



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MARCH 5, 2025 at 6:00 P.M.**

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video 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 (absent), Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, CIP Manager Martin Smith, Finance Director Michael Showers, Planner I Cliff Bryson, Town Clerk Leah Rhodes, and Acting Deputy Town Clerk Jadie Edwards.

3. Pledge of Allegiance

Councilor Escoffier 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) Special Session – February 12, 2025 at 5:00 p.m.
- 2) Regular Session – February 19, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – March 12, 2025 at 5:00 p.m.
- 2) Regular Session – March 19, 2025 at 6:00 p.m.
- 3) Special Session – March 26, 2025 at 5:00 p.m.

Mayor Jenkins requested striking through the Set Next Meeting, Date and Time for the

Regular Session Meeting on March 5, 2025, since the meeting was being held that evening.

Before approving the consent agenda, Mayor Jenkins sought guidance from Attorney Stuhan regarding the minutes of the February 12, 2025, Council Meeting, during which two Councilmembers recused themselves from different agenda items, to clarify the voting procedure.

Attorney Stuhan responded to Council, approval of the minutes is an administrative act, so if a member of the Council is absent or recuses themselves, legally all of the Council can vote on the minutes.

On a **motion** made by Councilor Escoffier, seconded by Vice Mayor Moore, the Council **moved** to approve the consent agenda striking agenda item 4.b.1

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 6-0.

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

Public Comment:

Doug Fitzpatrick and John Bassous voiced concern on the public nuisance of trash on I-17 and 260 Gray Wolf Landfill.

The Mayor requested Town Manager Fisher to further evaluate this matter.

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, 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. All presentations are limited to 15-minutes.

- **Q4 2024 Update from the Parks & Recreation Commission.** Staff Resource: Parks & Recreation Commission Chair Dave Grondin.

Vice Chairperson Candra Faulkner presented a Q4 update from the Parks and Recreation Commission to the Council.

- **Q4 2024 Update from the Planning & Zoning Commission.** Staff Resource: Planning & Zoning Commission Chair Bill Tippet.

Chairperson Bill Tippet presented a Q4 update from the Planning and Zoning Commission to the Council.

- **Presentation of the Town of Camp Verde's FY24-25 Audit.** Staff Resource: Finance Director Michael Showers.

Finance Director Michael Showers and Colby and Powell Partner Scott Graff presented the Annual Comprehensive Financial Report and the Governmental Auditing Standards Report for FY 2024-25.

Mayor Jenkins asked Town Manager Fisher if the Town plans to issue RFPs for audits firms in the future.

Town Manager Fisher answered to Mayor Jenkins, the Town will be going through a process of the Town requesting RFPs/RFQs with all firms that the Town contracts services with.

Vice Mayor Moore mentioned to Council that it is normal for Towns to go out and find a new auditor every two years.

8. Public Hearing: Discussion, consideration, and possible approval of Resolution 2024-1165, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving Use Permit 2024-0369M, with conditions, for John Bradshaw of Bradshaw Holdings, LLC (Bradshaw Legacy Living) for property generally located at East Coury Drive and South Genesis

Drive Assessor's Parcel Number (APN) 407-09-043C consisting of 7.82 acres. Staff Resource: Planner I Cliff Bryson.

- **Staff Comments**
- **Applicant Comments**
- **Open Public Hearing**
- **Close Public Hearing**
- **Council Discussion**

Planner I Cliff Bryson presented the proposed project that was requested by the Applicant Mr. John Bradshaw of Bradshaw Holdings LLC for approval of a Use permit for a Recreational Vehicle Park (RV Park) with sixty-five (65) affordable living units (tiny homes/park models) and seven (7) recreational vehicle spots. The project site consists of approximately 7.82 acres. The RV Park is located off South Genesis Drive and East Courty Drive, coming off State Route 260 behind the Jones Ford Automotive dealership.

Planner I Bryson stated the site proposes (sixty-five) 65 affordable living units in three (3) different floor plan options. It will consist of forty-five (45) 1 bedroom/1 bathroom living units, fourteen (14) 2 bedroom /2 bathroom living units, and six (6) duplex-style living units. Each living unit on the proposed site will be approximately 400 square feet. The site proposes 171 parking spaces, where 166 parking spaces are required per the Zoning Ordinance. The site proposes nine (9) ADA parking spaces, where seven (7) are required per the Zoning Ordinance and the International Building Code standards.

Applicant Bradshaw stated he is trying to create a short-term living situation for employees looking for a long-term situation. This will be a month-to-month lease and the tenant can stay longer if needed.

Applicant Bradshaw explained the Friends of The Verde River has a certificate program that will support businesses with new development.

Mayor Jenkins opened the public hearing at 7:15 p.m.

Public Comment:

Cris Ballard asked questions in regards of residential zoning close to M1 zoning.

Robert Flynn spoke about APS and Utilities for the project. Mr. Flynn asked questions to Town staff.

Town Manager Fisher and Planner I Bryson will follow up with Mr. Flynn with a future meeting.

Mayor Jenkins closed the public hearing at 7:27 p.m.

Town Manager Fisher, Attorney Stuhan and Applicant Bradshaw answered questions from the Council.

Town Manager Fisher stated a development agreement will be in place if the Town decides to move forward with the use permit for a shared well.

On a **motion** by Councilor Godwin, seconded by Vice Mayor Moore, the Council **moved** to approve Resolution 2024-01165, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2024-0369M to operate a Recreational Vehicle Park (RV Park) called Bradshaw Legacy Living, with conditions, as presented with the addition of not using ship ladders in any units, generally located at East Coury Drive and South Genesis Drive Assessor's Parcel Number (APN) 407-09-043C.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 6-0.

Mayor Jenkins recessed the meeting at 7:50 p.m.

Mayor Jenkins reconvened the meeting at 8:03 p.m.

9. Discussion, consideration, and possible award of Bid No. 25-204, Sports Complex Lift Station and Force Main Installation Project to Earth Resources Corporation in the amount of \$341,570.00. Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated the proposed lift station and force main project is intended to send raw sewage from the proposed concession stand at the Sports Complex to the existing wastewater treatment facility. The grade differential between the location of the proposed concession stand and the existing wastewater treatment facility makes a gravity sewer system impractical. This project was sent to the Town's JOC contractors for competitive bid. Earth Resources Corporation was the lowest responsive bid at \$341,570.00. Staff recommends Council award the contract to this contractor.

Mayor Jenkins mentioned the Council had concerns with previous work performed by Earth Resources with the amount of change orders.

CIP Manager Smith responded to -the Mayor and Council regarding the concerns and stated he researched and is familiar with the company. CIP Manager Smith is confident in the work Earth Resources provides.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to Award Bid No. 25-204, Sports Complex Lift Station and Force Main Installation Project, to Earth Resources Corporation in the amount of \$341,570.00.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 6-0.

10. **Discussion, consideration, and possible award of Bid No. 24-200, Sports Complex Electrical Improvements Project to Fann Environmental, LLC. in the amount of \$89,185.03.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated the future concession/restroom building currently does not have electrical service at the location. The contractor will be able to utilize existing conduit from the main service panel to the promenade between the two baseball fields.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to Award of Bid No. 24-200, Sports Complex Electrical Improvements Project, to Fann Environmental, LLC. in the amount of \$89,185.03.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 6-0.

11. **Discussion, consideration, and possible approval to purchase and construct the irrigation pump building for the proposed irrigation improvements project at the Camp Verde Sports Complex from Bunger Steel in the amount of \$42,399.00.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated the agenda item was originally presented and approved at the July 17, 2024 regular council meeting. Since that meeting, the Town Engineer has revised the plans to reduce the overall irrigation project costs. The old design had new irrigation pumps located adjacent to the existing effluent storage pond

and down in a deep vault. This vault required a large canopy to shield it from the elements. This new design places the pumps closer to the Sports Complex where they will be able to perform more efficiently.

CIP Project Manager Smith stated the previous approval for this canopy was for \$22,900; however, there was an optional charge of \$24,705 for them to install the building (Total project cost: \$47,605). Having the contractor install the building also affords the Town the luxury of having that work covered under the warranty of the structure. The warranty is a 1-year structural warranty and 35-year warranty on the roof and siding.

Mayor Jenkins stated the motion will need to state the superseding the previous amount.

On a **motion** by Mayor Jenkins, seconded by Councilor Godwin, the Council **moved** to Award the purchase of the irrigation pump building for the proposed irrigation improvements project at the Camp Verde Sports Complex to Bunker Steel in the amount of \$42,399.00 replacing previous approval dated July 17, 2024 in the amount of \$22,900.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 6-0.

12. Discussion, consideration, and possible award of Bid for Sports Complex proposed force main supplies to Ferguson Waterworks in the amount of \$63,108.18. Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated the proposed lift station and force main project is intended to send raw sewage from the proposed concession stand at the Sports Complex to the existing wastewater treatment facility. The grade differential between the location of the proposed concession stand and the existing wastewater treatment facility makes a gravity sewer system impractical. The force main materials were previously presented to Council at the July 17, 2024 meeting where the project was awarded to Core & Main for \$68,732.84. Soon after the project was awarded, the Town Engineer modified the plans to simplify the design. The result of this effort was fewer parts were necessary, offering the Town a net savings on the parts.

CIP Project Manager Smith stated due to the change in the parts list, the new list was sent back for bid. Ferguson Waterworks, Core & Main, and Dana Kepner were all contacted for proposals. Only Ferguson Waterworks was responsive to this request for

bids.

On a **motion** by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to rescind the award to Core and Main for \$68,732.84 approved on July 17, 2024 and award the bid for the Sports Complex Proposed Force Main Supplies to Ferguson Waterworks in the amount of \$63,108.18.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 6-0.

13. **Discussion, consideration, and possible award of Bid for Sports Complex proposed irrigation supplies to Ferguson Waterworks in the amount of \$79,375.73.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated Town's wastewater treatment facility converts raw sewage into reclaimed water, the water is sent to a storage pond southeast of the plant. Irrigation at the Sports Complex creates demand for this water, which is then pumped from the storage pond through a temporary pipe on the surface of the ground to a point where it connects with the existing underground reclaimed water line that feeds the irrigation system at the Sports Complex. The irrigation materials were previously presented to Council at the July 17, 2024 meeting where the project was awarded to Core & Main for \$113,354.03.

CIP Project Manager Smith stated, soon after this was awarded, the Town Engineer modified the plans to simplify the design. The result of this effort was fewer parts were necessary offering the Town a net savings on the parts. Due to the change in the parts list, the list was sent back for bid. Ferguson Waterworks, Core & Main, and Dana Kepner were all contacted for proposals. Only Ferguson Waterworks was responsive to this request for bids.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to rescind the award to Core and Main dated on July 17, 2024 of \$113,354.03 and Award the bid for the Sports Complex Proposed Irrigation Supplies to Ferguson Waterworks in the amount of \$79,375.73.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion Carried 6-0.

- 14. Discussion, consideration, and possible award of Bid No. 24-198, Town of Camp Verde Street Striping Project to Traffic Safety, Inc. in the amount of \$67,307.59.**
Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated the striping on the Town's streets requires periodic refreshing to maintain its visibility and functionality. It has been several years since the Town refreshed the street striping and many of the lines are becoming difficult to see. It is time for the Town to refresh the street striping to make it easier to see and prevent potential collisions with other vehicles and/or pedestrians. A total of four bids were received, with Traffic Safety, Inc. being the lowest responsible bid in the amount of \$67,307.59.

On a **motion** by Vice Mayor Moore, seconded by Councilor Escoffier, the Council **moved** to Award Bid No. 24-198, Town of Camp Verde Street Striping Project, to Traffic Safety, Inc. in the amount of \$67,307.59.

Roll Call Vote:

Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: absent
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion Carried 6-0.

- 15. Discussion and possible action to authorize the Town Manager, Building Inspector, and Town Attorney to take all necessary steps to address the public nuisance and dangerous building at 3195 S Dinky Creek Dr., including filing litigation to obtain a demolition order, using public funds for abatement, and placing a lien on the property to recover costs.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Miranda Fisher stated the property located at 3195 S. Dinky Creek Drive has been identified as a public nuisance and unsafe structure under the Town of Camp Verde's Code of Ordinances. The home has been deemed unsafe for human occupancy and was posted with an UNSAFE-DO NOT OCCUPY placard on February 22, 2023. Despite multiple notices and opportunities for compliance, the property owner has failed to take the necessary corrective actions.

Town Manager Fisher stated staff is now seeking Town Council authorization to proceed with the following enforcement actions, litigation for a Demolition Order, use of Public Funds for Abatement and cost Recovery via Lien.

Public Comment:

Melinda Jessop spoke in regards to her property located at 3195 S. Dinky Creek Drive.

Councilor Foreman asked Town Manager Fisher if the Town has taken all of proper steps before bringing this to Council. Councilor Foreman asked if it is the professional opinion of the Building Official that the property is a danger to the health, life and safety.

Town Manager Fisher stated the Town has followed all of the proper steps and that the Building Official agrees the building is a danger.

Town Manager Fisher and Town Attorney Stuhan responded to questions from the Council.

On a **motion** by Councilor Foreman, seconded by Councilor Bolton, the Council **moved** to approve proceeding with the abatement and enforcement actions outlined above.

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion Carried 6-0.

16. Adjournment

Mayor Jenkins adjourned the meeting at 8:46 p.m.



Mayor Dee Jenkins



Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Acting Deputy Town Clerk Jadie Edwards, 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 5, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20 day of March, 2025.

Leah Rhodes

Leah Rhodes, Town Clerk