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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, APRIL 17, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/join/83095779011>

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

Meeting ID: 830 9577 9011

Passcode: 425818

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, Cris McPhail, Jessie Murdock, Robin Godwin, 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 – March 20, 2024 at 6:30 p.m. Pg. 5
 - 2) Work Session – March 27, 2024 at 5:30 p.m. Pg. 17
 - 3) Special Session – April 3, 2024 at 5:00 p.m. Pg. 19
 - 4) Regular Session – April 3, 2024 at 6:30 p.m. Pg. 21
 - 5) Special Session – April 5, 2024 at 7:30 a.m. Pg. 31
 - b) **Set Next Meeting, Date and Time:**
 - 1) Work Session – Wednesday April 24, 2024 at 5:30 p.m.
 - 2) Regular Session – Wednesday May 1, 2024 at 6:30 p.m.
 - 3) Work Session – Wednesday May 8, 2024 at 5:30 p.m.
 - 4) Regular Session – Wednesday May 15, 2024 at 6:30 p.m.
 - 5) Joint Work Session with Planning & Zoning Commission– Wednesday May 22, 2024 at 5:30 p.m.
 - c) **Possible approval for staff to extend deadline and Letter from the Verde Valley Archaeology Center.** Staff Resource: Economic Development Director Molly Davies Pg. 33
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:**
 - **Proclamation declaring April as Sexual Assault Awareness Month** (Tracie McConnell will be available for short presentation) Pg. 39
8. **Public Hearing followed by discussion, consideration and possible approval of Ordinance 2024-A490, an ordinance of the Mayor and Common Council for a Zoning Map Change from RR-2A (Rural Residential; 2-acre minimum) to C2-4 (Commercial: General Sales and Service; 4,000 square foot lot size minimum) for approximately 23.34 acres, specifically described in Exhibit A (APN 403-20-007R), generally located on the North side of West State Route 260 and Horseshoe Bend Drive.** (During the March 20th Regular Session Council tabled this item until April 17, 2024) Staff Resource: Community Development Director John Knight Pg. 41
 - **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**
 - **Council Discussion**
9. **Public Hearing, discussion, consideration and possible approval of Resolution 2024-1133, a Resolution of the Mayor and Common Council of Camp Verde, Yavapai County, Arizona, for preliminary plat 20230617, submitted by Craig Baker, for the purpose of developing a 161-lot subdivision, in the High View at Boulder Creek Planned Area Development. The proposed project is zoned C2-PAD and is generally located off Aultman Parkway and Boulder Creek Road on APN 403-15-010C.** (Staff is requesting no action at this time, and will re-post this hearing for a later date.) Staff Resource: Community Development Director John Knight Pg. 43
 - **Staff Comments**

- **Public Hearing Open**
- **Public Hearing Closed**
- **Council Discussion**

- 10. Public Hearing, discussion, consideration and possible approval of Ordinance 2024-A491 consideration, and possible approval of Ordinance 2024-A491 An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving a Zoning Map Change from M1-PAD (Industrial: General – Planned Area Development) to C2 (Commercial: General Sales and Service – Planned Area Development) for approximately 24 acres of APN 403-15-003W, specifically described in Exhibit A and generally located southwest of the intersection of Highway 260 and North Aultman Parkway. (Staff is requesting no action at this time, and will bring this item forward at a later date.)**
Staff Resource: Community Development Director John Knight Pg. 45

- **Staff Comments**
- **Public Hearing Open**
- **Public Hearing Closed**
- **Council Discussion**

- 11. Discussion, consideration and possible approval of an Employment Agreement between the Town of Camp Verde and Miranda Fisher, appointing Fisher as the Camp Verde Town Manager beginning May 28, 2024.** Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(1),(A)(3) and (A)(4) for discussion or consideration of employment of a Town Manager and legal advice/instruction regarding the contract. Staff Resource: Trish Stuhan, Town Attorney Pg. 47

- 12. Discussion, consideration and possible approval of an amendment to the existing Employment Agreement between the Town of Camp Verde and Gayle Mabery, extending her term as Acting Town Manager through May 27, 2024.** Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(1), (A)(3) and (A)(4) for discussion or consideration of employment of Gayle Mabery and legal advice/instruction regarding an amendment to her Employment Agreement. Staff Resource: Trish Stuhan, Town Attorney Pg. 49

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 04-09-2024 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, Deputy Town Clerk

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MARCH 20, 2024 at 6:30 P.M.**

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

Also Present. Town Attorney Trish Stuhan, Acting Town Manager Gayle Mabery, Acting Town Clerk Virginia Jones, Acting Deputy Town Clerk Jadie Edwards, Recording Secretary Mary Frewin.

3. **Pledge of Allegiance** Councilor Escoffier led the Pledge of Allegiance.

A moment of silence was taken in honor of former Councilor Member Bill LeBeau.

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 – March 6, 2024 at 5:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – Wednesday March 27, 2024 at 5:30 p.m.
- 2) Special Session – Wednesday April 3, 2024 at 5:00 p.m.
- 3) Regular Session – Wednesday April 3, 2024 at 6:30 p.m.
- 4) Executive Session – Friday April 5, 2024-time to be determined
- 5) Special Budget Session – Wednesday April 10, 2024 at 5:30p.m.
- 6) Regular Session – Wednesday April 17, 2024 at 6:30 p.m.

c) Possible approval of Intergovernmental Agreement with Drug Enforcement Administration (DEA) and Camp Verde Marshal's Office. Staff Resource: Town Marshal Corey Rowley

On a Motion by Vice-Mayor Moore, seconded by Councilor Escoffier, the Council moved to accept the Consent Agenda.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice-Mayor Moore: Aye

Councilor McPhail: Aye
Councilor Godwin: Aye
Motion Carried 7-0.

- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

No Blue Cards.

- 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 Camp Verde Unified School District Board Meeting.
- Also attended Pecan and Wine Festival and felt it was a great event.

Councilor McPhail:

- Continues to attend the Yavapai Apache Tribal Council Meeting and Teen Game Night.
- Also attended Coffee with a Cop. She stated that CVMO is now fully staffed.
- She attended Pecan and Wine Festival.
- Will be attending the ASU Project Cities Impact Water AZ Seminar. The team from Camp Verde will be identifying significant water-related needs and looking at projects, and funding for those projects, that might address those needs.

Vice-Mayor Moore:

- Attended Coffee with a Cop.
- Also attended Pecan and Wine Festival. One of the vendors shared with her that he had the best sales he's had at a Town of Camp Verde event in 5 years.

Councilor Murdock had nothing.

Councilor Escoffier:

- Attended Pecan and Wine Festival.
- She also shared that MAT Force is finishing up on their essay contest.

Councilor Baker:

- Has been talking to Camp Verde citizens a lot recently to get feedback.

Mayor Jenkins:

- Attended the Verde Valley Mayor/Manager Meeting and the quarterly Mayor/Manger Meeting, in which the County, transportation, and fire department was also in attendance.
- Additionally, she attended Pecan and Wine Festival. Mayor Jenkins shared it was and outstanding event.

Acting Town Manager Gail Mabery shared information on House Bill 2570, a zoning proposal by the Arizona Legislature that would have severely limited cities and town's ability to regulate zoning in their communities. It was aimed at trying to address affordability issues in housing in Arizona, but it would have taken local decision making away from those who know it best.

She also stated that the mayor's seat and 3 Council members' seats will be up in this year's election. There will also be a question for Camp Verde voters relating to permanent base adjustment. This is important for Camp Verde and will give the opportunity to approve an adjustment to that permanent base. There will be a lot of community outreach before this comes before Camp Verde voters on July 30th.

Lastly, she stated that the applicant list for the Town Manager has been narrowed down and they are expecting to make an announcement on who the finalists are by the first week of April.

The interview process will take place on April 4th and April 5th. They will host a public meet and greet of the candidates on Thursday April 4th at 5pm at the library.

Councilor Baker shared that she feels Mayor Jenkins and Ms. Mabery have been so helpful in keeping the Council up to date with what's going on with the League of Cities and Towns.

7. Special Announcements and Presentations:

- **Proclamation declaring Saturday, April 13, 2024 as Camp Verde's Arbor/Earth Day Celebration 2024.** Staff Resource: Economic Development Director Molly Davies

Economic Development Director Mollie Davies introduced Diane Scantlebury with the Tree Advisory Committee. This Committee fulfills the role of helping the town keep the tree city designation.

Ms. Scantlebury shared with Council an update on the Tree Advisory Committee. This update included information on a requirement of planting a

tree around Earth Day or Arbor Day. For the past 6 years they have collaborated with the Yavapai Apache Nation on a joint Earth Day celebration. Together they have created a Sister Tree Program. They will be planting two trees, one at Rezzonico Park and one at Veterans Memorial Park. Along with the trees they will purchase plaques for the trees, commemorating Earth Day. The celebration will be on Earth Day- Saturday April 13th from 10am-2pm.

Mayor Jenkins so proclaimed April 13th, 2024 as Camp Verde's Arbor/Earth Day.

8. Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 9 (Liquor Store) Liquor License Application #273281 for Smoke Express located at 348 S Main Street Suite 6B, Camp Verde, AZ 86322. Owner Ankit Patel.
Staff Resource: Acting Town Clerk Virginia Jones

- **Staff Comments** Ms. Jones stated that the Clerk's Office received the Liquor License Application in the mail. Mr. Patel paid the fee associated with the application. They posted it for the 20 days as required by law, and they've had no comments for or against it.
- **Public Hearing Open** Mayor Jenkins opened the public hearing at 6:55PM
- **Public Hearing Closed** Mayor Jenkins closed the public hearing at 6:55PM
- **Council Discussion**

On a **motion** by Councilor Escoffier, seconded by Councilor Baker, the Council **moved** to recommend to the state liquor board approval for a Class 9 (Liquor Store) Liquor License Application #273281 for Smoke Express located at 348 S Main Street Suite 6B, Camp Verde, AZ 86322.

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. Discussion, consideration and possible award for Design Services for the Town of Camp Verde Wayfinding Project to Guide Studio in the amount of \$52,720.00
Staff Resource: CIP Project Manager Martin Smith

CIP Project Manager Martin Smith stated staff is moving forward with the town wayfinding project, indicating staff put an RFP (Request for Proposals) out for design services. 6 responses were received, and one response was overwhelmingly above everyone else- Guide Studio. There was a committee of 7 members, all of whom

selected Guide Studio as their top pick. It is his recommendation to enter a contract with them to get the wayfinding project moving forward.

Councilor Murdock questioned if the designs would come back before Council for final approval. She would also like the community to have a say in the project.

Mr. Martin stated they are responsible for providing 3 designs that will be brought before the Council at a meeting to make a selection.

Ms. Mabery stated that the funding source for this is AARPA funds. She wants Council to be prepared for them wanting more signs than are available through AARPA funds, meaning budgeting other funds as well for this project. She questioned if it would be possible to have a public open house to give an opportunity for the public to weigh in before it's brought to Council for a final decision.

Mr. Martin told her yes.

Ms. Davies shared with the Council that they are working on a tourism committee and downtown development committee, which will be a good source of input for this project.

Councilor Baker would like to see downtown business owners involved in those committees.

On a **motion** by Councilor McPhail, seconded by Councilor Baker, the Council **moved** to award the contract for Design Services for the Town of Camp Verde Wayfinding Project to Guide Studio in the amount of \$52,720.00.

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.

- 10. Discussion, consideration and possible direction to staff regarding how to proceed with the Sports Complex Concession/Restroom facility construction.**
Staff Resource: CIP Project Manager Martin Smith

Mr. Smith stated that when this project first went out to bid in August, the lowest bid was just under \$1.4 million. At the time, they rejected the bids, as they were too far out of budget. If they had to rebid the project today, his estimation would be a little closer to \$2 million for the same building.

Smith presented to Council an alternative he feels would fill the need for the concession stands. This alternative would be a prefabricated building that combines a concession area with a restroom area. Many of these floor plans are customizable. The

company would do all the underground plumbing, electrical and setting of the building. It would be the town's responsibility to make the final utility connection 6 feet out from the edge of the building.

Councilor Godwin would like to see more restrooms on the women's side than the men's, as she feels the need is always there for restroom facilities.

Councilor McPhail would like to see this building as aesthetically friendly as possible and as turnkey ready as possible. She would also like to see as much storage as they can afford.

After some continued discussion amongst Council on this item, it was suggested by Vice-Mayor Moored to do a Work Session on this item. At this Work Session, Mr. Martin will bring back 3 choices to Council that meet the desires and needs that have been shared. This Work Session will happen quickly, so as to not disrupt the schedule they've had for this project.

On a **motion** by Councilor Escoffier, seconded by Councilor McPhail, the Council **moved** to direct staff to proceed with the alternative methods of construction for the Sport's Complex concession restroom building and bring back some concepts to discuss in a Work 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.

11. **Public Hearing followed by discussion, consideration, and possible approval of Ordinance 2024-A489, an Ordinance of the Mayor and Common Council for a Zoning Map Change from C2-PAD (Commercial: General Sales and Service – Planned Area Development) to C2-4 (Commercial: General Sales and Service – 4,000 square foot minimum lot size) for approximately 0.42 acres, specifically described in Exhibit A (APN 404-28-063J), located at 27 West Head Street, Town of Camp Verde, Yavapai, Arizona.** Staff Resource: Community Development Director John Knight

- **Staff Comments**

Town Planner Cory Mulcaire shared with Council that when the owners of this property bought the parcel, they did not understand that their only option, per the PAD, was to construct a 12 space RV Park. They would like to see it

zoned back to the original zoning C2-4, which is the zoning of the entire downtown area.

Councilor Escoffier asked if the PAD had an expiration on it.

To which Ms. Mulcaire told her it did not. The current zoning ordinance does not have a reversionary clause unless they put it in the ordinances. This was not put in the ordinances when the PAD is done. They are working on changing this ordinance.

Councilor Escoffier was also concerned that within the 2C-4, bars and automotive repairs are allowed, and questioned if this would be appropriate in that area, where they are also planning for the future Town Hall.

- **Public Hearing Open** Mayor Jenkins opened the public hearing at 7:22 PM.

Robert Foreman spoke in support of this rezone. He lives very close to that property and feels that literally anything would be better than what used to be there and what was planned.

- **Public Hearing Closed** Mayor Jenkins closed the public hearing at 7:23 PM.
- **Council Discussion**

Councilor Escoffier asked if it was possible to put a provision to the ordinance to prohibit an automobile repair shop or bar.

Town Attorney Trish Stuhan stated that this is a straight rezone. At this point if they're going to do the rezone, it would include all the zoning uses.

Councilor Baker agreed with Mr. Foreman.

On a **motion** by Councilor McPhail, seconded by Councilor Escoffier , the Council **moved** to approve Ordinance 2024-A489, an Ordinance of the Mayor and Common Council for a Zoning Map Change from C2-PAD (Commercial: General Sales and Service –Planned Area Development) to C2-4 (Commercial: General Sales and Service – 4,000 square foot minimum lot size) for approximately 0.42 acres, specifically described in Exhibit A (APN 404-28-063J), located at 27 West Head Street, Town of Camp Verde, Yavapai, Arizona.

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.

12. **Public Hearing followed by discussion, consideration and possible approval of Ordinance 2024-A490, and Ordinance of the Mayor and Common Council for a Zoning Map Change from RR-2A (Rural Residential; 2- acre minimum to C2-4 (Commercial: General Sales and Service; 4000 square foot lot size minimum) for approximately 23.34 acres, specifically described in Exhibit A (APN 403-20-007R). generally located on the North side of West State Route 260 and Horseshoe Bend.** Staff Resource: Community Development Director John Knight

- **Staff Comments** Community Development Director John Knight

Community Development Director John Knight opened the staff comments. He felt this rezone was appropriate for land use. There is a lot of flexibility in rezoning to C2-4. However, he questioned if the timing would be right on the rezone. He shared that another option would be to rezone just the front of the property. He feels it could be an appropriate zone for a mixed-use plan. There is no development planned at this time. He stated that the Planning and Zoning Commission made a motion to rezone just the front of the property, and the motion failed.

He provided some options for Council-

1. Denial
2. Partial rezone, as suggested by some members of the P&Z Commission
3. Table for more information

They also provided an ordinance for the Council's consideration if they chose to move forward.

Mr. Knight reiterated that while he does feel the rezone could be appropriate, this just might not be the time.

Local Realtor Rob Witt thanked Council for serving the community, as he understands items like this are weighty.

Using a PowerPoint presentation, Mr. Witt shared his reasonings for requesting the rezone. He stated that single-family homes are not suitable for this property, he said this is the best commercial property in town. Mr. Witt felt that the highest potential for the land was to rezone it for commercial use, especially since Camp Verde is a sales tax town. He conducted some community involvement, and of those that participated, they too felt that commercial use would be most appropriate for the land. Mr. Witt shared that his reasoning behind this was that commercial property would bring the town much more revenue than the property is bringing in now. Additionally, with the property being right off the highway, it would be easy to raise revenue for the town, while keeping the inner parts of Camp Verde rural. People leave Camp Verde for their shopping and dining needs, and developing this land for commercial use could help keep Verde Valley residents here to spend their money.

Additionally, Mr. Witt felt that the homes in the area would not be affected by this rezone, specifically with traffic. Mr. Witt stated that the owner is willing to deed-restrict the property to take out some of the concerning allowances in C-2.

The owner of the property, Ray Selna spoke. He agreed with Mr. Witt's presentation. Mr. Selna felt that C-2 would be a better zoning to put the property to use. He understood that Camp Verde is a rural area, so possibly rezoning the front could solve this issue. It would allow for commercial use with a residential mix. Not living in Camp Verde, Mr. Selna said he trusts the Council to make the best decision for the community.

- **Public Hearing Open** Mayor Jenkins opened the Public Hearing at 8:05 PM.

Amber Ford spoke against the rezone.

Bill Tippet spoke against the rezone.

Bill Feldmeier spoke in support of the rezone.

Michelle Jackson spoke against the rezone.

- **Public Hearing Closed** Mayor Jenkins closed the public hearing at 8:16 PM.
- **Council Discussion**

Councilor Godwin would like to find a way to compromise. She feels 260 is a major commercial corridor. They have worked to begin getting utilities out there. Camp Verde is growing and while this could be a great spot for potential commercial, she also wants to respect the nearby residents.

Councilor McPhail had strong hesitation on changing any residential designations within the Middle Verde Character area. She knows it's more profitable to sell commercial property. However, she has strong concerns on speculative zoning. McPhail stated she would feel more confident for the development group to come back with a PAD, and added there are huge grading issues within the property. She is not supportive of this rezone at this time.

Vice-Mayor Moor's concern was to protect the residents that would be affected by this rezone. When she thought about developing highway 260, she did not imagine it would be in this area, but further away from residents. At this point, she doesn't feel they are ready to rezone. She is not opposed to possibly rezoning part of it, but she is also concerned with how much money is going to be needed to developing the property to even be useful. She wants to see growth, but she wants to see it done properly.

Mayor Jenkins is adamantly against rezoning commercial property right up against residential. She thinks there are ways to accommodate this parcel.

Councilor Murdock is not in support of how this was presented. She looks forward to growth in the town, but in the right place at the right time. She was open to the property owner or investment group revisiting this in a different way and coming back to them.

Councilor Escoffier questioned about the water and sewer situation for the property. Utilities Director Jeff Low stated there is water in the area, and in a few years when something could possibly be developed, they will hopefully have more wells. Councilor Escoffier agreed someday it should be commercial along 260, but the way that the town grows smart is by having a PAD in place and by doing negotiations with a developer. She doesn't support this.

Councilor Baker was in support of this rezone. When the town was incorporated, highway 260 was always the vision for commercial area. Doing this would protect the rural areas and Main St. She stated that the rezone would serve the people in the community and the needs the community has. She felt that rezoning the property first would be the first step in bringing in a developer.

Town Attorney Stuhan shared it is possible to stipulate the uses in the rezone. They can regulate permitted uses. If they are not comfortable with this rezone tonight, they have several options moving forward.

Mr. Knight stated if there's interest in doing something with the property, he'd like to table the item.

On a Motion by Councilor McPhail, seconded by Vice-Mayor Moore, the Council moved to table this item until April 17th.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice-Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

Break: 8:50 PM

Resume: 9:00 PM

13. Discussion, consideration and possible approval to adopt the FY25-30 Strategic Plan. Staff Resource: Acting Manager Gayle Mabery

Ms. Mabery stated she was happy to be presenting this item. She felt it was so wonderful to develop this strategic plan and feels it would be of such great value to the town. They were able to develop a mission, vision, and core values for the town.

She pointed out one change that she made in the action plan on page 230 of the packet. There was a goal relating to effective government. She restructured the goal in a way that would reflect the concerns of the Council.

Mayor Jenkins was very satisfied with the Strategic Plan. She felt it was a great tool for the public. She thanked Ms. Mabery for moving this forward. It will be on display at the library.

Councilor Murdock felt very productive working on this. She looks forward to accomplishing this plan.

Councilor Escoffier thanked Molly, Gayle, and staff for putting this together. She loved that it won't just sit on the shelf. It's usable and easy to follow. Her favorite portion was the part that said, "to approach every challenge with a determination to succeed."

On a **motion** by Vice-Mayor Moore, seconded by Councilor McPhail, the Council **moved** to adopt the FY25-30 Strategic Plan.

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.

14. **Adjournment** Mayor Jenkins adjourned the meeting at 9:08.

Mayor Dee Jenkins

Acting Town Clerk Virginia Jones

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on March 20, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

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DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106 RD, CAMP VERDE, AZ 86322
WEDNESDAY, MARCH 27, 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

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

Also Present

Acting Town Manager Gayle Mabery, Finance Director Mike Showers, Utilities Director Jeff Low, Director of Public Works Ken Krebbs, CIP Project Manager Martin Smith, Acting Town Clerk Virginia Jones, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Baker led the Pledge of Allegiance.

4. Discussion regarding Fiscal Year 24-25 budget to include but not limited to FY25 Revenue Forecast, FY25 Capital Improvement Plan, and related Debt and Grant impacts. Staff Resource: Finance Director Michael Showers

Finance Director Mike Showers handed out budget books and handouts. He explained tonight's discussion is regarding the Capital Improvements Plan. He reviewed several individual line items and is proposing that some projects be pushed out to another budget year. He also pointed out the potential consequences of moving some projects to a different year.

Vice Mayor Moore suggested putting out a press release before each project is started. This should help the public know what to expect.

Councilor Godwin left meeting: 6:34 p.m.

Councilor Godwin returned to meeting: 6:36 p.m.

Mr. Showers continued to go through funding sources and touched on some specific expenditures for Parks & Public Use Facilities, Public Use Infrastructure, Town Facilities, Town Systems & Equipment and Town Fleet Vehicles.

Councilor Escoffier left meeting: 7:05 p.m.

Mr. Showers also went through the Wastewater Fund, going through potential funding sources and expenditures.

5. Adjournment

Mayor Jenkins adjourned the meeting at 7:08 p.m.

Mayor Dee Jenkins

Attest: Deputy 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 Work Session of the Town Council of Camp Verde, Arizona, held on March 27, 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, Deputy Town Clerk

**DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, APRIL 3, 2024 AT 5:00 P.M.**

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

Others Present: Acting Town Manager Gayle Maber, Town Attorney Trish Stuhan, Water Attorney Steve Wene and Acting Town Clerk Virginia Jones
Town Attorney Trish Stuhan.

3. Pledge of Allegiance

Councilor Godwin led the Pledge of Allegiance

- 4. Discussion regarding the Town's Water Rights Claims and the Yavapai Apache Nation Water Settlement Agreement by Attorney Steve Wene, Moyes, Sellers & Hendricks.** Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney or attorneys of the public body; or pursuant to A.R.S. § 38-431.03(A)(6) for discussion, consultation or consideration for international and interstate negotiations or for negotiations by the town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town.
- 5. Discussion and consultation with the Town Attorney and update regarding pending litigation on SEC Lawsuit.** Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney or attorneys of the public body.

On a motion by Councilor McPhail, second by Vice-Mayor Moore Council unanimously voted to go into Executive Session for discussion regarding items 4 and 5.

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

- **Recess into Executive Session at 5:03 p.m.**
- **Reconvene Open Session 6:19 p.m.**

6. Adjournment

Without objection Mayor Jenkins adjourned the meeting at 6:19 p.m.

Mayor Dee Jenkins

Acting Town Clerk Virginia Jones

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on April 3, 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

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, APRIL 3, 2024 at 6:30 P.M.**

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

Also Present. Town Attorney Trish Stuhan, Acting Town Manager Gail Mabery, Acting Deputy Town Clerk Jadie Edwards, Acting Town Clerk Virginia Jones, Recording Secretary Mary Frewin, Library Director Kathy Hellman, Utilities Director Jeff Low, Parks and Rec Manager Mike Marshal, Economic Development Director Molly Davies.

3. **Pledge of Allegiance** Councilor Escoffier led the Pledge of Allegiance.
4. **Consent Agenda** – All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Regular Session – March 6, 2024 at 6:30 p.m.
- 2) Special Session – March 19, 2024 at 5:30 p.m.
- 3) Special Session – March 20, 2024 at 5:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Executive Session – Friday April 5, 2024 at 8:00 a.m. - until end of day
- 2) Work Session – Wednesday April 10, 2024 at 5:30p.m.
- 3) Special/Executive Session – Wednesday April 17, 2024 at 5:00 p.m.
- 4) Regular Session – Wednesday April 17, 2024 at 6:30 p.m.
- 5) Work Session - Wednesday April 24, 2024 at 5:30 p.m. Budget
- 6) Regular Session – Wednesday May 1, 2024 at 6:30 p.m.
- 7) Work Session - Wednesday May 8, 2024 at 5:30 p.m.

c) Possible approval of contract for Courier Services with the Yavapai County Free Library District. Staff Resource: Library Director Kathy Hellman.

d) Possible approval of Resolution 2024-1138 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving and authorizing the submittal of the application for designation of adequate water supply to the Arizona Department of Water Resources, Office of Assured and Adequate Water Supply, and authorizing the Mayor to execute this Resolution, authorizing the submittal of the application and

declaring an emergency Exist. Staff Resource: Utilities Director Jeff Low

On a **motion** by Councilor Escoffier, seconded by Councilor McPhail, the Council **moved** to accept the consent agenda with corrections to the minutes, excluding 4C.

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.

Councilor Escoffier asked Library Director Kathy Hellman if the contract fee comes out of the property taxes that are collected from the town.

Ms. Hellman stated it does not. They are billed separately.

On a **motion** by Councilor Escoffier, seconded by Councilor Baker, the Council **moved** to approve the consent agenda 4C.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

- 5. Call to the Public For items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

No Comment Cards.

- 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 Baker had nothing.

Councilor Escoffier passed.

Councilor Murdock had nothing.

Vice Mayor Moore had nothing.

Councilor McPhail attended the project city water issues meeting with ASU. This was a two-day event. The projects they considered moving forward with were a regional water use plan and a peer-to-peer review with different Arizona agencies to inquire how they are handling their various water issues. She also attended the water modeling meeting with Sustaining Flows. Additionally, she attended Bill LeBeau's funeral, the Yavapai Apache Nation Royalty Bake Sale and Tribal Council Meeting, and Teen Game Night.

Councilor Godwin had nothing.

Mayor Jenkins attended her normal mayor/manager meetings and League meetings. She reminded everyone that on Saturday April 6th they will be holding the Arizona Fiber Festival. She shared that Little League Opening Ceremonies will also be happening this week.

Acting Town Manager Gail Mabery gave an update on the hiring of the new town manager, stating that the two candidates for the position will be in town on Thursday April 4th at 5PM to have a meet and greet with the community at the library. Also, while in town, they will be doing their final interviews.

Mabery stated April's Coffee with a Cop will be on April 10th at 8AM at Udderly Divine. April 13th is the Earth Day Celebration in partnership with the Yavapai Apache Nache. Start time is 10 AM.

Ms. Mabery also stated that Camp Verde Alerts, the new town-wide emergency notification system, is up and running. To sign up, go to the Marshall's Office webpage. She shared that the Council approved staff to submit a grant application to the federal government through FEMA's building resilient infrastructure and community program. They had great support from the Arizona Department for Emergency Management. The town is cautiously optimistic about the grant. If approved, it will provide funding to study and design flood mitigation and improvements for the West Clear Creek area including

Verde Lakes Dr. It will probably be a couple more months before they hear back on the grant.

Lastly, she explained that the deadline to apply to become a candidate for the election was Monday April 1st. Camp Verde has ten (10) candidates for the three (3) Council seats and three (3) candidates for the mayor's seat.

The Mayoral candidates are (this is how their names will appear on the ballot):

1. Dee Jenkins
2. Charles German
3. Tanner Bryson

The Council candidates are (this is how their names will appear on the ballot):

1. Patricial Seybold
2. Jessie Murdock
3. Jackie Baker
4. Jerry Martin
5. Terry Andrews
6. Robert Foreman
7. Kai Buchanan
8. Dave Inman
9. Brian Bolton
10. Thomas Noble

7. Special Announcements and Presentations:

- **Proclamation declaring April 15 thru 20th to be Stand with Me, Be Drug Free Week.** Staff Resource: Town Marshal Corey Rowley

Town Marshal Cory Rawley read a statement on behalf of MATFORCE for this proclamation.

Mayor Jenkins proclaimed April 15-20 to be Stand with me, Be Drug Free Week.

- **Proclamation Declaring April 7-13 as National Library Week:** Staff Resource: Library Director Kathy Hellman

Ms. Hellman shared on behalf of this proclamation. She stated that the theme for National Library Week is "Ready, Set, Read". She encouraged the community to come and use the library.

Mayor Jenkins proclaimed April 7-13 to be National Library Week.

- **Proclamation Declaring April 21-27 as National Volunteer Week:** Staff Resource: Library Director Kathy Hellman

Ms. Helman also shared on behalf of this proclamation. She explained that the Town of Camp Verde has over 150 regular volunteers. These people

are consistent in their volunteering. 1/3 of those volunteers volunteer their time at the library. She is so thankful for them.

Mayor Jenkins proclaimed April 21-27 to be National Volunteer Week.

- **Proclamation Declaring April as Fair Housing Month:** Staff Resource CIP Project Manager Martin Smith

CIP Project Manager Martin Smith was not in attendance.
Mayor Jenkins so proclaimed April as Fair Housing Month.

8. Discussion, consideration and possible approval of Resolution 2024-1137 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving Congressional Directed Funding Requests. Staff Resource: Economic Development Director Molly Davies.

Economic Development Director Molly Davies informed the Council of a few mistakes in her document. As she walked them through the document, she corrected those mistakes. Ms. Davies stated that they are seeking the Council's approval to apply for seven grants totaling \$12,125,000. They are aware that there is a 20% match on any of the water and wastewater projects. They are proposing using land value, sewer design, and a potential WIFA loan. They are aware that if a loan does come forward, it will require Council's permission.

Vice Mayor Moore questioned if the grants will be going into next year's budget. Ms. Mabery shared that they're applying now, but the funds wouldn't come to the town until 2025 or 2026. However, a lot of these big projects are already in the CIP.

On a motion by Vice Mayor Moore, seconded by Councilor McPhail, the Council moved to approve resolution 2024-1137 to submit congressionally directed funding requests.

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. Discussion, consideration and possible direction in support of purchase and installation of a football scoreboard at Butler Park. Staff Resource Parks & Recreation Manager Michael Marshal

Parks and Recreation Manager Mike Marshal gave background information on this request stating Butler Park does not currently have a football scoreboard. For Camp Verde Youth Football to play their games there, they need a scoreboard. He

introduced Jeremy Brady, Vice President of Camp Verde Youth Football and Cheer, to give a brief presentation.

Prior to presenting it to Council, Mr. Brady went before the Parks and Recreation Commission, who recommended approval of the scoreboard. He stated they previously played all their games at Camp Verde High School, who they have a great relationship with. However, CVHS is wanting to get their football field in better standing. The less participants they have on their field, the less wear and tear they'll have. Because of this, Camp Verde Youth Football will not have a place to play their games. The Sports Complex hasn't worked for them for many reasons. As a general contractor, Mr. Brady, alongside TLL electric will volunteer their labor and equipment to complete the installation. They will also take care of all the permitting with the Town. They are requesting the material budget to move forward with this project. He also would like the field to be worked on, to make sure it's at a safe level of play for the kids. The scoreboard they are proposing has a conversion kit for football and soccer.

Vice Mayor Moore asked about the permitting process. Ms. Mabery stated that the town does have to go through the permitting process, but wasn't sure who would cover that cost. Mr. Marshal said that normally the town doesn't pay for permits.

Vice Mayor Moore also questioned about the estimate and whether it was over 30 days old. Mr. Brady told her it was not. Vice Mayor Moore asked how quickly they thought they could get this scoreboard installed. Mr. Brady replied they need it done before the first week of August, so they have time.

Mr. Marshal stated that Parks and Recreation Commission supports this project because it makes things better for everyone involved. This will give Camp Verde Youth Football a permanent place to play while soccer and other things will be designated to the Sport's Complex. He said maintenance will be working to get the fields usable by the time their season starts. They are proposing a Varsity brand scoreboard, and Mr. Marshal highly recommends they also use Daktronics, which they use at the Sport's Complex. He feels it will be better for them to spend the additional funds to get something that they are already using to make it universal. Daktronics will add a couple thousand dollars to the total cost. He shared that there is potential for donations, however, Parks and Rec does have the funding available. The town will be ordering and receiving the equipment. Jeremy Brady will oversee installation and permits.

Councilor McPhail clarified that Parks and Recreation has the money in the budget for this project. Mr. Marshal said yes. She also double checked with Mr. Brady and TLL Electric on their licensing and insurance policies, making sure they have those in place. They do.

On a **motion** by Councilor Murdock, seconded by Councilor McPhail, the Council **moved** to direct staff to purchase a scoreboard with football and soccer capabilities

to be placed at Butler Sport's Complex and for town staff work with supporting contractors to volunteer their time to donate and install said scoreboard and to not have the project exceed \$12,000.

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.

10. Presentation followed by discussion regarding the Town of Camp Verde Area Drainage Master Study. Staff Resource: Utilities Director Jeff Low.

Utilities Director Jeff Low shared with the Council that they awarded contract number 23-141 to Wilson and Company on March 1st, 2023, for the town of Camp Verde Area Drainage Master Study. The project is now complete and representatives from Wilson and Company are here to present on the project. The presentation will highlight storm water GIS data, the two-dimensional town wide flood study results, results of public meetings and public input from an online virtual survey. The presentations prioritize future drainage projects based on flood risk, project benefits, project costs, and public input. They spent several long meetings working with Town Engineer Troy Odell to capture his knowledge of the town's drainage concerns to document into the report. The overall project provides baseline areal topography for the town that is utilized with the water master plan, wastewater master plan, and almost all the projects the utilities and public works departments have going on. This effort will be used as a match for any grants that they get for flood mitigation studies in the future.

Mr. Low introduced Brian Schalk and Corbin Bendel, project engineers from Wilson and Company, to go over the presentation.

Using a PowerPoint presentation, Mr. Shalk gave an overview of the Town of Camp Verde Area Drainage Master Study. They did this study to have a tool at the town's disposal to mitigate flood risk. Additionally, it will aid in water sustainability, water conservation, and improving water quality. He stated that the findings from this study will provide the town with leverage for grant funding, as a lot of grants will ask for an Area Drainage Master Study. He also shared that this data can be used for emergency management. They will have a GIS database for CIP planning. Part of what they are getting in this plan is combined flood hazard classification data set, which is basically, FEMAS latest standards. Ultimately, this plan will be an important tool when making informed decisions about future projects.

Mr. Schalk said yes. The timings of the runoffs and storms will be accounted for in this plan.

Vice Mayor Moore stated that she finds this to be a useful tool to direct the citizens to when they ask the Council what they're doing to address flooding and storm water needs in the town.

Councilor Murdock questioned how often they will have to update this study. Mr. Shalk told her it usually depends on how much development goes on. They could re-do it and update it every 3-5 years, or they can peace mail it based on new developments.

This presentation will be shown to the association of state flood plane managers at their national conference in June.

Councilor Murdock was so excited at the opportunities this study will bring to the town.

Ms. Mabery commended the Council for their leadership to support the development on these master plans. She has gotten to see this project come full circle.

11. Adjournment Mayor Dee Jenkins adjourned the meeting at 8:03 PM.

Mayor Dee Jenkins

Acting Town Clerk Virginia Jones

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on April 3rd, 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

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 03-28-2024 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
SPECIAL/EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
FRIDAY, APRIL 5, 2024 AT 7:30 A.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 7:30 a.m.

2. Roll Call. Council Members Jackie Baker (arrived at 7:50 a.m.), Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice-Mayor Marie Moore, and Mayor Dee Jenkins

Others Present: Acting Town Manager Gayle Mabery and Drew Gorghey.

3. Pledge of Allegiance was led by Vice-Mayor Moore.

4. Recess into and hold Executive Session on Agenda Item 5 and 6.

Motion by Vice-Mayor Moore seconded by Councilor Escoffier Council voted to go into executive session at 7:37 a.m. for discussion and interviews of items 5 and 6.

Roll Call Vote:

Councilor Baker: Nay-arrived at 7:50 a.m.

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion passed 6-0

5. Interviews of Camp Verde Town Manager Finalist Candidates. Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(1) to review and discuss Finalist Candidates for the Town Manager position. No evaluation of any current employee will be conducted. Candidates being interviewed include: Scotty Douglass, Miranda Fisher, Carla Reece. Staff Resource: Acting Town Manager Gayle Mabery

6. Discussion, consideration and possible action relating to Camp Verde Town

Manager Candidates and terms for contract negotiations with an individual for possible appointment as Town Manager. Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(1) to discuss Town Manager Finalist Candidates (Scotty Douglass, Miranda Fisher, Carla Reece); ARS §38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney; and, ARS §38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Council's position regarding terms of a possible Town Manager contract. No evaluation of any current employee will be conducted. Staff Resource: Acting Town Manager Gayle Mabery and Town Attorney Trish Stuhan.

Adjourn into Executive Session 7:37 a.m.

Reconvene Open Session at 1:05 p.m.

Mayor directed the Town Attorney **to proceed as outlined in Executive Session**

7. Adjournment

Without objection Mayor Jenkins adjourned Special Session at 1:06 p.m.

Mayor Dee Jenkins

Acting Town Manager Gayle Mabery

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 April 5, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Acting Town Manager Gayle Mabery



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: April 17, 2024

☒ Consent Agenda ☐ Decision Agenda ☐ Executive Session Requested

☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Economic Development

Staff Resource/Contact Person: Molly Davies

Agenda Title (be exact): Approval for staff to extend the existing MOU with the Verde Valley Archaeology Center until June 30, 2025.

List Attached Documents: Draft MOU/Agreement with extended deadline and Letter from the Verde Valley Archaeology Center.

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

☐ Town Manager: Gayle Mabery ☒ Department Head: Molly Spangler

☐ Town Attorney Comments: _____

☐ Risk Management: _____

☐ Finance Department

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information:

The purpose of this agenda item is to seek the Town Council's approval to extend the MOU with the Verde Valley Archaeology Center (VVAC) through June 30, 2025.

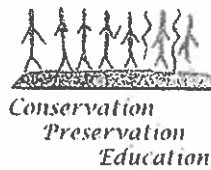
At the April 6, 2022, Town Council meeting, the Town Council learned about this project and directed staff to prepare an agreement between the Town and the Verde Valley Archaeology Center (VVAC). At the July 19, 2023, Town Council meeting, the Town Council approved an MOU between the Town and the VVAC to provide upfront funding not to exceed \$150,000 for the center to complete the grant funded trailhead project and reimburse the Town for all funds expended. The purpose of this agenda item is to seek the Town Council's approval to extend the MOU through June 30, 2025.

Attached is a letter from the VVAC requesting an extension and detailing their valid reasons for an extension. The VVAC has completed repairs and improvements to the publicly-accessible trail. The need for the extension is because of delays for the ADA restroom at the site. Due to unexpected cost increases, the VVAC reevaluated the restroom unit and intends to place an order this restroom unit in late April or early May. The project will ideally be completed by February of 2025.

An extended deadline to June 30, 2025 allows VVAC time to complete the project with potential unanticipated delays.

Recommended Action (Motion): Approval for staff to extend the existing MOU with the Verde Valley Archaeology Center until June 30, 2025.

Instructions to the Clerk:



VERDE VALLEY ARCHAEOLOGY CENTER
460 W. Finnie Flat Road
Camp Verde, AZ 86322
(928) 567-0066
www.vvarchcenter.org

April 4, 2024

Molly Davies
Economic Development Director
Town of Camp Verde
385 S. Main St.
Camp Verde, AZ 86322

Dear Molly,

Thank you for your assistance to date, pursuant to the Memorandum of Understanding (MOU) between the Verde Valley Archaeology Center (VVAC) and the Town of Camp Verde, concerning a \$150,000 grant from Arizona State Parks and Trails ("Grantor") awarded in 2022 to fund an ADA accessible restroom, trails, and other items to support the Native American Heritage Trail Improvements Grant #472206 project ("Grant"). The Town had graciously agreed to provide reimbursable advance funding for the grant.

To date, the Town has provided the VVAC with \$27,720.08 advanced funding that has been fully reimbursed. The actual expense to VVAC was \$29,231.50, which included our "share" of the cost. These funds completed repairs and improvements to the trail that is available, free of charge, to the public. Reimbursements from Arizona State Parks have been coming in about three weeks from disbursement.

The only remaining portion of the grant is for the ADA restroom. This portion of the project has been greatly delayed, primarily because of an unanticipated increase in the cost of the unit from Modular Connections, LLC of Bessemer, Alabama. The increase caused us to reevaluate the unit in order to fit within the available grant funding. This then required revised site plans from our draftsman. In submitting the revised plans to the Town, full architectural plans were requested after some delay due to Town staff changes. The architectural plans were requested from Modular Connections for which the VVAC was billed \$3,500. This was funded without Town assistance.

The plans are expected to be received by the end of April. Once the plans are received, they will be submitted to the Town for review. Once the permit is approved, we will be able to place an order for the unit at an estimated cost of \$85,000. Local contractor installation fees are estimated at \$25,000, for a total of \$110,000. Progress invoicing and payment will be required. A 1/3rd of the structure price (\$28,333) will be invoiced at submittal of design drawings, another 1/3rd of the structure price (\$28,333) will be invoiced at casting/erection and the balance of the structure price (\$28,333) will be invoiced on the date structure is ready for shipping. Modular Connections

anticipates nine to ten months from the order to delivery. This provides the following estimated disbursement schedule:

May 2024 - \$28,500 (Modular Connections)
October 2024 - \$28,500 (Modular Connections)
January 2025 - \$28,500 (Modular Connections)
February 2025 - \$25,000 (local contractor)

Since the current MOU terminates on June 30, 2024. Because of the delays as described above, we respectfully request that the MOU be amended to extend the terms to June 30, 2025.

Regards,

A handwritten signature in black ink, appearing to read "Edwin Goodwin", written in a cursive style.

Edwin Goodwin
President

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN
TOWN OF CAMP VERDE and VERDE VALLEY ARCHAEOLOGY CENTER
ADDENDUM**

This MEMORANDUM OF UNDERSTANDING (“Agreement”) entered into as of July 19, 2023 by and between the Town of Camp Verde, Arizona, an Arizona municipal corporation (“Town”), and the Verde Valley Archaeology Center, a non-profit Arizona organization and 501(c)(3) corporation (“VVAC”).

RECITALS

WHEREAS, the VVAC continues to move forward with Arizona State Parks and Trails grant funded project.

WHEREAS, the VVAC has encountered delays to the overall project and will not be completed with the project by June 30, 2024.

AGREEMENT UPDATE

The parties agree to as follows:

1. **Term.** This Agreement will commence upon execution of signatures and terminate on June 30, 2025. The parties may renew this Agreement subject to mutual written consent and the availability of budgeted funds.

Executed on _____, 2024.

Town of Camp Verde:

Verde Valley Archaeology Center:

Gayle Mabery, Interim Town Manager

Ed Goodwin, President

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DESIGNATING APRIL AS SEXUAL ASSAULT AWARENESS MONTH PROCLAMATION

WHEREAS, Sexual Assault Awareness Month (SAAM) calls attention to the fact that sexual violence is widespread and impacts every person in every community. SAAM aims to raise public awareness about sexual abuse, harassment, and assault and educate communities about how to be involved in prevention.

WHEREAS, This year's SAAM campaign theme, *Building Connected Communities*, calls on each of us to work together to prevent sexual abuse, harassment, and assault. We must strive to build more connected, respectful, and inclusive communities to promote our collective well-being and protect against the risk of sexual violence.

WHEREAS, Sexual violence is common. Over half of women and almost 1 in 3 men have experienced sexual violence involving physical contact during their lifetimes. Additionally, 1 in 3 women and about 1 in 9 men experienced sexual harassment in a public place; and

WHEREAS, The root cause of sexual violence is power and oppression. We cannot eradicate sexual violence until we recognize and eliminate oppression in all forms.

WHEREAS, With leadership, dedication, and encouragement, there is compelling evidence that we can be successful in reducing sexual violence through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

WHEREAS, We must work together to educate our community about what can be done to prevent sexual assault and how to support survivors; and

WHEREAS, The Town of Camp Verde strongly supports the efforts of national, state, and local partners, and of every citizen to actively engage in public and private efforts, including conversations about what sexual violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address sexual violence.

WHEREAS, Staff and volunteers of anti-violence programs at Verde Valley Sanctuary encourage every person to speak out when witnessing acts of violence however small and support victims of sexual violence; and

WHEREAS, The Verde Valley Sanctuary provides comprehensive services for survivors of sexual violence; provides a Sexual Assault Friends and Family Guide on their website at <https://verdevalleysanctuary.org>; provides Youth Empowerments Services to teach children/youth healthy relationships from Kindergarten to high school; and provides Educational Support Groups at the Cottonwood, Sedona, and Camp Verde libraries.

WHEREAS, The Town of Camp Verde shares a critical concern for the survivors of sexual violence and a desire to support the needs for justice and healing; and

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Common Council of the Town of Camp Verde, Arizona, join anti-sexual violence advocates and support service programs in the belief that all community members must be part of the solution to end sexual violence. Along with the United States Government and the State of Arizona, I do hereby proclaim April as "Sexual Assault Awareness Month."

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Camp Verde, Arizona, to be affixed this 17th day of April 2024.

Dee Jenkins, Mayor of the Town of Camp Verde

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Agenda Item Submission Form – Section I

Meeting Date: April 17, 2024

- ☐ Consent Agenda
 ☒ Decision Agenda
 ☐ Executive Session Requested
☐ Presentation Only
 ☐ Action/Presentation
 ☐ Work Session

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, CDD

Agenda Title (be exact): **Public Hearing:** followed by discussion, consideration and possible approval of Ordinance 2024-A490, an ordinance of the Mayor and Common Council for a Zoning Map Change from RR-2A (Rural Residential; 2-acre minimum) to C2-4 (Commercial: General Sales and Service; 4,000 square foot lot size minimum) for approximately 23.34 acres, specifically described in Exhibit A (APN 403-20-007R), generally located on the North side of West State Route 260 and Horseshoe Bend Drive.

Background Information: At the March 20, 2024, regular meeting, the Council tabled this item to April 17, 2024. The purpose of tabling was to provide the applicant and property owner time to consider the possibility of a Development Agreement and/or a PAD. The applicant has reached out to staff and has expressed interest in pursuing a Development Agreement. Staff has met with the applicant but has not had the opportunity to meet with the property owners. Since this item was tabled to a date specific, a motion will be needed to either deny or table this request. Staff has been unable to reach the applicant to confirm how they intend to move forward. Staff will continue to reach out to the applicant and hopes to have an update for council at the meeting.

Recommended Action (Motion): None

Instructions to the Clerk: None

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: April 17, 2024

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, CDD

Agenda Title (be exact): **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2024-1133, a resolution of the Mayor and Common Council of Camp Verde, Yavapai County, Arizona, for preliminary plat 20230617, submitted by Craig Baker, for the purpose of developing a 161-lot subdivision, in the High View at Boulder Creek Planned Area Development. The proposed project is zoned C2-PAD and is generally located off Aultman Parkway and Boulder Creek Road on APN 403-15-010c.

Background Information: This item was noticed as a public hearing in anticipation of the Development Agreement being approved prior to approval of the preliminary plat. Staff is still working out the details of the Development Agreement and needs additional time. Since this was noticed as a public hearing, the council will need to open the public hearing and then close the public hearing. Rather than continue to a date specific, staff recommends the council take no action at this time. Once the Development Agreement is complete and all other requirements are met, staff will re-notice this for a public hearing.

Recommended Action (Motion): None

Instructions to the Clerk: None

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: April 17, 2024

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Community Development

Staff Resource/Contact Person: John Knight, CDD

Agenda Title (be exact): **Public Hearing:** Discussion, consideration, and possible approval of Ordinance 2024-A491 An ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving a Zoning Map Change from M1-PAD (Industrial: General – Planned Area Development) to C2 (Commercial: General Sales and Service – Planned Area Development) for approximately 24 acres of APN 403-15-003W, specifically described in Exhibit A and generally located southwest of the intersection of Highway 260 and North Aultman Parkway.

Background Information: This item was noticed as a public hearing in anticipation of the Development Agreement being approved before consideration of the rezone. Staff is still working out the details of the Development Agreement and needs additional time. Since this was noticed as a public hearing, the council will need to open the public hearing and then close the public hearing. Rather than continue to a date specific, staff recommends the council take no action at this time. Once the Development Agreement is complete and all other requirements are met, staff will re-notice this for a public hearing.

Recommended Action (Motion): None

Instructions to the Clerk: None

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Agenda Item Submission Form

Meeting Date: April 17, 2024

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Administration/Town Attorney

Staff Resource/Contact Person: Town Attorney Trish Stuhan

Agenda Title (be exact): Discussion, consideration and possible approval of an Employment Agreement between the Town of Camp Verde and Miranda Fisher, appointing Fisher as the Camp Verde Town Manager.

List Attached Documents: Employment Agreement

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

☒ Town Manager: Gayle Mabery ☐ Department Head: _____

☒ Town Attorney: Trish Stuhan

☐ Risk Management: _____

☐ Finance Department

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments: The salary and benefits for this position are already included in our budget.

Background Information: The Town Council initiated a recruitment and selection process for the Town Manager position beginning in January 2024. The town received a total of 58 applications for the position. Pre-screening reviews and interviews by Columbia, Ltd. narrowed the pool of candidates to six, and the Town Council ultimately selected four candidates to participate in the interview process, two of whom ultimately completed the on-site interview processes, including attendance at an open house for the public to meet and greet the candidates. In addition to the Meet and Greet, candidates were provided a tour of the Town by three of the Town's leadership team, and were interviewed by a leadership team panel and by the Town Council. All stages of the interview process included a feedback process that was provided to the Town Council. The Town Council valued and incorporated the feedback from both the public and the Town's leadership team as part of the official candidate review process.

As a result of that extensive process, the Town Council selected Miranda Fisher as their candidate of choice, and directed the Town Attorney to proceed with contract negotiations under terms outlined by the Council. The Employment Agreement presented to the Council tonight is a result of those negotiations.

Fisher comes from Nederland, Colorado, which is located in the foothills of southwest Boulder County, Colorado and is a gateway to outdoor recreation in the nearby National Forests and Parks. As the Town Administrator of Nederland for three years, she dealt with many issues that are similar to those Camp Verde faces including affordable housing challenges; balancing growth with the preservation of community character and resident quality of life; and, the need for short and long-term planning to ensure the Town's effective response to meet community needs.

Fisher has served in executive management positions in the public and nonprofit sectors for the past 9 years. She holds a Doctoral Degree in Public Administration from California Baptist University, a Master's degree in Public Administration from Pennsylvania State College, and a Bachelor's Degree in Journalism and Technical Communication from Colorado State University. Currently serving as the Town Administrator for the Town of Nederland, CO (2021 – present), she also served as Deputy Town Administrator/Town Clerk in Nederland (2019-2021) and the Regional Director at AACRES NEVADA, LLC in Las Vegas, NV (2015-2019).

Under the terms of the Employment Agreement, Fisher would assume her position in Camp Verde on May 28, 2024.

Recommended Action (Motion): Approve of the Employment Agreement between the Town of Camp Verde and Miranda Fisher, which appoints Fisher as the Camp Verde Town Manager beginning May 28, 2024.

Instructions to the Clerk:



Town of Camp Verde

Agenda Item Submission Form

Meeting Date: April 17, 2024

- ☐ Consent Agenda ☒ Decision Agenda ☐ Executive Session Requested
☐ Presentation Only ☐ Action/Presentation ☐ Work Session

Requesting Department: Administration/Town Attorney

Staff Resource/Contact Person: Town Attorney Trish Stuhan

Agenda Title (be exact): Discussion, consideration and possible approval of amending the Employment Agreement between the Town of Camp Verde and Gayle Mabery by extending the termination date to May 27, 2024.

List Attached Documents: Employment Agreement

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

☒ Town Manager: Gayle Mabery ☐ Department Head: _____

☒ Town Attorney: Trish Stuhan

☐ Risk Management: _____

☐ **Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____
Comments: The salary and benefits for this position are already included in our budget.

Background Information: With the Town Council's decision to enter an Employment Agreement with Miranda Fisher, the Town's existing Agreement with Gayle Mabery as Acting Town Manager can now be amended to align with the starting date of the new Town Manager. Ms. Mabery's existing agreement as Acting Town Manager has a termination date of May 10, 2024. Staff is recommending that the Town Council approve an amendment to the contract, making the new termination date May 27, 2024. Miranda Fisher's contract with the Town begins on May 28, 2024.

If the Town Council and new Town Manager desire, Mabery is willing to negotiate a new Employment Agreement that would begin May 28, 2024 and provide terms for Mabery to continue providing a combination of on-site and remote support during the transition to the new Town Manager. That agreement can be brought forward to the Council in May, before the new Town Manager starts in her position.

Recommended Action (Motion): Approve an amendment to the Employment Agreement between the Town of Camp Verde and Gayle Mabery as Acting Town Manager, extending the termination date of the Agreement to May 27, 2024, and retaining all other provisions of the Agreement.

Instructions to the Clerk: