



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106,
WEDNESDAY, JANUARY 15, 2025, at 6:00 P.M.**

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

1. Call to Order

Mayor Jenkins called the meeting to order at 6:00 p.m.

2. Roll Call

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

Also Present

Town Manager Miranda Fisher, Town Attorney Michelle Stinson, Town Clerk Leah Rhodes, and Administrative Clerk Jadie Edwards.

3. Pledge of Allegiance

Councilor Godwin led the Pledge.

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

a) Approval of the Minutes:

- 1) Work Session – Wednesday, December 11, 2024 at 5:30 p.m.
- 2) Special Session (Public Portion) – Wednesday, December 18, 2024 at 5:30 p.m.
- 3) Regular Session – Wednesday, December 18, 2024 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Work Session – Thursday, January 16, 2025 at 5:30 p.m.
- 2) Regular Session – Wednesday, February 5, 2025 at 6:00 p.m.
- 3) Regular Session – Wednesday, February 19, 2025 at 6:00 p.m.

c) Approval of Resolution 2025-1164, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, acknowledging the national housing crisis, prioritizing affordable housing within Camp Verde to support safe, decent, and affordable housing opportunities for community members, and urging the state legislature of the State of Arizona to address the impacts of short-term rentals on the supply of housing for Arizona residents. Staff Resource: Town Manager Miranda Fisher.

Vice Mayor Moore requested that, in cases where significant changes are made to the Town Council minutes, the revised minutes be brought back to the Council for approval

On a **motion** made by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve the consent agenda removing Item 4.a.3 Regular Session minutes and changing the certification date on Item 4.a 2 minutes to read December 18, 2024.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 7-0.

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

There were no speakers.

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 Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

The Mayor, Council and Town Manager reported on current events.

7. **Special Announcements and Presentations:**

- **2025 Citizen Academy Announcement.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Miranda Fisher announced that the Town of Camp Verde will host its first Citizen Academy starting on Tuesday, March 4, 2025. Manager Fisher stated the eight-week program aims to engage and educate residents about the inner working of local government while fostering greater civic involvement.

8. **Discussion, consideration, and possible approval of a Memorandum of Understanding between the Town of Camp Verde and The Nature Conservancy to work together for a**

healthy and flowing Verde River and tributaries that support its unique environment, vibrant economy, and quality of life for future generations in the State of Arizona. Staff Resource: Utilities Director Jeff Low.

Utilities Director Low stated the Town Council and staff have been involved in regional collaboration projects with the objective of conserving, preserving and managing water resources including the Verde River. Utilities Director Low stated staff have been actively working with the Nature Conservancy on upcoming stormwater recharge projects and hope to partake in a regional ground water model. Town staff and the Nature Conservancy wish to work together for a healthy and flowing Verde River.

Councilor Escoffier questioned if the Town Attorney would need to sign the Memorandum of Understanding and suggested the dates to be changed in the document to reflect the date of the document being approved by the Council.

Utilities Director Low responded to questions from the Council.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve the Memorandum of Understanding between the Nature Conservancy and the Town of Camp Verde and authorize the Mayor to sign the Memorandum of Understanding with the correction of the date change throughout the document to reflect today's date and leave it up to staff to add the attorney signature line.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

9. **Discussion, consideration and possible approval of RH Borden and Company Quotes #2319 and #2562 for acoustic assessment of sewer mains and full scan inspections of 100 manholes in an amount not to exceed \$57,288.00.** Staff Resource: Wastewater Division Manager Chet Teague.

Wastewater Division Manager Teague explained that the item is being presented to the Council because the cost assessment has succeeded \$50,000.00.

Wastewater Division Manager Teague responded to questions from the Council

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to approve RH Borden and Company Quotes #2319 and #2563 for acoustic assessment in an amount not to exceed \$57,288.00.

Roll Call Vote:

Councilor Bolton: Aye

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

- 10. Discussion, consideration and possible approval to pursue receipt of donation of Yavapai County Parcel APN 403-18-104 in the vicinity of Verde River Drive.** Staff Resource: Utilities Director Jeff Low.

Utilities Director Low provided a map of the Yavapai County Parcel APN 403-18-104 and stated the property owner would like the Town to acquire the property and there were no liens on the property.

On a **motion** by Vice Mayor Moore, seconded by Councilor Murdock, the Council **moved** to approve accepting the donation of APN 403-18-104 with total acquisition costs not to exceed \$1000 and direct staff to work with the Town Attorney, Yavapai County, and property owner to complete the parcel transfer.

Roll Call Vote:

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

- 11. Discussion, consideration, and possible adoption of Town of Camp Verde Engineering Design Standards and Standard Details.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Smith and Town Engineer Bruce Connolly provided feedback that staff received after holding a special meeting with local developers and contractors. CIP Project Manager Smith stated staff had taken consideration to the feedback received and revised the standards specification and details accordingly.

Councilor Foreman stated he agreed with a majority of the Engineering and Design Standards and Standard Details and thanked Town staff.

Vice Mayor Moore, and Councilor Murdock voiced their concern and potential confusion regarding the standard specifications and discretionary decisions.

Bethany Brady, Camp Verde resident, expressed the need for clarification on several items within the design standards and details, including ADEQ requirements, the sizing of water distribution facilities for adequate fire flow, driveway access guidelines, pavement cuts, and erosion and sediment control. Ms. Brady suggested scheduling an additional meeting with the contractors to discuss and review the issues.

The Council recommended conducting another special meeting with local developers and contractors to provide additional feedback.

Town Manager Fisher, CIP Project Manager Smith, and Town Engineer Connolly responded to questions and concerns from the Council.

No action was taken.

12. Discussion, consideration and possible approval to release a Request for Proposal for Town Legal Services. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated as Town staff prepares for the FY25-26 budget, she recommended that the Town evaluate the current legal services and available options to ensure the highest standards of service delivery. Town Manager Fisher stated the process will involve a thorough review of submissions, followed by interviews by the Town Council to determine the most suitable partner.

Vice Mayor Moore requested legal services to be a separate budget item from the general budget.

Town Manager Fisher responded to questions from the Council.

On a **motion** by Councilor Murdock, seconded by Councilor Escoffier, the Council **moved** to approve publishing RFP #2025-202 for Legal Services.

Roll Call Vote:

Councilor Bolton: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor Foreman: Aye

Councilor Godwin: Aye

Motion Carried 7-0.

13. Discussion, Discussion, consideration and possible approval to release a Request for Proposal for Legal Services for Water Resources. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher recommended the Town evaluate the legal services of the Town water attorney.

Vice Mayor Moore stated the Council needs to be mindful of hiring a highly qualified water attorney.

Councilor Escoffier stated the town's current water attorney has helped the town with current water issues.

Town Manager Fisher responded to questions from the Council.

Tony Gioia, Camp Verde resident, expressed his satisfaction with the Council's consideration of various aspects of the town's legal matters.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve publishing RFP #2025-203 for Legal Services for Water Resources.

Roll Call Vote:

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

14. Adjournment

Mayor Jenkins adjourned the meeting at 7:36 p.m.



Mayor Dee Jenkins



Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on January 15, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7 day of February, 2025.



Leah Rhodes, Town Clerk