



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MARCH 19, 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, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Acting Senior Planner Cory Mulcaire, Utilities Director Jeff Low, Finance Director Michael Showers, CIP Project Manager Martin Smith, Acting Deputy Town Clerk Jadie Edwards and Administrative Clerk Laura Keesler.

3. Pledge of Allegiance

Councilor Murdock 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 (Public Portion) – February 19, 2025 at 5:00 p.m.
- 2) Executive Session – February 19, 2025 at 6:00 p.m.
- 3) Work Session – February 26, 2025 at 5:00 p.m.
- 4) Regular Session – March 5, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – March 26, 2025 at 6:00 p.m.
- 2) Regular Session – April 2, 2025 at 6:00 p.m.
- 3) Budget Work Session – April 3, 2025 at 3:30 p.m.
- 4) Work Session – April 9, 2025 at 5:00 p.m.

5) Regular Session – April 16, 2025 at 6:00 p.m.

6) Special Session – April 17, 2025 at 1:00 p.m.

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

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))

Public Comment:

Melinda Jessop voiced concerns regarding the demolition of her property.

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.

- **Oaths of Office for New Town Staff.** Staff Resource: Town Clerk Leah Rhodes.

Town Clerk Leah Rhodes swore in new Town Staff.

- **Acceptance and Acknowledgement of Yavapai-Apache Nation Distribution Check for Gaming Funds.** Staff Resource: Town Manager Miranda Fisher. Mayor Jenkins requested Town Manager Fisher to bring back to Council when a representative from Yavapai-Apache Nation will be present.
- **Proclamation Declaring Saturday, April 5, 2025, as Camp Verde's Arbor/Earth Day Celebration 2025.** Staff Resource: Town Clerk Leah Rhodes.

Diane Scantlebury presented the Arbor/Earth Day Celebration to the Council.

Mayor Jenkins proclaimed April 5, 2025 as Camp Verde's Arbor/Earth Day Celebration 2025.

- **Dark Sky Presentation.** Staff Resource: Town Manager Miranda Fisher.

Dave Inman presented to the Commission dark sky initiatives, such as reducing light pollution and gaining International Dark Sky designations, have turned pristine night skies into valuable economic assets for many communities.

- **Growing Water Smart Action Plan Presentation.** Staff Resource: Acting Senior Planner Cory Mulcaire & Utilities Director Jeff Low.

Acting Senior Planner Cory Mulcaire presented the Growing Water Smart Action Plan to the Council.

8. **Discussion, consideration, and possible approval of Resolution 2025-1170, authorizing the Town Manager and Finance Director to execute and deliver a loan agreement with the Water Infrastructure Finance Authority of Arizona for the installation of sludge drying bed liners and purchase/installation of a new septage hauling station at the Town's Water Reclamation Facility not to exceed \$800,000.** Staff Resource: Utilities Director Jeff Low & Finance Director Michael Showers.

Utilities Director Jeff Low stated Town staff received approval of Loan Resolution 2025-036 from the Water Infrastructure Finance Authority of Arizona (WIFA) under the Clean Water Revolving Fund Program on December 18, 2024. The loan is for \$800,000 with \$400,000 in forgivable principal.

Utilities Director Low answered questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Murdock, the Council **moved** to approve Resolution 2025-1170.

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.

9. **Discussion, Consideration, and Possible Award of Sports Complex Walkway and Parking Lot Lighting Project to Voss Lighting in the amount of \$94,950.00 for the walkway lighting, and \$216, 970.00. for the parking lot lighting, for a total cost of \$311,920.00.** Staff Resource: CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated the sports complex is seeing an unprecedented level of usage, particularly during the evening hours, making lighting a crucial amenity for the safety and security of users. After dark, areas such as the pedestrian walkway and nearby parking lot become quite dark, creating potential hazards and safety concerns. Voss Lighting has been selected to supply and install the necessary equipment. They will provide a total of 24 light fixtures: nine along the ADA walkway and promenade bulb, and an additional fifteen in the parking lot.

CIP Project Manager Smith and Town Manager Fisher answered questions from the Council.

On a **motion** by Vice Mayor Moore, seconded by Councilor Escoffier, the Council **moved** to award the Sports Complex Walkway and Parking Lot Lighting Project to Voss Lighting in the amount of \$94,950 for the walkway lighting and \$216, 970 for the parking lot lighting for a total cost of \$311,920.

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.

10. **Discussion, consideration, and possible award of RFP 2024-201 for the Parks, Recreation, Trails, and Open Space Master Plan, in the amount of \$119,885.00 to Kimley-Horn.** Staff Resource: Parks & Recreation Manager Shawna Figy & CIP Manager Martin Smith.

CIP Project Manager Martin Smith stated the Parks & Recreation Master Plan Request for Proposal was put out to bid in January. Town staff held a pre-bid meeting on January 22nd with 12 participants on the virtual call. All bids were to be submitted February 19th. A review committee was formed, a total of 7 staff members, who reviewed and scored each of the 4 submittals received by the deadline. Kimley-Horn was the unanimous choice by the review committee.

CIP Project Manager Smith and Town Manager Fisher answered questions from the Council.

On a **motion** by Councilor Godwin, seconded by Councilor Foreman, the Council **moved** to award RFP 2024-01 for the Parks, Recreation, Trails, and Open Space Master Plan, in the amount of \$119,885.00 to Kimley-Horn.

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.

Mayor Jenkins recessed the meeting at 7:22 p.m.

Mayor Jenkins reconvened the meeting at 7:32 p.m.

11. **Discussion, consideration, and possible approval of the creation of the Special Initiatives Manager position and amending the salary table to include this position.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated for FY24-25, funding was allocated for a Deputy Town Manager position. However, after further evaluation of the Town's operational needs, the Town Manager recommends reallocating this funding to a Special Initiatives Manager role instead. The Special Initiatives Manager would work directly under the Town Manager to facilitate and implement Council and/or Town Manager-approved strategic initiatives, manage special projects as assigned, and ensure efficiency in project execution.

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

On a motion by Councilor Foreman, seconded by Councilor Godwin, the Council moved to approve the creation of the Special Initiatives Manager position and amend the salary table to include this position in the Step 14 pay range.

12. **Discussion, consideration, and possible direction regarding a Planning Fee Refund, Waiver, and Reduction Policy.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated the Council directed staff to develop a policy that would allow for fee reductions or waivers under certain circumstances. Since then, an additional request has been made regarding seeking a refund for capacity fees applied to a permit issued before capacity fees were implemented. Town staff are seeking

direction on whether this draft aligns with the Council's intent.

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

Public Comment:

John Bassous spoke on the concerns with the Planning Fee Refund process.

The Mayor and Council directed Town Manager Fisher to continue researching information and to bring back at a later Council meeting.

13. Adjournment

Mayor Jenkins adjourned the meeting at 8:22 p.m.



Mayor Dee Jenkins

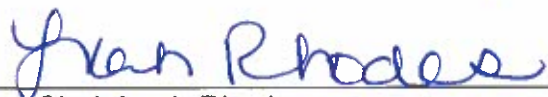


Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions 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 19, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 3 day of April 2025



Town Clerk Leah Rhodes