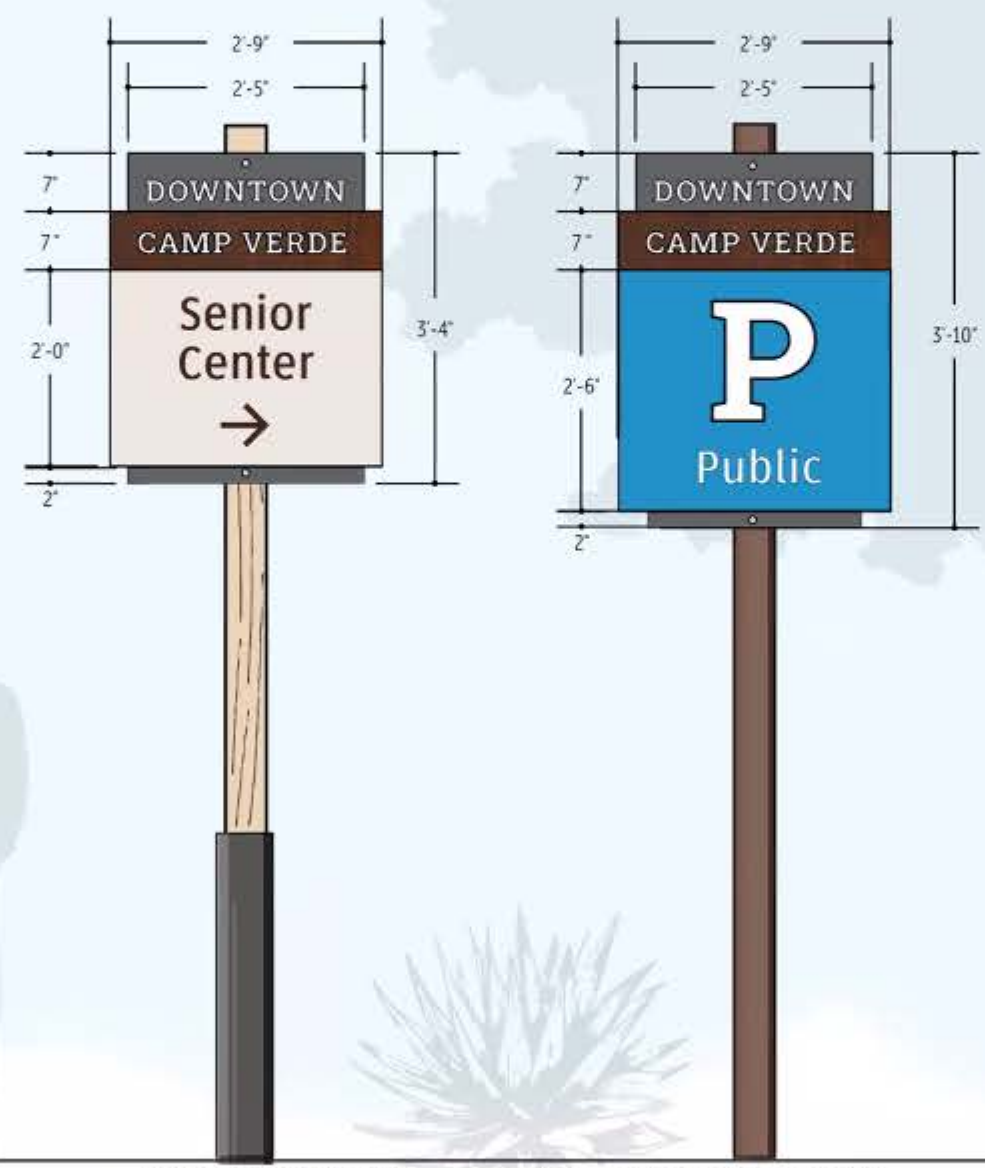


Scale: 1/2"=1'

DIRECTIONAL SIGN DOWNTOWN

KIOSK

Downtown Trailblazers & Parking Identification

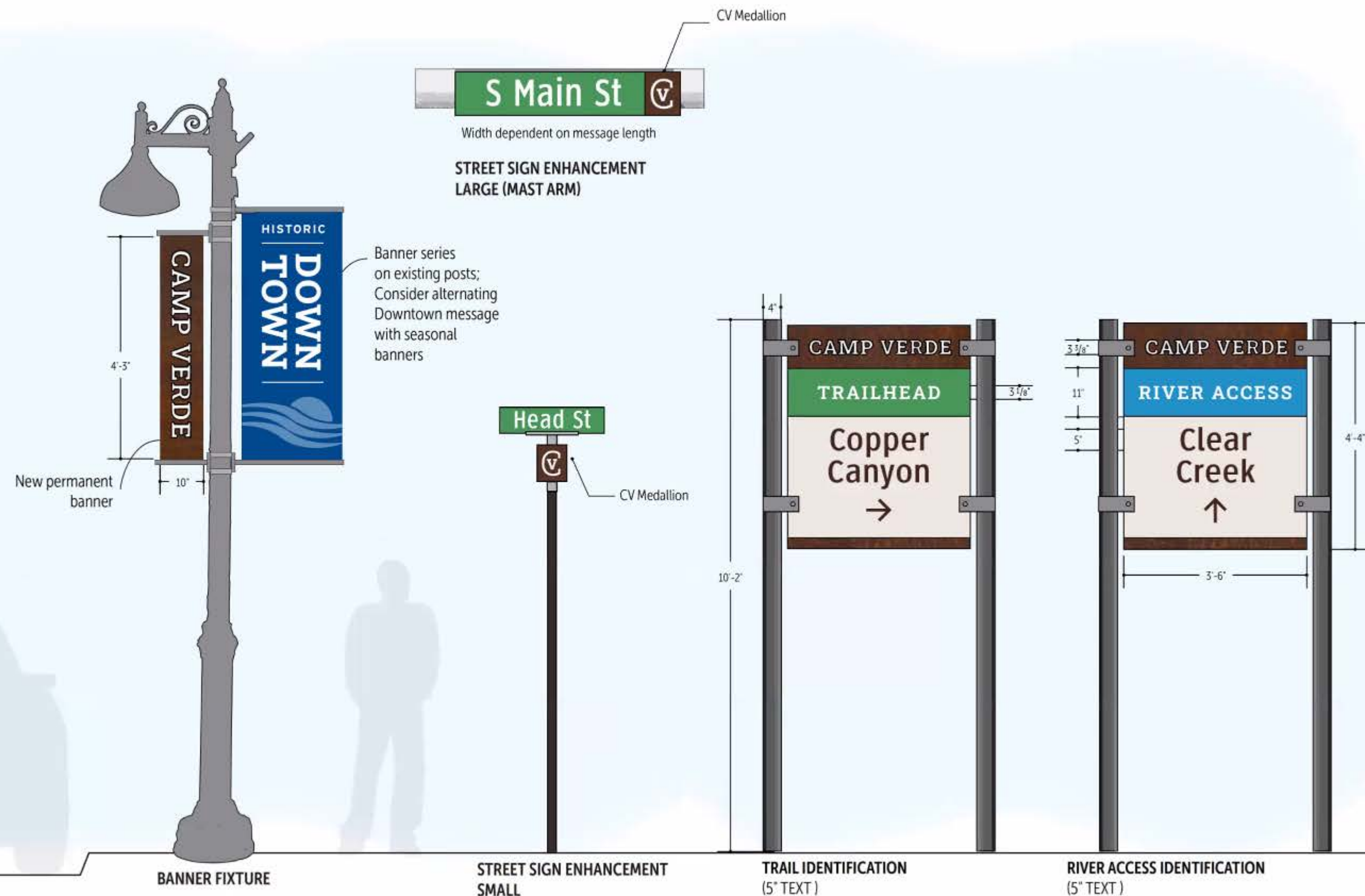


Scale: 1/2"=1'

DOWNTOWN VEHICULAR TRAILBLAZER

PARKING TRAILBLAZER

Downtown Banner Fixture, Street Sign Enhancement, and Trail Identification



Scale: 1/2"=1'

Facility Identification



PRECEDENT IMAGE



Optional treatments of CAMP VERDE



FACILITY ID - DOWNTOWN/MUNICIPAL (DOUBLE-SIDED)
Scale: 1/2"=1'



Edge Treatment Options

Facility Identification – in context



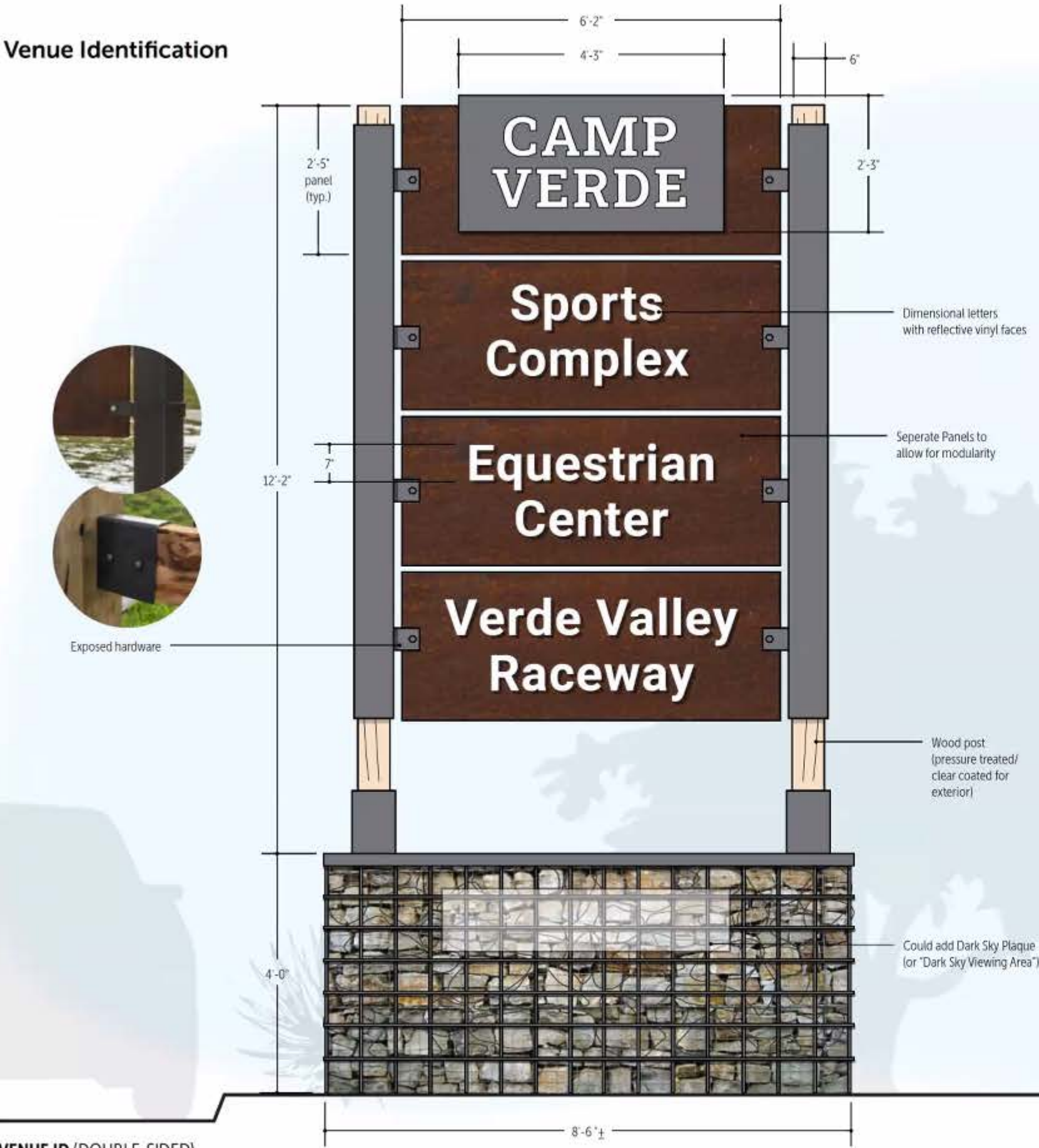
Vertical design accommodates tighter spaces along Main Street & allows signs to be seen above parked cars

Facility Identification



Larger & on gabion base
for faster/larger roads outside
of downtown

Venue Identification



Larger sign conveys "entertainment" venue while allowing for maximum visibility in the environment

VENUE ID (DOUBLE-SIDED)
Scale: 1/2"=1'

Park Identification



Municipal Campus Map



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Planning and Zoning Commission Agenda Information Memorandum

Meeting Date: Town Council, Regular Session, September 4, 2024

Agenda Item Type:

- ☐ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☒ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Community Development

Staff Resource: Cory Mulcaire, Planner

Agenda Title- Consent Agenda: Request for partial fee reimbursement by David and Donna Rumfola for a Use Permit and Zone for Green Valley MH Park.

Attached Documents:

- Email Requesting Fee Reimbursement
- Receipt for Payment

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

- ☒ Town Manager ☐ Legal ☐ Risk Management ☒ Finance ☐ Other:

Background Information:

An application was received from Green Valley Mobile Home Park for a Zoning Map Change and Use Permit. The goal of these applications was to get the property from a Legal Nonconforming Status to a Conforming Status.

A Public Hearing was held on May 23, 2024 with the Planning and Zoning Commission. The Commission tabled the item until July 11, 2024.

The applicant's then requested a continuance from the July 11, 2024 Planning and Zoning Meeting to August 8, 2024 so that their legal counsel could be present. This request was granted by the Commission.

Prior to the August 8 meeting date, on July 23, 2024 the applicants withdrew their application and requested one-half of the fees be reimbursed. The total fees for the Zoning Map Change Application, as well as the Use Permit are, \$3,249.00, half of which would be a total reimbursement of \$1,642.50.

The Financial Operations Guide (FOG) does not give Town staff the authority to refund fees, which is why this is coming before the Town Council for approval. Town staff recommend amending the FOG to allow the Town Manager to approve refunds up to a certain amount.

Staff Recommendation:

Staff is recommending approval of this reimbursement to the applicant. Staff also recommend amending the FOG to allow the Town Manager to administratively approve such requests moving forward.



Planning and Zoning Commission Agenda Information Memorandum

Connection to the 2025-2030 Strategic Plan:

N/A

Question(s) before the Council:

- Is the Council willing to grant a partial fee reimbursement for application withdrawal?
- Does the Council support Town staff amending the FOG to allow the Town Manager to administratively approve refunds when appropriate?

Proposed Motion:

Motion to **approve** by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, a reimbursement request for fees totaling the amount of **\$1,624.50** to David and Donna Rumfola, owner of Green Valley Mobile Home Park and directing staff to bring back a FOG amendment which would allow administrative approval for refunds.

OR

Motion to **deny** by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, a reimbursement request for fees totaling the amount of **\$1,624.50** to David and Donna Rumfola, owner of Green Valley Mobile Home Park.

From: [Rose Winkeler](#)
To: [John Knight](#)
Subject: Green Valley MHP/David and Donna Rumfola
Date: Tuesday, July 23, 2024 4:11:07 PM

Hi John,

As we discussed this afternoon, the Rumfolas have opted to withdraw their application for a CUP and a zone change on their property. Thus, they do not intend to attend the Planning and Zoning Commission meeting on August 7 where this was scheduled to be heard.

Given their withdrawal, I would ask that the Town refund 50% of the fees they paid associated with their application.

Please let me know if you have any questions or need any additional information to effect this withdrawal.

Take care,



Permit #: 20240199

Permit Type:

Address: 2223 N. Arena Del Loma

City: Camp Verde

State: AZ

Zip: 86322

Owner: GREEN VALLEY MHP LLC

Owner Address: 9120 DONEY PARK LN

Owner City: FLAGSTAFF

Owner State: AZ

Owner Zip: 86004-1100

Owner Email:

Receipt #: 4823

Date: 04/29/2024

Paid By: Green Valley MHP

Description: Check # 2122

Payment Type: 2-CHECK

Payment Type Description: Check

Accepted By: Rita Severson

Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Use Permits - Mobile/Manufactured Home Parks (for 10 spaces)	P&Z P	Enter in amount of spaces	0.00	1,915.00	1,915.00
Zoning-Traditional Rezone Base Fee	P&Z P	(each additional acre over 5 acres = \$100 per acre up to \$25K max)	8.57	1,334.00	1,334.00
				Total:	\$3,249.00



Meeting Date: September 4, 2024

Agenda Item Type:

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

**Requesting Department: Utilities
Support Manager**

Staff Resource: Dorie Blair, Administrative

Agenda Title: Discussion, Consideration, and Possible Approval of an APS Utility Easement Acquisition for a Town of Camp Verde Parcel number APN: 403-20-007D to allow an upgrade to an existing APS power line and electric service.

Attached Documents:

- APS Offer Letter to Town of Camp Verde
- Utility Easement/Legal Description
- Area Map

Estimated Presentation Time: 5 Minutes

Estimated Discussion Time: 5 Minutes

Reviewed By:

- | | | | | |
|--|---|---|----------------------------------|--|
| ☒ Town Manager | ☒ Legal | ☒ Risk Management | ☐ Finance | ☒ Other: Town Engineer |
|--|---|---|----------------------------------|--|

Financial Review (if applicable):

- | | | | | |
|---------------------------------------|------------------------------|-----------------------------|---|---------------------------------|
| • Funding Source / GL Account Number: | | | | |
| • Approved in the FY25 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information: To upgrade an existing electric service, APS desires to rebuild the existing 12,000-volt electric distribution line in the area of Horseshoe Bend Dr. and Verde W. Dr., which will ensure greater reliability of our electrical system and provide for future growth. It will be necessary for APS to acquire easement rights for this facility across Town Parcel APN: 403-20-007D. Public Works, Utilities, and Engineering Departments have no objections to granting the easement on Parcel APN: 403-20-007D.

An appraisal was performed on behalf of APS by ATI Appraisers for this distribution line project in May 2024 for a neighboring property and placed the fee value of that property at \$1.11 per square foot. APS considers the \$1.11 per square foot value to be reasonable as a basis to compute compensation to be paid for the distribution line easement. Because APS will be acquiring an easement, which is just a right to use the property for electric line purposes and not a purchase of the easement in fee title, APS values the new easement rights being conveyed at 75% of land value for the acreage being used. Therefore, the value of the easement can be calculated as follows: Total Easement Area = 912 sq. ft. 912 sq. ft. x \$1.11 fee value = \$1,012.32 x 75% intensity of use = \$759.24 Total easement compensation \$759.24 The Town would expect to receive payment within 2-4 weeks after the executed easement is returned to APS.



Connection to the [FY25-FY30 Strategic Plan](#) N/A

Question(s) before the Council:

- Does the Council approve this APS utility easement acquisition?

Proposed Motion: Approval and Execution of an APS Utility Easement Acquisition for the Town of Camp Verde Parcel number APN: 403-20-007D to allow an upgrade to an existing APS power line and electric service.

SW 14 14N 4E
34.601, -111.905
403-20-007D
WE018110
DMD/MJB

UTILITY EASEMENT

TOWN OF CAMP VERDE, a Municipal Corporation (hereinafter called "Grantor"), is the owner of the following described real property located in Yavapai County, Arizona (hereinafter called "Grantor's Property"):

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

Grantor, for and in consideration of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, does hereby grant and convey to **ARIZONA PUBLIC SERVICE COMPANY**, an Arizona corporation, (hereinafter called "Grantee"), and to its successors and assigns, a non-exclusive right, privilege, and easement at locations and elevations, in, upon, over, under, through and across, a portion of Grantor's Property described as follows (herein called the "Easement Premises"):

SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF

Grantee is hereby granted the right within the Easement Premises to: construct, reconstruct, replace, repair, operate and maintain electrical lines, together with appurtenant facilities and fixtures for use in connection therewith, for the transmission and distribution of electricity to, through, across, and beyond Grantor's Property; install, operate and maintain telecommunication wires, cables, conduits, fixtures and facilities incidental to supplying electricity or for Grantee's own use (said electrical and telecommunication lines, facilities and fixtures collectively herein called "Grantee Facilities"); utilize the Easement Premises for all other purposes connected therewith; and permit the installation of the wires, fixtures, conduits, or cables of any other company.

Grantee is hereby granted the right, but not the obligation, to trim, prune, cut, and clear away trees, brush, shrubs, or other vegetation on, or adjacent to, the Easement Premises whenever in Grantee's judgment the same shall be necessary for the convenient and safe exercise of the rights herein granted.

Grantee shall at all times have the right of full and free ingress and egress to and along the Easement Premises for the purposes herein specified.

Grantor shall maintain clear areas that extend: 1) 3 feet from and around all edges of all switching cabinet pads and 2 feet from and around all edges of all transformer pads and other equipment pads, and 2) a clear operational area that extends 10 feet immediately in front of all transformer, switching cabinet and other equipment openings, and 3) a 6 feet by 6 feet hot-stick operating area off the front left corner of all transformers, all as shown on Exhibit "B" attached hereto and made a part hereof. No obstructions, trees, shrubs, large landscape rocks, fences, fixtures, or permanent structures shall be placed by Grantor within said clear areas; nor shall Grantor install landscape irrigation or sprinkler systems within said clear areas. Landscape irrigation or sprinkler systems installed adjacent to the clear areas shall be installed and

maintained so that the transformers, switching cabinets or any other equipment do not get wet by spray or irrigation.

Grantor shall not locate, erect or construct, or permit to be located, erected or constructed, any building or other structure or drill any well within the limits of the Easement Premises; nor shall Grantor plant or permit to be planted any trees within the limits of the Easement Premises without the prior written consent of Grantee. However, Grantor reserves the right to use the Easement Premises for purposes that are not inconsistent with Grantee's easement rights herein conveyed and which do not interfere with or endanger any of the Grantee Facilities, including, without limitation, granting others the right to use all or portions of the Easement Premises for utility or roadway purposes and constructing improvements within the Easement Premises such as paving, sidewalks, landscaping, and curbing. Notwithstanding the foregoing, Grantor shall not have the right to lower by more than one foot or raise by more than two feet the surface grade of the Easement Premises, and in no event shall a change in the grade compromise Grantee's minimum cover requirements or interfere with Grantee's operation, maintenance, or repair.

By accepting and utilizing this easement, Grantee agrees that following any installation, excavation, maintenance, repair, or other work by Grantee within the Easement Premises, the affected area will be restored by Grantee to as close to original condition as is reasonably practicable, at the expense of Grantee; and that Grantee shall indemnify Grantor, to the extent required by law, for any loss, cost or damage incurred by Grantor as a result of any negligent installation, excavation, maintenance, repair or other work performed by Grantee within the Easement Premises.

The easement granted herein shall not be deemed abandoned except upon Grantee's execution and recording of a formal instrument abandoning the easement.

The covenants and provisions herein set forth shall extend and inure in favor and to the benefit of, and shall be binding on the heirs, administrators, executors, successors in ownership and estate, assigns and lessees of Grantor and Grantee.

IN WITNESS WHEREOF, **TOWN OF CAMP VERDE**, a Municipal Corporation, has caused this Utility Easement to be executed by its duly authorized representative, this ____ day of _____, 2024.

TOWN OF CAMP VERDE,
a Municipal Corporation

By: _____
Printed Name

Title

Signature

STATE OF _____ }
County of _____ } ss.

This instrument was acknowledged before me this ____ day of _____, 2024,
by _____ of **TOWN OF CAMP VERDE**, a Municipal Corporation.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Notary Seal: _____
Notary Public Signature

LEGAL DESCRIPTION FOR
ARIZONA PUBLIC SERVICE
RIGHT-OF-WAY EASEMENT
TOWN OF CAMP VERDE

That part of the Southwest Quarter of Section 14, Township 14 North, Range 4 East, of the Gila and Salt River Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at the General Land Office Brass Cap marking the Southwest Corner of said Section 14, from which the General Land Office Brass Cap marking the West Quarter Corner of said Section 14 bears North 02°34'37" East (Basis of Bearing), a distance of 2,942.68 feet;

Thence North 02°34'37" East, along the West line of the said Southwest Quarter of Section 14, a distance of 1,302.99 feet;

Thence South 87°25'23" East, departing said West line, a distance of 1,299.60 feet to the Southwest Corner of that certain parcel of land as described in Document No. 2022-0033912, Yavapai County Records and the Point of Beginning;

Thence North 01°28'54" East, along the Westerly line of said parcel, a distance of 43.61 feet;

Thence North 55°36'23" East, departing said Westerly line, a distance of 37.80 feet to a point on the Easterly line of said parcel;

Thence South 02°49'38" West, along said Easterly line, a distance of 25.12 feet;

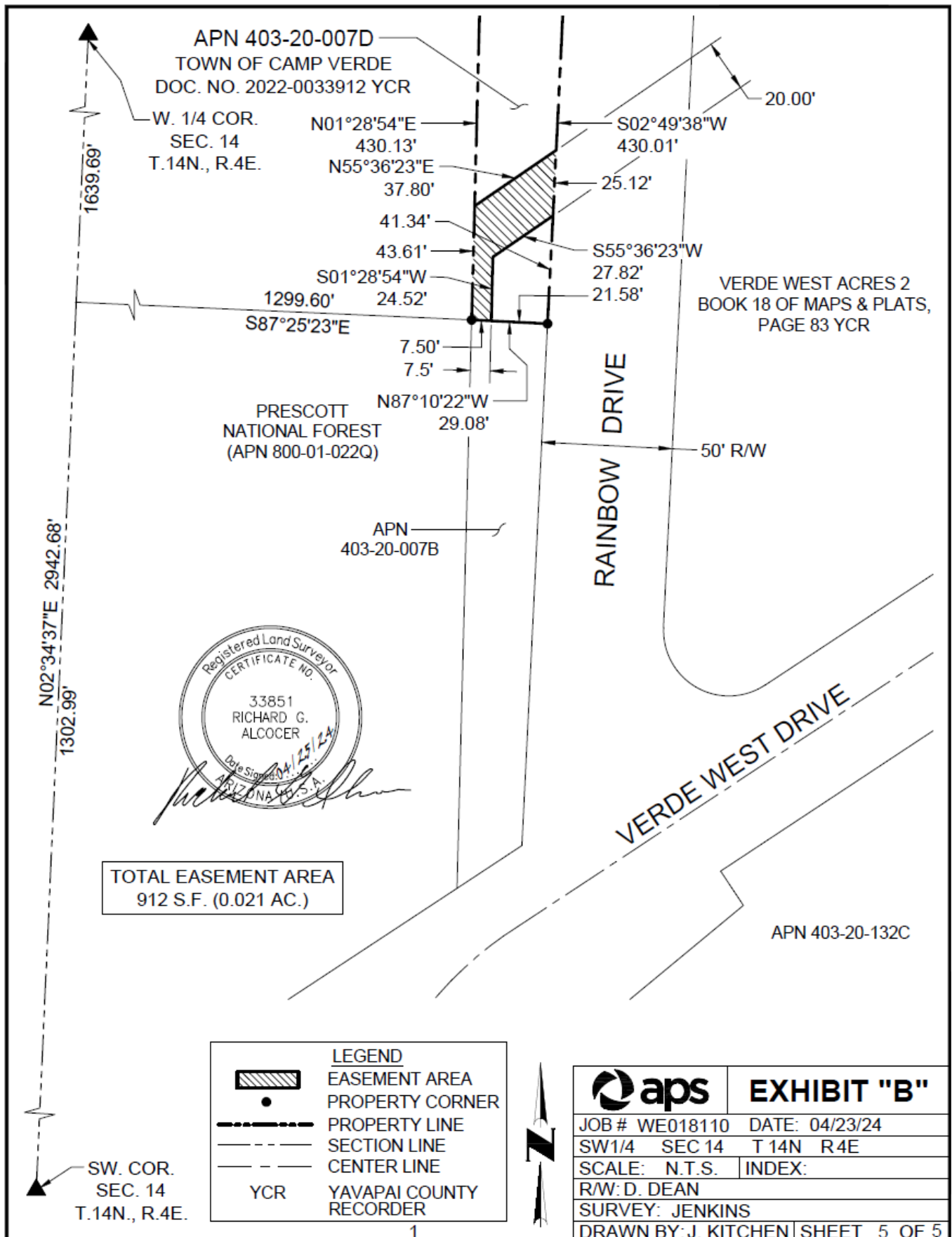
Thence South 55°36'23" West, departing said Easterly line, a distance of 27.82 feet;

Thence South 01°28'54" West, a distance of 24.52 feet to a point on the Southerly line of said parcel;

Thence North 87°10'22" West, along said Southerly line, a distance of 7.50 feet to the Point of Beginning.

Containing 912 Square Feet or 0.021 Acres, more or less.







Mail Station 3286
P.O. Box 53933
Phoenix, AZ 85072-3933

May 21, 2024

Ms. Dorie Blair
Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322

**Re: Utility Easement, WE018110 Cherry Creek 12kV Overhead Rebuild,
Yavapai County, APN: 403-20-007D**

Dear Ms. Blair,

By way of introduction, my name is Daniel Dean and I work in the Land Services Department for APS. Yavapai County records indicate that Town of Camp Verde, is the owner of that certain parcel of land (APN: 403-20-007D) in Camp Verde, Arizona. The purpose of this letter is to inform you of a distribution line project Arizona Public Service Company (APS) has initiated.

To upgrade the electric service, APS desires to rebuild the existing 12,000-volt electric distribution line in this area which will ensure greater reliability of our electrical system and provide for future growth.

Our current design proposes to rebuild the 12,000-volt distribution line to be along the easterly edge of your property. The electric wires will be supported by a single line of steel poles approximately 45 feet in height (out of ground) and spaced approximately 270 feet apart or as terrain and engineering constraints dictate.

To proceed with this project, it will be necessary for APS to acquire easement rights for this facility across your property. Design criteria for this type of line requires that APS obtain an easement up to 15 feet in width. The easement grant will allow you to use the distribution line easement area for any purpose that does not adversely affect the safety, operation, or maintenance of the electric facility. For your review, I have enclosed a standard Utility Easement that will provide the necessary land rights for this facility across the parcel you own.

Concerning compensation for the easement grant, an appraisal was performed on behalf of APS by ATI Appraisers for this distribution line project in May 2024 for a neighboring property and placed the fee value of that property at \$1.11 per square foot.

APS considers the \$1.11 per square foot value to be reasonable as a basis to compute compensation to be paid for the distribution line easement. Because we will be acquiring an easement, which is just a right to use the property for electric line purposes and not a purchase of the easement in fee title, APS values the new easement rights being conveyed at 75% of land value for the acreage being used. Therefore, the value of the easement can be calculated as follows:

Total Easement Area = 912 sq. ft.

912 sq. ft. x \$1.11 fee value = \$1,012.32 x 75% intensity of use = \$759.24

Total easement compensation \$759.24

If this proposal meets with your approval, please execute the enclosed easement form in the presence of a Notary and return an original to APS using the address below.

The U. S. Internal Revenue Service requires that APS report any compensation paid to a landowner over the amount of \$600.00. Therefore, you will be asked to sign a "Taxpayer Identification Form" to document the compensation paid to you or the Lender. Attached is this W-9 Tax ID form to be filled out and returned with the easement.

APS seriously desires to come to a mutually acceptable settlement with you concerning this easement grant and we hope that we can resolve the acquisition of this easement in a reasonable amount of time.

Your cooperation in this matter will enable APS to provide reliable electric power to all our customers in this region. If you have any questions, please contact me at (714) 323-6553 or e-mail me at Daniel.Dean@aps.com.

Sincerely,

Daniel Dean

Daniel Dean
Land Agent II
Land Services Department
Arizona Public Service Company

If by USPS

Arizona Public Service Company
PO Box 53933 Mail Station 3286
Phoenix, Arizona 85072
Attn: Darianna Arias

Or

If by FedEx or UPS

Arizona Public Service Company
2043 West Cheryl Drive
Phoenix, Arizona 85021
Attn: Darianna Arias
Mail Station 3286





Town Council Agenda Information Memorandum

Meeting Date: September 4, 2024

Agenda Item Type:

- ☐ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☒ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Utilities Department

Staff Resource: Jeff Low, Utilities Director

Agenda Title: Discussion, Consideration and Possible Approval of Resolution 2024-1148, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the Town of Camp Verde ("Town") to enter into an Intergovernmental Agreement ("IGA") with the Yavapai County Flood Control District ("District") for financial contributions from the District to the Town for Fiscal Year 2024-2025; and authorizing the Mayor and Staff to take any and all steps necessary to accomplish the above.

Attached Documents:

- Resolution 2024-1148
- Intergovernmental Agreement

Estimated Presentation Time: 3 minutes

Estimated Discussion Time: 3 Minutes

Reviewed By:

- ☒ Town Manager ☒ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable):

- Funding Source / GL Account Number: 06-410-46-432000
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

Background Information:

The Yavapai County Flood Control District provides annual funding to jurisdictions within the County that request flood control related projects. The Utilities Department has requested funding for this budget year for a variety of potential projects:

- Verde Lakes Drive Improvements – FEMA/AZDEMA BRIC Grant Match
- Sports Complex Drainage – Recharge Improvements
- Town-Wide Culvert and Drainage Maintenance Program
- General Drainage Improvements as Determined by the Town
- Dickison Circle Drainage Improvement

Not all of these project will be completed, but this gives staff the option to choose from a variety of projects where the funds can be spent this year. The FY annual fund is \$165,000.

The IGA will be on the Yavapai County Board of Supervisors agenda on September 18, 2024.



Town Council

Agenda Information Memorandum

Connection to the [FY25-FY30 Strategic Plan](#)

The project is connected through the Strategic Plan through design and maintenance of Community Drainage Infrastructure and fosters Effective Government by collaborating with Yavapai County.

Question(s) before the Council:

- Does Council approve Resolution 2024-1148, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the Town of Camp Verde to enter into an Intergovernmental Agreement with the Yavapai County Flood Control District for financial contributions from the District to the Town for Fiscal Year 2024-2025?

Proposed Motion: *Move to approve* of Resolution 2024-1148, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, authorizing the Town of Camp Verde ("Town") to enter into an Intergovernmental Agreement ("IGA") with the Yavapai County Flood Control District ("District") for financial contributions from the District to the Town for Fiscal Year 2024-2025; and authorizing the Mayor and Staff to take any and all steps necessary to accomplish the above.

RESOLUTION NO. 2024-1148

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE TOWN OF CAMP VERDE (“TOWN”) TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT (“IGA”) WITH THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT (“DISTRICT”) FOR FINANCIAL CONTRIBUTIONS FROM THE DISTRICT TO THE TOWN FOR FISCAL YEAR 2024-25; AND AUTHORIZING THE MAYOR AND STAFF TO TAKE ANY AND ALL STEPS NECESSARY TO ACCOMPLISH THE ABOVE.

RECITALS:

WHEREAS, the Town of Camp Verde (“Town”) and the Yavapai County Flood Control District (“District”) wish to enter into an intergovernmental agreement (“IGA”); and

WHEREAS, the District is proposing to allocate an amount not to exceed one hundred fifty five thousand dollars (\$165,000.00) to the Town for Fiscal Year 2024 – 25 for flood mitigation work; and

WHEREAS, the Town seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by constructing General Drainage Improvements within the Incorporated Town limits (hereinafter collectively referred to as the “Project”); and,

WHEREAS, the Town desires to receive District funds for the 2024-25 fiscal year to be used for the Town’s Project; and,

WHEREAS, it is in the best interests of the Town to enter into this IGA with the District.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1. THAT the Town hereby approves entering into an IGA (Town Contract No. 2024-197) with the District.

Section 2. THAT the Mayor and Staff are hereby authorized to execute the IGA between the Town and the District, and to take any and all steps deemed necessary to accomplish the above.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the Town of Camp Verde this ____ day of _____, 2024.

DEE JENKINS, Mayor

ATTEST:

APPROVED AS TO FORM:

LEAH RHODES
Town Clerk

TRISH STUHAN
Town Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA)
County of Yavapai) ss.

I, the undersigned Leah Rodes, being the duly appointed, qualified Town Clerk of the Town of Camp Verde, Yavapai County, Arizona, certify that the foregoing Resolution No. 2024-1148 is a true, correct and accurate copy of Resolution No. 2024-1148 passed and adopted at a Voting Meeting of the Council of the Town of Camp Verde, Yavapai County, Arizona, held on the _____ day of _____, 2024, at which a quorum was present and, by a _____ vote, _____ voted in favor of said resolution.

Given under my hand and sealed this _____ day of _____, 2024.

Seal

Town Clerk

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
TOWN OF CAMP VERDE
FOR THE FISCAL YEAR 2024-2025 FINANCIAL CONTRIBUTION
FROM THE DISTRICT TO THE TOWN FOR FLOOD CONTROL
IMPROVEMENTS

THIS INTERGOVERNMENTAL AGREEMENT BETWEEN THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE TOWN OF TOWN OF CAMP VERDE FOR THE FISCAL YEAR 2024-2025 FINANCIAL CONTRIBUTION TO THE TOWN FOR FLOOD CONTROL IMPROVEMENTS (the “Agreement”) is entered into, effective this 18th day of September 2024, between the Yavapai County Flood Control District, a political subdivision of the State of Arizona (the “DISTRICT”), and the Town of Camp Verde, Arizona, a municipal corporation of the State of Arizona (the “TOWN”). The District and the Town are sometimes collectively referred to as the “Parties” or individually as a “Party.”

RECITALS

WHEREAS:

- A. The DISTRICT is a special taxing district legally created in the State of Arizona and organized by Yavapai County to include and govern its jurisdiction.
- B. The DISTRICT administers the Federal Emergency Management Agency (“FEMA”) Regulations under the National Flood Insurance Program.
- C. The Yavapai County Board of Supervisors is the Board of Directors of the DISTRICT.
- D. The TOWN lies within the legal boundaries of the DISTRICT.
- E. The DISTRICT, the TOWN, and Yavapai County (“County”) are separate and distinct political subdivisions, but each can provide for the benefit of the other(s), for the benefit of public health, safety, and welfare, and other public purposes.
- F. The DISTRICT and the TOWN have authority to enter into Intergovernmental Agreements pursuant to Arizona Revised Statutes (“A.R.S.”) § 11-952, § 48-3603, and § 9-240, and TOWN’s Code.
- G. Among other things, the DISTRICT receives tax proceeds as general funding for the planning, construction, and maintenance of flood control improvements.
- H. Under the budgeting process for the DISTRICT, a category of “Contributions” (hereinafter “Funds”) has been established, setting aside monies that may be utilized by the various political subdivisions located within the boundaries of Yavapai County.

- I. The DISTRICT has approved and budgeted Funds to provide funding assistance for flood mitigation work and is authorized to expend such Funds for flood control projects (including storm water control) to political subdivisions for projects so long as the projects are flood or drainage related, cost-effective, a benefit to the County, the DISTRICT, and the political subdivision and are in accordance with FEMA regulations.
- J. The TOWN has experienced storm water control and flooding problems for a number of years in various locations and seeks to mitigate such problems to increase safety and protect public and private property and persons within the TOWN.
- K. The TOWN seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by constructing any or all of the following drainage improvements within the Incorporated Town limits (hereinafter collectively referred to as the “Project”):
- Verde Lakes Drive Improvements – FEMA/AZDEMA BRIC Grant Match
 - Sports Complex Drainage – Recharge Improvements
 - Town-Wide Culvert and Drainage Maintenance Program
 - General Drainage Improvements as Determined by the Town
 - Dickison Circle Drainage Improvement Project
- L. The TOWN desires to receive DISTRICT Funds for the 2024-2025 fiscal year to be used for its Project.
- M. The DISTRICT has budgeted Funds to support the Project in an amount not to exceed **One Hundred and Sixty-Five Thousand Dollars (\$165,000.00)** for fiscal year 2024-2025 which begins on July 1, 2024.

AGREEMENTS

NOW THEREFORE, for good and valuable consideration, including consideration of the mutual promises, terms, and conditions hereinafter set forth, including the mutual promises and obligations to be performed by the Parties hereto, IT IS AGREED BETWEEN THE TOWN AND THE DISTRICT AS FOLLOWS:

I. PURPOSE

The purpose of this Agreement is to authorize the DISTRICT to pay and contribute to the TOWN Funds in support of the TOWN’s Project. Such funding for fiscal year 2024-2025 shall not exceed **One Hundred and Sixty-Five Thousand Dollars (\$165,000.00)**.

II. COMMENCEMENT, DURATION, AND TERMINATION

The effective date is as set forth on page one (1) of this Agreement. Performance under this Agreement shall commence following the effective date and shall terminate upon the earliest of:

- A. The completion of the Project as determined by the TOWN;
- B. The exhaustion of the Funds allocated to the TOWN for the Project;
- C. June 30, 2025; (however, the TOWN shall have until July 31, 2025 to request Funds and the DISTRICT shall provide Funds as described in this Agreement); or

D. The mutual agreement of the Parties.
If this Agreement terminates for any reason, any unused portion of the Funds shall not be available to the TOWN without further agreement of the Parties.

III. RESPONSIBILITIES OF PARTIES

A. The TOWN shall:

1. Be solely responsible for the design, engineering, bidding, right-of-way acquisition, supervision, construction, inspection, administration, and project management of the Project and for contracting directly for all Project work.
2. If plans are used to bid, provide the DISTRICT a copy of the final Project plans.
3. Use the Funds for the Project in fiscal year 2024-2025.
4. Use the Funds exclusively for costs associated with the Project described above.
5. When requesting Funds from the DISTRICT, provide detailed invoices with supporting documentation for the request(s).
6. Request Funds from the DISTRICT on or before July 31, 2025 (for work completed in fiscal year 2024-2025).
7. Be responsible for the proper disbursement of the Funds provided by the DISTRICT.
8. Be responsible for maintaining the Project and the resulting improvements.

B. The DISTRICT shall:

1. Make Funds available to the TOWN for the Project as approved by the Board of Directors.
2. Provide funding as available and appropriate upon proper request(s) by the TOWN.
3. Pay properly invoiced requests monthly or on an alternate schedule as agreed to by the TOWN and DISTRICT.
4. Pay properly invoiced requests for work completed by the TOWN in fiscal year 2024 -2025 so long as TOWN's requests are received by the DISTRICT on or before July 31, 2025.

C. The DISTRICT and TOWN mutually agree:

1. That they recognize the Funds to be used by Parties pursuant to this Agreement are tax funds. The agreements herein for funding are based upon projected tax funds to be received. In the event the projected income is not received, there is the possibility that some or all of the Funds anticipated by this Agreement and set forth herein will not be available. All monetary obligations under this agreement shall be subject to annual budget approval of the respective governing bodies of the parties. A failure of either party's governing body to approve funding for payment of any obligation hereunder shall constitute grounds for termination of this agreement.
2. The Project is the sole responsibility of the TOWN, and not of the DISTRICT or the County. All real property upon which the Project work will occur is within the TOWN limits and not owned or under the control of the DISTRICT or County.

IV. INDEMNIFICATION

To the fullest extent permitted by law, the TOWN agrees to defend, indemnify, and hold harmless the DISTRICT, its Board of Directors, officers, employees, agents, or other representatives, the County, its Board of Supervisors, officers, employees, agents, or other representatives from any and all claims for damages or otherwise arising under this Agreement and from any negligent acts of the Town, its officers, employees, agents, or other representatives. This Indemnification provision shall survive the termination of this Agreement.

V. OTHER PROVISIONS

- A. NOTICE. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by certified mail, return receipt requested, addressed as follows:

TOWN OF CAMP VERDE
Town Manager
473 South Main Street, Suite 102
Camp Verde, AZ 86322

DISTRICT
Yavapai County Flood Control District Director
1120 Commerce Drive
Prescott, AZ 86305

- B. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties with respect to the subject matters herein, and may be amended, modified, or waived only by written instrument signed by both Parties.
- C. CONFLICT OF INTEREST. This contract is subject to the cancellation provisions of A.R.S. § 38-511.
- D. SEVERABILITY. In case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained therein.
- E. NON-DISCRIMINATION. The Parties shall comply with Executive Order 2023-01, which mandates that all persons, regardless of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status.

F. EMPLOYMENT VERIFICATION. Both parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. § 23-214 and § 41-4401 (together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach of this Agreement, and the parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor or subcontractor employee of either who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

G. LAWS. The Parties shall each be fully responsible for compliance with all statutes ordinances, codes, regulations, rules, court decrees, or other laws (hereinafter “Laws”) applicable to it as part of fully performing the Project with regards to their respective roles. This Agreement shall not relieve either Party of any obligation or responsibility imposed upon it by Laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year specified below.

YAVAPAI COUNTY
FLOOD CONTROL DISTRICT

TOWN OF CAMP VERDE

Craig L. Brown, Chairman Date
Board of Directors
Yavapai County Flood Control District

Dee Jenkins, Mayor Date
Town of Camp Verde

ATTEST:

Jayme Rush Date
Clerk of the Board of Directors

Virginia Jones Date
Acting Town Clerk

DETERMINATIONS OF COUNSEL
FOR THE
INTERGOVERNMENTAL AGREEMENT

BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
TOWN OF CAMP VERDE.

FOR THE FISCAL YEAR 2024-2025 FINANCIAL CONTRIBUTION
FROM THE DISTRICT TO THE TOWN FOR FLOOD CONTROL
IMPROVEMENTS

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the undersigned Attorney for the Town of Camp Verde. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona and the Town of Camp Verde.

Trish Stuhan, Town Attorney
Town of Camp Verde

Date

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the undersigned Attorney for the Yavapai County Flood Control District, Arizona. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Yavapai County Flood Control District.

Deputy County Attorney
Flood Control District

Date