



**MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 24, 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 Moore called the meeting to order at 6:01 p.m.

2. Roll Call.

Councilor Brian Bolton, Councilor Robert Foreman, Councilor Robin Godwin (participated via Zoom at 6:05p.m.), Councilor Jessie Murdock, Councilor Patricia Seybold, Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, and Town Clerk Leah Rhodes.

Mayor Marie Moore recessed the meeting for a break at 6:02 p.m. and resumed the meeting at 6:07 p.m.

3. Pledge of Allegiance

Vice Mayor 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 (Public Portion) – August 27, 2025 at 4:15 p.m.
- 2) Work Session – August 27, 2025 at 5:00 p.m.
- 3) Work Session – September 3, 2025 at 5:00 p.m.
- 4) Regular Session – September 3, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – October 8, 2025 at 6:00 p.m.
- 2) Regular Session – October 15, 2025 at 6:00 p.m.
- 3) Work Session – November 5, 2025 at 5:00 p.m.
- 4) Regular Session – November 5, 2026 at 6:00 p.m. Mayor Moore

announced the date should read November 5, 2025.

- c) **Consideration and possible approval of Resolution 2025-1193 to enter into an Intergovernmental Agreement with the Yavapai County Flood Control District for financial contributions from the District to the Town for Fiscal Year 2025-2026.** Staff Resource: Utilities Director Jeff Low.
- d) **Consideration and ratification of the patrol vehicle CIP allocation adjustment from \$180,000 to \$194,930.57.** Staff Resource: Acting Town Marshal Dan Jacobs.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Seybold, the Council **moved to approve** the consent agenda, noting changes to the August 27, 2025 Work Session meeting minutes and the September 3, 2025 Regular Session meeting minutes.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: 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 speaker 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,

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. Town Manager Fisher announced a special guest in the audience Cameron Bowski from Matix Design Group, who is working on the Town's Facilities Master Plan.

7. Special Announcements and Presentations. All presentations are limited to 15-minutes.

- **Administration of Oath of Office of Newly Hired Town Employees.** Staff Resource: Town Clerk Leah Rhodes.

Town Clerk Leah Rhodes swore in newly hired employees: Peace Officer Jason Bitterman, Administrative Assistant Marisa Carrara and Water Division Foreman Christopher Rosas.

- **Parks and Recreation Commission Quarter Two 2025 Update.** Resource: Parks and Recreation Commission Chair Dave Grondin.

Parks and Recreation Commission Chair Grondin presented the Quarter Two updates from the Parks and Recreation Commission to the Council.

- **Presentation of General Plan Draft Elements: Transportation & Circulation, Open Space, Outdoor Recreation, Trails, Environment & Land Use, Water Resources, and Historical.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reviewed the draft elements with Council. Town Manager Fisher stated that on October 8, 2025 Town Council meeting the final draft of the General Plan will be presented to Council.

- **Presentation of the FY26 Strategic Plan Action Plan Quarterly Update.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an update on the progress made for each of the "Year Two (FY26) Action Plan" goals and priorities.

8. Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 10, Beer and Wine Store Liquor License for Dollar General, located at 1000 W. Finnie Flat Road, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

Staff Comments: Town Clerk Leah Rhodes provided a summary of the liquor license application.

Applicant Comments: Applicant Elmer Carrera explained that the application is before the Council because the original building was destroyed by fire two years ago, and the

property has since been assigned a new business address.

Open Public Hearing: Mayor Moore opened the public hearing at 6:47 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:47 p.m.

Council Discussion: There was no discussion.

Vice Mayor Escoffier left the meeting at 6:45 p.m. and returned at 6:53 p.m.

On a **motion** made by Councilor Murdock, seconded by Councilor Foreman, the Council **moved to approve** submitting to the Arizona Department of Liquor License and Control a recommendation of approval for a Series 10, Beer and Wine Store Liquor License for the Dollar General Store, located at 1000 W. Finnie Flat Road, Camp Verde, Arizona, 86322.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: aye

Vice Mayor Escoffier: absent

Mayor Moore: aye

Motion Carried 6-0.

9. **Discussion, consideration, and possible award of bid to Western Liner for the purchase of the proposed irrigation pond liner for the Sports Complex in the amount of \$89,906.29, rescinding the previous contract award to Western Liner in the amount of \$34,300.** Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith provided an overview of the purchase of an irrigation pond liner for the Sports Complex. The irrigation improvement plans have been revised to enhance system efficiency and reduction in overall project costs. The updated design relocates the reclaimed water storage to a new retention pond for improved efficiency, easier maintenance and scalability.

Town Manager Fisher and CIP Manager Smith responded to questions from the Council.

On a **motion** made by Councilor Murdock, seconded by Vice Mayor Escoffier, the Council **moved to rescind** the previous contract award to Western Liner in the amount of \$34,300 and award a new the bid for purchase of the proposed irrigation pond liner to Western Liner in the amount of \$89,906.29.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried 7-0.

10. **Discussion, consideration, and possible approval of professional services contracts for the attached list of consultants for on-call professional services as needed for fiscal years 2025 – 2030.** Staff Resource: Utilities Director Jeff Low.

Utilities Director Low presented an overview of the list of consultants for On-Call Professional Services. Instead of providing individual contracts for each firm, a sample On-Call Professional Services Contract was submitted to the Council for approval. The contract will be used, as needed, to engage professional services for specific projects during Fiscal Years 2025–2030.

Town Manager Fisher, Town Attorney Stuhan, Utilities Director Low and Finance Director Showers responded to questions and concerns from the Council.

On a **motion** made by Councilor Murdock, seconded by Councilor Foreman, the Council **moved to approve** for the Town of Camp Verde On-Call Professional Services Contracts for the attached list of consultants for on-call professional services as needed for Fiscal Years 2025 – 2030.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried 7-0.

11. **Discussion, consideration, and possible approval for the Town Finance Director to make changes to the Town's Finance Operations Guide as presented.** Staff Resource: Finance Director Michael Showers.

Town Manager Fisher stated the Town's Finance Operations Guide redline version was not included in the packet. Town Manager Fisher and Town Attorney Stuhan stated the Council could vote to continue or postpone the item to the next regular agenda.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Murdock, the Council **moved to continue** the item to the October 8, 2025 Town Council Meeting.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye

Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried 7-0.

- 12. Discussion, consideration, and possible direction regarding House Bill 2447, a new state law requiring municipalities to allow administrative approvals of development applications and offering an optional self-certification program.** Staff Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan.

Town Manager Fisher provided an overview of the 2025 Legislative Session, noting that the Arizona Legislature adopted House Bill 2447. This legislation authorizes the Community Development Director to review and approve site plans, development plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats, and plat amendments without requiring a public hearing.

To ensure transparency and community engagement, Town Manager Fisher recommended publishing notices of submitted applications on both the Town's website and in the local newspaper, encouraging residents to connect with Community Development staff. In addition, Town Manager Fisher suggested holding quarterly meetings with the Town Council and Planning and Zoning Commission to provide regular updates on administrative approvals.

Town Manager Fisher shared with Council that it is the recommendation of staff and the Planning and Zoning Commission not to allow for self-certification by registered architects and professional engineers, which would allow them to assume responsibility for compliance with applicable ordinances and construction standards for qualified projects.

Town Manager Fisher stated staff will be working on revising the Planning and Zoning Ordinance.

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

Town Council expressed support for Town staff's recommendation regarding the engagement strategies and self-certification. No formal action was taken.

- 13. Discussion, consideration, and possible direction regarding requesting a transfer of the Clear Creek Cemetery and surrounding land from the Forest Service to the Town.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that Councilor Foreman had expressed interest in understanding the process and potential for acquiring the cemetery and surrounding land to allow for its expansion. Town Manager Fisher provided an overview of the considerations the Town would need to evaluate should it pursue this option.

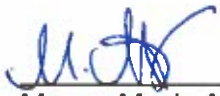
Councilor Foreman explained that the existing cemetery has reached capacity and emphasized its historical and cultural significance as a community treasure. Councilor Foreman expressed hope that the U.S. Forest Service might consider donating 5–10 acres to support expansion and requested that staff explore the possibility of enlarging the cemetery boundaries and extending the use permit for the cemetery association. Councilor Foreman stated that he does not want Town to acquire the site but rather assist with possible expansion of the cemetery.

The Council agreed that this matter should be explored further. Town Manager Fisher confirmed that, with this direction from Council, she will engage the appropriate parties to initiate further discussions.

Town Manager Fisher responded to questions from the Council.

14. Adjournment

Mayor Moore adjourned the meeting at 7:55 p.m.



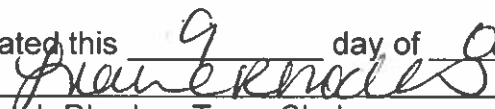
Mayor Marie Moore



Attest: Leah Rhodes, Town Clerk

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 Special Session of the Town Council of Camp Verde, Arizona, held on September 24, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 9 day of October, 2025.


Leah Rhodes, Town Clerk