



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 4, 2024 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/81074586522?pwd=SkxOR9MEiCVr4KgxBPOoDGB87wFSiP.1>

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

Meeting ID: 810 7458 6522

Passcode: 937393

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) Special Session – November 13, 2024, at 5:30 p.m. Pg. 5
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.** All presentations are limited to 15-minutes.
 - **Presentation and recognition of outgoing Council Members Jackie Baker and Cris McPhail.** Staff Resource: Town Clerk Leah Rhodes. Pg. 17
 - **Oath of Office for elected officials: Mayor Dee Jenkins and Council Members Brian Bolton, Robert Foreman and Jessie Murdock.** Staff Resource: Town Magistrate Gary Horton. Pg. 19
8. **Discussion, consideration and possible appointment of the Vice Mayor to serve a two-year term.** Staff Resource: Town Clerk Leah Rhodes. Pg. 25
9. **Approval of Resolution 2024-1153, a Resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2025 Meeting Dates and Times for the Town Council and Boards and Commissions meetings, superseding Resolution 2023-1128.** Staff Resource: Town Clerk Leah Rhodes. Pg. 27
10. **Approval of Resolution 2024-1154, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding Resolution 2023-1129.** Staff Resource: Town Clerk Leah Rhodes. Pg. 33
11. **Discussion, consideration and possible appointment of Council Members as Town representatives and alternates to various boards, committees and organizations.** Staff Resource: Town Clerk Leah Rhodes. Pg. 35
12. **Council Orientation.** Staff Resource: Town Manager Miranda Fisher. Pg.37
13. **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 and Bashas on 11-27-2024 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk

[Page intentionally left blank]



DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106, CAMP VERDE, AZ 86322
WEDNESDAY, NOVEMBER 13, 2024, at 5:30 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 5:30 p.m.

2. Roll Call

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

Also, Present

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

3. Pledge of Allegiance Councilor McPhail led the Pledge.

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

a) Approval for the Town Finance Director to make the attached budget adjustments labeled BAFY24-03 for the FY24 budget year as discussed in the Background Information section. Staff Resource: Finance Director Michael Showers.

b) Approval of the FY25 Budget Calendar. Staff Resource: Finance Director Michael Showers.

On a **motion** made by Councilor McPhail, seconded by Vice Mayor Moore, the Council **moved** to approve the consent agenda as presented.

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.

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))

Charlotte Salsman reported her concerns on 7th Street and Hollamon Street, having no left turn sign going westbound on Hollamon Street to turn south on to 7th Street. Ms. Salsman stated she would like to see four stop signs installed at the location and highlighted the need for trimming the surrounding brush. Additionally, Ms. Salsman requested repairs to the lights located outside the Council Chambers.

6. Special Announcements and Presentations:

- **Life Saving Award Presentation to Dispatcher Angela Whitman and Deputy Sergeant Josh Collins.** Staff Resource: Town Marshal Corey Rowley.

Marshal Rowley presented a “Life Saving Award” to Dispatcher Angela Whitman and Deputy Sergeant Josh Collins.

- **Engagement of Law Enforcement Accreditation Specialists, LLC for Arizona Law Enforcement Accreditation recertification assistance.** Staff Resource: Town Marshal Corey Rowley.

Marshal Corey Rowley discussed the importance of maintaining ALEAP (Arizona Law Enforcement Accreditation), which CVMO achieved in 2021, as it helps minimize the Town’s liability in addressing law enforcement challenges. However, the accreditation requires annual documentation for recertification, a requirement not initially disclosed. Due to staffing shortages, completing this task internally is not feasible. Marshal Rowley will be hiring an external resource to meet the July 2025 recertification deadline, with the estimated cost of \$20,000 to \$25,000 covered by savings from the vacant Quartermaster position. The long-term plan includes transitioning the Quartermaster role into an Accreditation Specialist.

The Council asked questions regarding how CVMO will ensure the proper documentation is completed annually. Marshal Rowley responded to questions from the Council.

No action was taken as the decision to utilize cost savings from salaries to pay for the accreditation support is an administrative decision.

- **Review of the October 1, 2024 Building/Development Stakeholder meeting and a presentation of the Community Development Department Action Plan, which was established in response to the meeting.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Miranda Fisher stated that on October 1st, Town staff held a “Permitting, Plan Review, and Building Feedback Session”. The purpose of the meeting was to hear from developers, contractors, architects, and others involved in building projects within the Town about what is working well and where they may be encountering challenges. During the meeting, feedback focused on the Town’s operational processes, staffing needs, and the value of standardized practices to better support staff and enhance public interactions. Key concerns raised included high staff turnover, inconsistencies in communication, project review timelines, and fee transparency. These discussions underscored the importance of structured training

programs, clearer communication channels, streamlined review processes, and consistent facility standards across Town operations.

The action plan developed from this feedback was administrative only and falls under the purview of the Town Manager (who also serves as the Acting Community Development Director), rather than the Town Council or Planning & Zoning Commission. Manager Fisher stated the action plan is intended to address operational improvements solely within the administrative scope. The primary projects, goals and key action items that were included were: Training and Development; Communication; Streamlining Project Reviews; Document Retention and Digitization; Financial Transparency & Consistency; Town Facilities Audit and Retention & Detention Standards.

Manager Fisher explained that staff will continue to work diligently on the initiatives and keep relevant parties informed of progress. The next meeting is planned for April 1, 2025.

Mayor Jenkins emphasized the importance of evaluating whether the established goals were achieved and if they effectively addressed the issue. Mayor Jenkins inquired whether the matter would be reported back to the Council before or after the next meeting.

Town Manager Fisher responded that the group would gather feedback and present their findings to the Council following the April 1st meeting.

No action was taken.

7. Discussion, consideration and possible approval for staff to re-direct \$343,500 of water and wastewater designated ARPA money, which was allocated for the Dickison Drainage Erosion Project, to cover FY24 Maintenance and Sludge Disposal expenses in the Wastewater Department. Staff Resource: Finance Director Michael Showers.

Finance Director Michael Showers provided an overview of FY25 approved Capital Improvement Plan that includes \$351,300 of ARPA funding for the Dickison Drainage Erosion Project. The project has a grant component of \$498,700 for a total project cost of \$800,000. The request is to move \$343,500 away from the Dickison Drainage Erosion Project as that project is not guaranteed to be completed by December 31, 2024, when ARPA deadlines take hold. ARPA funds have always intended to support all Water & Wastewater activities and so funding our maintenance costs after taking the Loss of Revenue Exclusion under ARPA is a perfectly acceptable use of the funds. This will allow the utilization of Town funds to complete the Dickison Drainage Erosion Project without meeting the impending ARPA deadline. Total maintenance and sludge disposal costs for FY24 were \$343,556.06.

On a **motion** made by Councilor McPhail, seconded by Councilor Escoffier, the Council **moved** to approve staff to re-direct \$343,500 of water and wastewater designated ARPA money, that was allocated for the Dickison Drainage Erosion Project, to cover FY24 Maintenance and Sludge Disposal expenses in the Wastewater Department.

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.

8. **Discussion, consideration and possible approval for staff to develop a budget process to direct funds received from insurance reimbursements for totaled vehicles and funds received from the sale of Town vehicles into the CIP Fund for use in the Town's Vehicle Replacement Program.** Staff Resource: Finance Director Michael Showers.

Finance Director Michael Showers provided an overview and concept of the Vehicle Replacement Program and how the Town handles the replacement of damaged vehicles within a budget year. Currently, if a vehicle is destroyed, there is no budget mechanism available to replace that vehicle. This would allow for funds to be budgeted for and built up within the CIP fund to cover or at least mitigate the impact of replacing an unusable vehicle. The Town has already budgeted for this program within the FY25 budget allowing for \$50,000 to be used for vehicle replacement if funding is available.

On a **motion** made by Councilor Escoffier, seconded by Councilor McPhail, the Council **moved** to approve staff to direct funds received from insurance reimbursements for totaled vehicles and funds received from the sale of Town vehicles into the CIP Fund for use in the Town's Vehicle Replacement Program.

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.

9. **Continuation of Public Hearing: Discussion, consideration and possible approval of Ordinance 2024-A494 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 305.1-Livestock Regulations.** Staff Resource: Town Manager Miranda Fisher.

• **Staff Comments**

Town Manager Miranda Fisher explained that the Town Council held its first public hearing on the item on November 6, 2024. However, it was discovered that Exhibit A, the ordinance language for Ordinance 2024-A494, was missing from the agenda packet. As a result, the public hearing was continued to November 13, 2024.

- **Open Public Hearing** Mayor Jenkins opened the Public Hearing at 6:58 p.m.

Brenda Powell stated she is against animal ordinance because of code enforcement procedures.

Claudia Hauser, a member of the work group and a Planning and Zoning Commissioner, stated she hoped to see the matter conclude that evening and for Council to approve Commissioner Robert Foreman's bullet points. Ms. Hauser expressed her support for swine and hopes the Town will continue to permit them.

Daria Weir spoke in favor of the agenda item and stated she would prefer no animal count at all. Ms. Weir recommended either incorporating Robert Foreman's bullet points or eliminating the animal count altogether.

Eileen Martin spoke against the agenda item. Ms. Martin added that the citizens in the Council Chambers that evening are just a small portion of who the Council represents. The general public relies on Council to represent all of the residents. Ms. Martin stated there will probably be a referendum, recall or lawsuits if Council doesn't think of everyone in the community.

Cathy Morgan spoke against the agenda item. Ms. Morgan stated she would like the current Ordinance to stay as it stands.

Jordy Weaver spoke about the western way of life and Camp Verde's western heritage is at stake. Ms. Weaver stated the new ordinance was a significant compromise. The town is growing, and it is necessary to protect the town's western charm that draws people to the area. Regarding a potential referendum or recall, Ms. Weaver emphasized that Ordinance is not about winning or losing. Ms. Weaver emphasized that this issue affects only a small portion of the community, which is why attendance at the meeting was limited. Ms. Weaver stated that pursuing a referendum would be an unnecessary use of taxpayer funds and expressed her gratitude to those who have worked diligently on the matter, while respecting the Council's decision.

Cathy Noble wrote a letter of concern to each of the Council Members and appreciated the feedback from the Council. Ms. Noble stated the town has an ordinance in place that is not being enforced. Ms. Noble expressed a desire to make an effort to enforce the existing ordinance before any changes are implemented.

Charlotte Salsman expressed mixed feelings about the Ordinance, stating she is for and against the Ordinance. Ms. Salsman stated swine should be permitted only for 4H and FFA programs, that buffalo should not be allowed, and that the focus should be on maintaining cleanliness. Ms. Salsman urged the Council to consider the needs of all residents.

Mary Phelps, a member of the work group, urged the Council to consider the results of the community survey, which indicated that 75% of respondents wanted no animal count at all or increase the animal account, while 20% preferred to maintain the current ordinance. Ms. Phelps encouraged the Council to review the notes and feedback from the open house.

Rachel Nussberger was in agreement with Ms. Claudia Hauser regarding the continuation to permit swine. Ms. Nussberger voiced opposition to the current animal count, particularly as it stands. Ms. Nussberger emphasized that property owners should be responsible for maintaining the cleanliness. Ms. Nussberger suggested either increasing the animal count or eliminating it altogether.

Shawn Gray stated property owners need to maintain their property and fly control.

Stephen Magoon spoke against this agenda item. Mr. Magoon requested Council to oppose the changes to the Ordinance.

Tanner Bryson spoke in favor of raising the animal count and favors Robert Foreman's recommendations. Mr. Bryson stated he supports the Town's Code Enforcement Officers and their duties enforcing the codes.

Christa Brunori spoke in favor of the item and stated one of her concerns was the point allocation for cattle versus horses and other animals. Ms. Brunori stated that regardless of whether the Council decides to reduce or increase the point system her opinion was that discrimination with rodeo enthusiasts could end that evening. Ms. Brunori stated Code Enforcement staff should be trained to gauge the size of an animal.

Jessica Oium spoke in favor of the item and defended the duties of Code Enforcement. Ms. Oium recommended including Robert Foreman's suggestions.

Cheri Wischmeyer, a member of the work group, stressed that swine breeding should not be allowed in the town. Ms. Wischmeyer recommended implementing limitations on the number of individuals allowed to breed animals for youth programs, noting that the number of swine can exceed the number of youth participants.

Amanda Butler introduced herself in Navajo. Recently, her family relocated from Flagstaff to Camp Verde to have livestock and live the western way of life. Ms. Butler stated her lively hood depends on sheep and cattle and was raised to live off the land and what it provides. Ms. Bulter recommended eliminating the animal count.

- **Close Public Hearing** Mayor Jenkins closed the Public Hearing at 7:41 p.m.
- **Council Discussion**

Mayor Jenkins suggested Council review page 89, the staff recommendation of the Council packet, to see all of the proposed changes, as well as Robert Foreman's suggestions, and to review page by page. Mayor Jenkins thanked the work group members, citizens and staff for their work on the Ordinance.

Councilor Murdock inquired about the point difference outlined in TABLE 305.1.B-EXAMPLE OF LIVESTOCK ALLOWED, between a half-acre and a full acre of property. Councilor Murdock questioned whether a base number is assigned and whether an equation is used to determine the points of a base animal. Councilor Murdock noted that the significant disparity in points could cause challenges for property owners and suggested that addressing this gap might help alleviate some of the property owners' stress with the animal count.

Town Manager Fisher stated one consideration is the point count under the table increases by 6 per point count. Manager Fisher explained, you would start at half an acre being 24, an acre becomes 30, 1.25 becomes 36; then where 2 acres becomes 54.

Planner II Cory Mulcaire stated referring to the chart, which is the quarter acre mark; six points for every quarter acre. So, you would have base points, 24 points for half an acre, 3/4 an acre would have 30 points, one acre would have 36 points. It would go up to six points every quarter of an acre; two acres would now be 62 points.

Vice Mayor Moore inquired whether there are more half to 1-acre parcels than 1+ acre parcels in low-density areas. Planner II Mulcaire confirmed that, indeed, the majority of parcels in low-density areas are in the half to 1-acre range, noting that livestock cannot be kept on properties smaller than half an acre. Councilor Escoffier questioned, is livestock an Accessory Use in a residential property. Planner II Mulcaire explained that livestock falls under the definition of

Agriculture which is a Primary Use in all of the town zones. Livestock is a Primary Use that does not have to have a Primary Use established before you can have agriculture.

Councilor Escoffier stated she does not agree with separating the size of the cattle count and bison should not be included in the animal count.

Mayor Jenkins asked if there was ever a complaint about bison. Planner II Mulcaire stated no, we have not had any complaints. Mayor Jenkins asked how it would work if Council decided not to include bison.

Town Manager Fisher explained that the property would become a legal non-conforming use, permitting the presence of bison until the property no longer had bison. Mayor Jenkins expressed that while she does not particularly support bison breeding, their presence in the town has already established. Vice Mayor Moore inquired about the thought process used to categorize each animal. Councilor Escoffier raised concerns about the difficulty Code Enforcement Officers might face in making determinations. Vice Mayor Moore noted past challenges with code enforcement and questioned how officers were trained to distinguish between the different animal weight classifications. Town Manager Fisher stated current officers are well trained, and future Code Enforcement employees will receive training as well. Vice Mayor Moore suggested that cattle below a certain weight should remain in the category initially proposed.

Swine Discussion:

Mayor Jenkins questioned the current swine code. Code Enforcement Officer Jessica Bolton stated you have to have a minimum of one acre and then you can have no more than (1) butcher pig or (1) pet pig per parcel (even if you have ten acres). Code Enforcement Officer Bolton stated the new ordinance states you have to have a minimum of *two acres* then you can have *two pigs, three acres you can have three pigs, four acres you can have four pigs, five acres you can have five pigs*, and then no more than five pigs per parcel. Vice Mayor Moore asked if we put a limit by specifying market pigs vs. breeding pigs. Councilor Murdock suggests it is about animal husbandry and doesn't think a pig should be as many points as a buffalo. Vice Mayor Moore questioned, do we change the points, or the acre set up. Town Manager Fisher stated Council could consider striking "E1" and consider a higher point for bison. Planner II Mulcaire stated staff would like Council to still consider keeping the maximum amount of five pigs in total per parcel. Town Manager Fisher said that means keeping "E2". Councilor McPhail stated what will make this work is when it does not become a nuisance, and neighbors are working together. Councilor Murdock still does not think one pig should equal 24 points. Council discussed the points assessed to pigs. Vice Mayor Moore questioned how staff came up with the points for certain animals. Planner II Mulcaire stated the numbers are consistent with the current ordinance and when the town adopted the County's Code. Code Enforcement Officer Bolton stated the points were discussed in the work group meetings. Councilor Murdock would like to move swine points to twelve.

Bison Discussion:

Councilor Baker wanted to confirm that if a property owner has a bison, they must have five or more acres. Code Enforcement Officer Bolton explained bison were not mentioned in the current code. Town Manager Fisher stated the current proposal of the possible breakdown of parcel size per point would allow bison on a ½ acre. Manager Fisher suggested doing some word smithing on "E" to break out swine and bison separately. Councilor Baker stated she would be opposed to including the bison. Councilor Baker also stated she was not sure how they were going to address the bison that were already there. Councilor Baker also added that she does not want

us to have something here that is going to invite and necessitate people to divide their property to accommodate their livelihood. Councilor Baker expressed concern about the potential dangers posed by bison, emphasizing that the absence of complaints does not mean the issue should be overlooked in discussions about permitting these animals. Councilor Baker stated that she would oppose including bison in the current proposal. Additionally, Councilor Baker questioned how the bison already present in the town will be addressed. Councilor Baker voiced apprehension about creating a situation where property owners might be required to subdivide their land.

Mayor Jenkins wanted to recap the following: move swine from the 24-point category to 12-point category.

- In the E Section remove E1 and keep E2. Town Manager Fisher stated to make it clear that E1 is for bison. The parcel size must be two acres or more for bison and just add a note under 305.1.A, 12 points "See additional standards in section 305 E related to swine" and then under 24 points, you have "See the additional standards in section 305 E related to bison."
- E3 was struck all together.

Mayor Jenkins requested Council review changes page by page. Council discussed the following items:

- Amend F.3.a.1 to read as, *"Manure stored in mounds must be set back thirty-foot (30') or sixty foot (60') from any property line. Total mound storage can be no more than five (5) cubic yards."*
- Amend G.4.b. to read as, *"The maximum number of livestock allowed with a Youth-Equestrian Permit is up to one hundred percent (100%) of the maximum number of livestock allowed."*
- Amend H. to read as, *"Any parcel where livestock is allowed may apply to increase the livestock count up to one hundred (100) percent of the number of livestock allowed according to Table 305.1.A. and subject to the following criteria."*
- H.1.e. Amended to read as, *"Should formal written objections be submitted by more than fifty percent (50%) and not less than two (2) of the neighbors within three hundred feet (300'), then a Use Permit is required to be processed under Section 601.C."*
- H.2.a. The last sentence amended to read as, *"The Town Council shall set a reasonable fee in the Fee Schedule that will be submitted at the time of the permit."*
- H.2.e. Middle sentence amended to read as, *"However, if more than fifty percent (50%) and not less than two (2) of the neighbors within three hundred feet (300') submit written objections, the Community Development Director will refer the applicant to the Use Permit process, as outlined in Section 601.C."*
- I. Amended to read as, *"Youth-Livestock Permits, Youth-Equestrian Permits, and Administrative Review Permits may be revoked at any time upon final determination of the code complaint violation as determined by [Town Code Section for Code Enforcement]"*.

Town Manager Fisher responded to questions from Council and recommended the Council take a break so that she could compile the amendments, track them in the ordinance and then repeat them back to Council so they could consider making a motion with the changes as stated by Town Manager Fisher for the record.

Council recessed the meeting at 8:03 PM.

Council reconvened the meeting at 8:13 PM.

Mayor Jenkins pointed out that really what started the process with the Ordinance was comments and concerns with the citizens. Mayor Jenkins stated she wanted to give a moment for staff to explain the benefits of the ordinance, how it strengthens code enforcement, and provides the necessary tools to enhance their work. Code Enforcement Officer Jessica Bolton responded, stating that the team, as a whole, had reviewed numerous nuisance cases and acknowledged that no two properties are the same. After careful discussion, they reached a consensus on the key aspects to focus on for code enforcement. The primary issues identified were:

1. Soil Conditions- Soil should not be overly saturated with manure or waste products to the point where it negatively impacts the surrounding environment, such as water runoff or soil erosion. Signs of out-of-compliance conditions would include visible layers of manure caking the soil or standing pools of waste.
2. Fly Infestation- a noticeable increase in the presence of flies or pests is a key indicator of improper waste management. Fly population becomes excessive to the point where it poses a nuisance to the neighbors or to the public health risk, it would be grounds for a citation. Additionally, you have to take into consideration the different areas of Camp Verde and the surrounding areas. One property that's closer to the river might have more flies than a property that's away from the river. So that is something that we have to take into consideration.
3. Odor- while some odor is expected, excessive, persistent and overpowering smells that extend beyond the property line can indicate that waste is not being managed properly. If the odor is strong enough to disturb neighboring properties or surrounding communities, this would be considered out of compliance. Knowing the difference in odor and smell is going to be important.
4. Manure Management- accumulation of the manure in areas where it is not properly stored or managed, leading to the potential contamination of nearby water sources or environment would also be a concern.

The new recommendations for manure management, including the 60-foot setback from any property line, provide Code Enforcement with the necessary tools to determine and address instances of non-compliance.

Manager Fisher read back to the Council all the changes that were discussed and agreed upon during the discussion. Manager Fisher noted that all changes were related to Section 305.1.

*A. Strike "**neighboring**"

*B. Amend to read as "This Section **305.1** does not apply to agricultural operations conducted on farmland pursuant to A.R.S. 3-112."

*C.3. Amend to read "Keeping of **Animal** Fowl."

*Amend Table 305.1.A. as follows:

- Cattle < 600 lbs. = 6 points.
- Cattle 600+ lbs. = 12 points.
- Move swine from 24 points to 12 points.
- Add a note next to 12 points that states "(see additional standards in Section 305.E. related to Swine.)"
- Strike swine from the 24 points list.
- Amend the note next to 24 points to read "(see additional standards in Section 305.E. related to Bison.)"

*D. Strike the first sentence. Amend the second sentence to read "Lots of **one-half (1/2)** acre or more may increase the allowable number of points by an increment of six (6) points for each additional, contiguous quarter (0.25) acre."

*Table 305.1.B. Amend the table to be as follows; examples will be updated accordingly, including the note example.

- ½ acre = 24 points
- ¾ acre = 30 points
- 1 acre = 36 points
- 1.25 acres = 42 points
- 1.5 acres = 48 points
- 1.75 acres = 54 points
- 2 acres = 60 points

*E.1. Amended to read as “Parcel size must be two (2) acres or more **for bison.**”

*F. 1. Last sentence amended to read as “These areas must also prevent the proliferation of flies, insects, vermin, rodents, the creation of foul odors, **and** stagnant water, which are deemed a Nuisance, as defined in Section 103 of this Ordinance.”

*F.3. a. 1. Amended to read as “Manure stored in mounds must be **setback sixty feet (60’)** from any property line.”

*G.2. b.4.b. Amended to read as “The maximum number of livestock allowed with a Youth-Equestrian Permit is limited **up to one hundred percent (100%)** of the maximum number of livestock allowed.”

*H. Amended to read as “Any parcel where livestock is allowed may apply to increase the livestock count by **up to one hundred percent (100%)** of the number of livestock allowed according to Table 305.1.A. and subject to the following criteria.”

*H.1. e. Amended to read as “Should formal written objections be submitted by more than **fifty percent (50%) and not less than two (2)** of the neighbors within three hundred feet (300’), then a Use Permit is required to be processed under Section 601.C.”

*H.2. a. The last sentence amended to read as “The Town Council shall set a reasonable fee in the Fee Schedule that will be submitted at the time of the permit.”

*H.2.e. Middle sentence amended to read as “However, if more than fifty percent (50%) and not less than two (2) of the neighbors within three hundred feet (300’) submit written objections, the Community Development Director will refer the applicant to the Use Permit process, as outlined in Section 601.C.”

*I. Amended to read as “Youth-Livestock Permits, Youth-Equestrian Permits, and Administrative Review Permits may be revoked at any time upon final determination **of the code complaint violation as determined by [Town Code Section for Code Enforcement]**”

On a **motion** by Councilor McPhail, seconded by Councilor Murdock, the Council **moved** to approve Ordinance 2024-A494, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 305.1 –Livestock Regulations with the amendments as outlined by Town Manager Miranda Fisher.

Roll Call Vote:

Councilor Baker: nay

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: nay

Councilor Escoffier: nay

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 4-3.

10. Adjournment

Mayor Jenkins adjourned the meeting at 8:31 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on November 13, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Leah Rhodes, Town Clerk

DRAFT

[Page intentionally left blank]



Town Council Agenda Information Memorandum

Meeting Date: December 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: Town Clerk Leah Rhodes

Agenda Title: Presentation and recognition of outgoing Council Members Jackie Baker and Cris McPhail.

Attached Documents: N/A

Estimated Presentation Time: N/A

Estimated Discussion Time: 15 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:

Presentation of awards for years of service to Councilor Jackie Baker and Councilor Chris McPhail.

Question(s) before the Council:

- Does Council have any questions for staff?

[Page intentionally left blank]



Town Council Agenda Information Memorandum

Meeting Date: December 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: Town Magistrate Gary Horton

Agenda Title: Oath of Office for elected officials: Mayor Dee Jenkins and Council Members Brian Bolton, Robert Foreman and Jessie Murdock.

Attached Documents:

- Copy of Oath of Offices

Estimated Presentation Time: N/A

Estimated Discussion Time: 15 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:

Town Magistrate Gary Horton will complete the Oath of Office with Dee Jenkins, Brian Bolton, Robert Foreman and Jessie Murdock.

All members of the Council shall assume the duties of office at the first Regular Meeting of the Council in December following the date of the General Election at which any remaining Council Members were elected (Per Camp Verde Town Code, Section 2-1-3). Immediately before assumption of the duties of office, the Mayor and each Council member shall, in public, take and subscribe to the Oath of Office (Per Camp Verde Town Code, Section 2-1-5).

Question(s) before the Council:

- Does Council have any questions for staff?

TOWN OF CAMP VERDE



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

I **DEE JENKINS**, 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 **MAYOR** 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 4 day December **2024**.*

Gary Horton-Town Magistrate
Town of Camp Verde

TOWN OF CAMP VERDE



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

I, **BRIAN BOLTON**, 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 COUNCIL** 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 4 day December 2024.

Gary Horton, Town Magistrate
Town of Camp Verde

TOWN OF CAMP VERDE



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

I, **ROBERT FOREMAN**, 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 COUNCIL** 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 4 day December 2024.

Gary Horton, Town Magistrate
Town of Camp Verde

TOWN OF CAMP VERDE



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

I, **JESSIE MURDOCK**, 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 COUNCIL** 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 4 day December 2024.

Gary Horton, Town Magistrate
Town of Camp Verde

[Page intentionally left blank]



Town Council Agenda Information Memorandum

Meeting Date: December 4, 2024

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Discussion, consideration and possible appointment of the Vice Mayor to serve a two-year term.

Attached Documents: N/A

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 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:

Per Town Code, Section 2-2-2 Vice-Mayor (2008-A355) (2016-A415), the Council shall select a Vice Mayor after the official canvass is certified and approved following the date of the General Election. The Vice Mayor shall serve for a two-year (2) term at the pleasure of the Council. The Vice Mayor shall assume the duties of the Mayor in the absence, disqualification, incapacitation or resignation of the Mayor

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

By selecting a Vice Mayor, the Town Council is advancing its focus of good governance.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to nominate [INSERT NAME] to serve as Vice Mayor.

[Page intentionally left blank]



Town Council Agenda Information Memorandum

Meeting Date: December 4, 2024

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Approval of Resolution 2024-1153, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting the 2025 meeting dates and times for the Town Council and Boards and Commissions meetings, superseding Resolution 2023-1128.

Attached Documents: Resolution 2024-1153

Estimated Presentation Time: 5 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:

Town Code, 4-2-1.3 stipulates that the Council will establish by Resolution, the meeting dates and times for Town Council and all Boards and Commissions meetings in January of each year. This Resolution meets the Town Code Requirements and establishes the 2025 meeting dates and times for Town Council and Boards and Commissions meetings for 2025.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** Resolution 2024-1153, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting the 2025 meeting dates and times for the Town Council and Boards and Commissions meetings, superseding Resolution 2023-1128.

OR

I move to **APPROVE** Resolution 2024-1153, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, setting the 2025 meeting dates and times for the Town Council and Boards and Commissions meetings, superseding Resolution 2023-1128 **with the following changes...**



RESOLUTION 2024-1153

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA SETTING THE 2025 MEETING DATES AND TIMES FOR THE TOWN COUNCIL AND BOARDS AND COMMISSIONS MEETINGS, SUPERSEDING RESOLUTION 2023-1128.

WHEREAS, it is in the best interest of the Town to inform citizens of all regular Council, Commission and Committee meetings, dates and times,

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following meeting dates and times for the Mayor and Common Council, Town Boards and Commissions as follows:

Mayor and Council, Board, and Commission Meeting Schedule

Note: Meetings are held in Council Chambers located at 473 S. Main Street, Ste. 106, Camp Verde, Arizona unless otherwise noted on the notice that is posted no later than 24 hours prior to each meeting. Special meetings or work sessions may be scheduled by consent of the Town Manager and will be posted no later than 24 hours prior to such meeting.

Mayor and Common Council of the Town of Camp Verde 2025 Meeting Schedule		
Regular Session	January 1, 2025 Cancelled	6:00 p.m.
Regular Session	January 15, 2025	6:00 p.m.
Regular Session	February 5, 2025	6:00 p.m.
Regular Session	February 19, 2025	6:00 p.m.
Regular Session	March 5, 2025	6:00 p.m.
Regular Session	March 19, 2025	6:00 p.m.
Regular Session	April 2, 2025	6:00 p.m.
Regular Session	April 16, 2025	6:00 p.m.
Regular Session	May 7, 2025	6:00 p.m.
Regular Session	May 21, 2025	6:00 p.m.
Regular Session	June 4, 2025	6:00 p.m.
Regular Session	June 18, 2025	6:00 p.m.
Regular Session	July 2, 2025	6:00 p.m.
Regular Session	July 16, 2025	6:00 p.m.
Regular Session	August 6, 2025	6:00 p.m.
Regular Session	August 20, 2025	6:00 p.m.
Regular Session	September 3, 2025	6:00 p.m.
Regular Session	September 17, 2025	6:00 p.m.
Regular Session	October 1, 2025	6:00 p.m.
Regular Session	October 15, 2025	6:00 p.m.
Regular Session	November 5, 2025	6:00 p.m.
Regular Session	November 19, 2025	6:00 p.m.
Regular Session	December 3, 2025	6:00 p.m.
Regular Session	December 17, 2025	6:00 p.m.

Regular Meetings of the Planning & Zoning Commission

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the second and fourth Thursday of every month beginning in January 2025. Additionally, Special Session meetings may be scheduled and held as when needed. All regular meetings will start at 6pm.**

Planning & Zoning Commission of the Town of Camp Verde 2025 Meeting Schedule		
Regular Session	January 09, 2025	6:00 p.m.
Regular Session (as needed)	January 23, 2025	6:00 p.m.
Regular Session	February 13, 2025	6:00 p.m.
Regular Session (as needed)	February 27, 2025	6:00 p.m.
Regular Session	March 13, 2025	6:00 p.m.
Regular Session (as needed)	March 27, 2025	6:00 p.m.
First Quarterly Report for Period January 2025 through March 2025 will be heard at the first April 2025 Council Meeting.		
Regular Session	April 10, 2025	6:00 p.m.
Regular Session (as needed)	April 24, 2025	6:00 p.m.
Regular Session	May 8, 2025	6:00 p.m.
Regular Session (as needed)	May 22, 2025	6:00 p.m.
Regular Session	June 12, 2025	6:00 p.m.
Regular Session (as needed)	June 26, 2025	6:00 p.m.
Second Quarterly Report for Period April 2025 through June 2025 will be heard at the first July 2025 Council Meeting.		
Regular Session	July 10, 2025	6:00 p.m.
Regular Session (as needed)	July 24, 2025	6:00 p.m.
Regular Session	August 14, 2025	6:00 p.m.
Regular Session (as needed)	August 28, 2025	6:00 p.m.
Regular Session	September 11, 2025	6:00 p.m.
Regular Session (as needed)	September 25, 2025	6:00 p.m.
Third Quarterly Report for Period July 2025 through September 2025 will be heard at the first October 2025 Council Meeting.		
Regular Session	October 9, 2025	6:00 p.m.
Regular Session (as needed)	October 23, 2025	6:00 p.m.
Regular Session	November 13, 2025	6:00 p.m.
Regular Session (as needed)	November 27, 2025-Cancelled Thanksgiving Day	6:00 p.m.
Regular Session	December 11, 2025	6:00 p.m.
Regular Session (as needed)	December 25, 2025-Cancelled Christmas Day	6:00 p.m.
Fourth Quarterly Report for Period October 2025 through December 2025 will be heard at the first January 2026 Council Meeting.		

Regular Meetings of the Board of Adjustments

Notice is hereby given to the members of the Board of Adjustments and to the general public that the Board of Adjustments of the Town of Camp Verde will hold **Regular Meetings on the second Tuesday of every month at 3:00 p.m. as needed.**

Board of Adjustments of the Town of Camp Verde 2025 Meeting Schedule		
1. Regular Session (as needed)	January 14, 2025	3:00 p.m.
2. Regular Session (as needed)	February 11, 2025	3:00 p.m.
3. Regular Session (as needed)	March 11, 2025	3:00 p.m.
First Quarterly Report for Period January 2025 through March 2025 Will be heard at the first April 2025 Council Meeting.		
4. Regular Session (as needed)	April 8, 2025	3:00 p.m.
5. Regular Session (as needed)	May 13, 2025	3:00 p.m.
6. Regular Session (as needed)	June 10, 2025	3:00 p.m.
Second Quarterly Report for Period April 2025 through June 2025 will be heard at the first July 2025 Council Meeting.		
7. Regular Session (as needed)	July 08, 2025	3:00 p.m.
8. Regular Session (as needed)	August 12, 2025	3:00 p.m.
9. Regular Session (as needed)	September 9, 2025	3:00 p.m.
Third Quarterly Report for Period July 2025 through September 2025 will be heard at the first October 2025 Council Meeting.		
10. Regular Session (as needed)	October 14, 2025	3:00 p.m.
11. Regular Session (as needed)	November 11, 2025	3:00 p.m.
12. Regular Session (as needed)	December 9, 2025	3:00 p.m.
Fourth Quarterly Report for Period October 2025 through December 2025 will be heard at the first January 2026 Council Meeting.		

Regular Meetings of the Parks & Recreation Commission

Notice is hereby given to the members of the Parks & Recreation Commission and to the general public that the Parks & Recreation Commission of the Town of Camp Verde will hold Regular Meetings on the first Monday of every month at 5:30 p.m.

Parks & Recreation Commission 2025 Schedule		
Regular Session	January 6, 2025	5:30 p.m.
Regular Session	February 3, 2025	5:30 p.m.
Regular Session	March 3, 2025	5:30 p.m.
First Quarterly Report for Period January 2025 through March 2025 will be heard at the first April 2025 Council Meeting.		
Regular Session	April 7, 2025	5:30 p.m.
Regular Session	May 5, 2025	5:30 p.m.
Regular Session	June 2, 2025	5:30 p.m.
Second Quarterly Report for Period April 2025 through June 2025 will be heard at the first July 2025 Council Meeting.		
Regular Session	July 7, 2025	5:30 p.m.
Regular Session	August 4, 2025	5:30 p.m.
Regular Session	September 1, 2025- Cancelled-Labor Day	5:30 p.m.
Third Quarterly Report for Period July 2025 through September 2025 will be heard at the first October 2025 Council Meeting.		
Regular Session	October 6, 2025	5:30 p.m.

Regular Session	November 3, 2025	5:30 p.m.
Regular Session	December 1, 2025	5:30 p.m.
Fourth Quarterly Report for Period October 2025 through December 2025 will be heard at the first January 2026 Council Meeting.		

Passed and approved by a majority vote of the Common Council at the Regular meeting of December 4, 2024

Dee Jenkins, Mayor

Attest:

Approved as to form:

Leah Rhodes, Town Clerk

Trish Stuhan, Town Attorney

[Page intentionally left blank]



Town Council Agenda Information Memorandum

Meeting Date: December 4, 2024

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Approval of Resolution 2024-1154, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operations, superseding Resolution 2023-1129.

Attached Documents: Resolution 2024-1154

Estimated Presentation Time: 5 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:

Town Code, 2-3-1 states that at the first meeting in January, or as soon as practicable, Council shall set by Resolution, the hours of operation for all Town Offices.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** Resolution 2024-1154, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operation, superseding Resolution 2023-1129.

OR

I move to **APPROVE** Resolution 2024-1154, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing hours of operation, superseding Resolution 2023-1129 **with the following changes...**



RESOLUTION 2024-1154

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ESTABLISHING HOURS OF OPERATIONS, SUPERSEDING RESOLUTUION 2023-1129.

WHEREAS, it is in the best interest of the Town to inform all citizens of the hours of operation of all public facilities; and

WHEREAS, Town Code, 2-3-1 States that at the first meeting in January, or as soon as practicable, Council shall set by Resolution, the hours of operation for all Town Offices.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following Hours of Operation and Holiday Schedule for all Town Offices, and staff as follows:

Hours of Operation		
Administration Offices	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Municipal Court	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Community Development	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Parks & Recreation	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Swimming Pool	Monday – Saturday	Opening/Closing Dates to be Announced
Public Works	Monday – Thursday	7:00 a.m.-5:00 p.m. Friday 7:00 a.m. to 11:00 a.m.
Animal Control	Monday - Friday	8: 00 a.m. – 5:00 p.m.
Marshal's Office Lobby	Monday –Friday	7:00 a.m. - 5: 00 p.m.
Marshal's Office – Deputies/Dispatch	24 Hours per Day	24 Hours per Day
Library	Monday – Thursday	8:00 a.m. – 7:00 p.m.
Library	Friday-Saturday	9:00 a.m. – 5:00 p.m.
Library	Sunday	Closed

Passed and approved by a majority vote of the Common Council at the Regular Session of December 4, 2024.

Dee Jenkins, Mayor

Attest:

Approved as to form:

Leah Rhodes, Town Clerk

Town Attorney



Town Council Agenda Information Memorandum

Meeting Date: December 4, 2024

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Discussion, consideration and possible appointment of Council Members as Town representatives and alternates to various boards, committees and organizations.

Attached Documents:

- 2024-2026 Council -Committee Assignments

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 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:

Every two years, the Mayor and Council assign a representative and alternate liaison to attend various boards, committees and organizations throughout the State of Arizona.

Question(s) before the Council:

- Does Council have any questions for staff?
- Who does the Council want to appoint to serve as a representative or liaison for the boards, committees and organizations listed in the "Committee Assignment" document?

2024-2026 COUNCIL-COMMITTEE ASSIGNMENTS
Council Meeting, December 4, 2024

COMMITTEES	2022-2024	2024-2026	MEETING TIME	MEETING PLACE	CONTACT PERSON
COPPER CANYON FIRE & MEDICAL DISTRICT LIAISON	JENKINS-ESCOFFIER		3 RD WEDNESDAY AT 4:30 P.M. ALSO ZOOM	Camp Verde Library https://cc-fma.org	Kerrie Tarver 567-9401 EXT 8006
YAVAPAI COLLEGE GOVERNING BOARD	MCPHAIL		3rd TUESDAY OF EACH MONTH AT 1:00 P.M.	CAREER & TECHNICAL EDUCATION CENTER, CHINO VALLEY, PRESCOTT CAMPUS, PRESCOTT VALLEY CENTER, VERDE VALLEY CAMPUS, SEDONA	KAREN JONES-EXECUTIVE ASST 928-776-2307
LIAISON TO YAVAPAI-APACHE NATION	MCPHAIL-BAKER		THURSDAY AT 9:00 A.M.	2400 W DATSI STREET	KARLA REIMER 567-1003 (Call Weekly to verify)
INTERGOVERNMENTAL ASSOCIATIONS/MEETINGS	ALL COUNCIL		QUARTELY	COMMUNITY ROTATION	ROTATES WITH COMMUNITIES
NACOG-REGIONAL COUNCIL	BAKER-ESCOFFIER		QUARTERLY-4 TH THURSDAY (Feb, Apr, Jun, Aug, Oct) AT 10 AM-12 PM (EXEC 8:30AM-9:30AM) LUNCH 12:00 PM-1:00 PM	NORTHERN AZ CENTER FOR ENTREPRENEURSHIP & TECHNOLOGY - FLAGSTAFF AZ	CINDY BINKLEY 928-213-5228
VVREO	MURDOCK		FRIDAY. QUARTERLY AT 10:00 A.M.	YC BOARD ROOM -6 TH STREET- COTTONWOOD	634-8100
LEAGUE RESOLUTIONS COMMITTEE	MAYOR JENKINS		ANNUALLY	LEAGUE OF CITIES AND TOWNS CONFERENCE	MAYOR KEVIN HARTKE CHAIR
ARIZONA MUNICIPAL RISK POOL (elected position)	N/A ELECTED POSITION		EVERY OTHER MONTH	VIRTUAL PHOENIX	888-309-4339
VERDE VALLEY TRANSPORTATION ORG	BAKER-MCPHAIL		EVERY OTHER MONTH	COTTONWOOD	
VERDE VALLEY TRANSIT COMMITTEE	BAKER		MONTHLY		JASON KELLY
VV WATER USERS LIAISON	MOORE		AS NEEDED	AS NEEDED	AS NEEDED
VERDE FRONT MOORE STEPPED DOWN IN AUGUST 2023 FROM THIS APPOINTMENT	ESCOFFIER-JENKINS		QUARTERLY	COTTONWOOD REC CENTER	Tahnee Robertson tahnee@swdresources.com Southwest Resources, Inc. 520-444-6105
VERDE VALLEY STEERING COMMITTEE OF MATFORCE	BAKER-ESCOFFIER		2ND WEDNESDAY OF EVERY OTHER MONTH 12-1:30 PM	PUBLIC SAFETY BUILDING IN COTTONWOOD	MERILEE FOWLER 928-300-7129 mfowler@matforceaz.org
PUBLIC SAFETY PERSONNEL RETIREMENT BOARD CHAIRMAN	BYLAWS INDICATE THAT MAYOR OR CHIEF ELECTED OFFICIAL OR A DESIGNEE SHALL SERVE AS CHAIR. MAYOR JENKINS		AS NEEDED	MARSHAL'S OFFICE TRAINING ROOM	HEATHER VINSON OR LEAH RHODES, SECRETARY
VERDE VALLEY LEADERS MAYOR AND MANAGER	JENKINS		EVERY OTHER MONDAY 11:00 A.M.	ZOOM	MAYOR ROBYN PRUD'HOMME-BAUER 928-639-2432
COUNTY DISTRICT 2 & 3	JENKINS		QUARTERLY	TBD	AMBER POVA 928-771-3393
CAMP VERDE SCHOOL BOARD	GODWIN-MCPHAIL		SECOND TUESDAY OF EACH MONTH @ 6:00PM - ALSO ZOOM	MULTI USE LIBRARY	MARY HUDSON 928-567-8005
SUSTAINING FLOWS MEETING	MCPHAIL		QUARTERLY	TBD-USUALLY ZOOM	ANNA MURVEIT 650-465-1632
EARTH DAY	MCPHAIL	N/A			KEN KREBBS APPT STAFF
APPOINTMENT COMMITTEE FOR NEW COMMISSION MEMBERS	Rotate with Council members with who is available		AS-NEEDED WHEN COMMISSION MEMBER TERMS EXPIRE	COUNCIL CHAMBERS	TOWN CLERK DEPARTMENT-LEAH RHODES OR VIRGINIA JONES
Greater Arizona Mayors Association (GAMA)	Jenkins		QUARTERLY	VIRTUAL	Charity Brooks 928-639-2400



Town Council Agenda Information Memorandum

Meeting Date: December 4, 2024

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Council Orientation

Attached Documents: *The PowerPoint Presentation will be shared during the Town Council meeting. Physical copies will be made available for the Council.*

Estimated Presentation Time: 30 minutes

Estimated Discussion Time: 15 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:

Town Manager Miranda Fisher and Town Attorney Trish Stuhan will lead the Council in an orientation. This session will ensure that all Councilmembers have a clear understanding of their roles and responsibilities, the Town's meeting procedures, and key policies such as open meeting laws, ethics, and conflict of interest guidelines. By providing this foundational knowledge, the orientation will promote consistency in decision-making, ensure compliance with legal requirements, and support a collaborative relationship between Council and staff. Staff recommends holding the orientation within 30 days of the new Council taking office to set the stage for successful governance.

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

By completing an orientation for the Town Council, the Town is advancing its focus of good governance.

Question(s) before the Council:

- Does Council have any questions for staff?