



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION (PUBLIC PORTION)
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 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 Moore called the meeting to order at 6:00 p.m.
2. **Roll Call.**
Councilor Brian Bolton, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Councilor Patricia Seybold, Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Amy Chan, and Town Clerk Leah Rhodes.

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) – October 8, 2025 at 5:00 p.m.
- 2) Special Session – October 8, 2025 at 6:00 p.m.
- 3) Special Executive Session – October 23, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – November 6, 2025 at 5:00 p.m.
- 2) Work Session – November 12, 2025 at 5:00 p.m.
- 3) Regular Session – November 19, 2025 at 6:00 p.m.
- 4) Regular Session – December 3, 2025 at 6:00 p.m.
- 5) Regular Session – December 17, 2025 at 6:00 p.m.

- c) **Consideration and ratification of the Town Manager's authorization of additional work under the FY26 BRIC Roof Replacement Project, expanding the project scope to include reroofing of the historic jail facility,**

for a total project cost not to exceed \$25,000.00, to be completed by Harvey's Roofing. Staff Resource: CIP Project Manager Martin Smith.

- d) Approval for the Town Finance Director to update the Town's Finance Operations Guide, per the attached updated document, raising the minimum amount required for comparative quotes under the Procurement section II-A-1 from the current \$10,000 to \$20,000. Staff Resource: Finance Director Michael Showers.**
- e) Consideration and possible approval of Request for Qualifications #25-222 for Defense Attorney services. Staff Resource: Town Manager Miranda Fisher.**

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

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))

Public Comment:

Melinda Jessop provided material to the Council related to her property as well as a notice of claim to the Town.

- 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 and past events.

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: Robert Brooks, Joshua Grissom, Joshua Hickman, Marat Shkandin, Allison Sinosky, and Oscar Zagoya.

- **Presentation on cesspools in Camp Verde and available abatement funding opportunities.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that staff attended a presentation on cesspools that was later presented to the Yavapai County Board of Supervisors. Town Manager Fisher further stated that the report provided to Council was prepared by Matrix New World in partnership with ADEQ and included an assessment identifying numerous cesspools and the associated potential groundwater contamination risks in Camp Verde. Town Manager Fisher noted that funding is available for property owners for cesspool abatement.

Dawn Capotosti, Environmental Health Unit Manager with Yavapai County Development Services, provided information regarding county funding available for cesspool abatement and explained the application process for residents experiencing financial hardship.

Town Manager Fisher and Dawn Capotosti responded to questions from the Council.

- **Proclamation declaring November 1, 2025 as Extra Mile Day.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher explained that Extra Mile Day provides an opportunity to recognize individuals and organizations that demonstrate exceptional service, kindness, and leadership. The Town invited residents to submit nominations highlighting those who have "gone the extra mile" in the community. Town Manager Fisher noted that this evening's purpose is to present the nominated individuals and requested guidance from the Council regarding how best to honor them.

Mayor Moore shared the individuals who were nominated and proclaimed

November 1, 2025 as Extra Mile Day.

The Council recommended highlighting the individuals on social media.

- **Proclamation declaring the November 10, 2025 as the United States Marine Corps 250th Birthday.** Staff Resource: Town Clerk Leah Rhodes.

Mayor Marie Moore proclaimed the November 10, 2025 as the United States Marine Corps 250th Birthday.

- **Proclamation declaring the month of November 2025 as National Homeless Youth Awareness Month.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated this month is an opportunity to bring awareness of homeless youth and that every young person deserves a safe and stable place to call home.

Mayor Marie Moore proclaimed the month of November 2025 as National Homeless Youth Month and presented the proclamation to Verde Valley Homeless Coalition Executive Director Rhonda Bishop.

- **Update on the emergency purchase of a replacement zero-turn lawnmower for the Maintenance & Grounds Department exceeding approved budget line item.** Staff Resource: Maintenance Division Manager Jeff Kobel.

Maintenance Division Manager Kobel reported that the Town's Maintenance Division is experiencing significant mechanical issues with its primary mowing equipment. Maintenance Division Manager Kobel noted that staff has evaluated options for acquiring a newer mower to support the maintenance of lawns, parks, and other landscaped areas throughout the community.

Town Manager Fisher stated that approval of the new mower falls within her administrative authority; however, Town Manager Fisher wished to inform the Council and the public regarding the allocated funding for the mower purchase because it is above what was budgeted for in FY26.

Maintenance Division Manager Jeff Kobel responded to questions from the Council.

Mayor Moore recessed the meeting for break at 6:58 p.m., and reconvened the meeting at 7:05 p.m.

8. **Discussion, consideration and possible approval to award Request for Qualifications #25-217 and authorize Town Manager Miranda Fisher to enter into a contract with Carrie Montavon to provide prosecutorial services for the Town.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated on September 3, 2025 Council approved a Request for

Qualifications (RFQ) for prosecutorial services.

Town Manager Fisher stated the Town received one RFQ submission from Carrie Montavon and strongly recommended awarding the RFQ to secure Carrie Montavon services.

On a **motion** made by Councilor Foreman, seconded by Vice Mayor Escoffier, the Council **moved to approve** awarding the Request for Qualifications #25-217 to Carrie Montavon and authorize Town Manager Miranda Fisher to enter into a contract to provide prosecutorial services for the Town.

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.

9. **Discussion, consideration, and possible approval to award Request for Proposal #25-215 and authorize Town Manager Miranda Fisher to enter into a contract with Axis Culture Group to provide tourism and economic development marketing professional services not to exceed \$72,000.00.** Staff Resource: Economic Development Specialist Crisi Clark.

Economic Development Specialist Clark stated a Request for Proposal for the Town's Tourism Marketing Plan was released and nine proposals were reviewed by a scoring committee. Town staff are seeking approval to contract with Axis Culture Group for professional marketing services.

Joe Klein, Owner of Axis Culture Group, and McKenzie Oakly, Company Growth Director, introduced themselves and expressed their enthusiasm for the opportunity to collaborate with the Town following meetings with Town staff and community members.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the Council **moved to approve** contracting with Axis Culture Group for Tourism and Economic Development Marketing Professional Services not to exceed \$72,000.

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 direction regarding claim filed by Tierra Verde Builders related to claims that sediment in Town's water line damaged equipment at 3700 West Cherry Creek Road, which was denied by the Arizona Municipal Risk Retention Pool due to untimely filing, and for which the owners are requesting reconsideration.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an overview and context of the claim and stated the Arizona Municipal Risk Retention Pool (AMRRP) denied the claim. AMRRP denied the claim on the basis that it was not filed within the required 180-day window, as stipulated under the Pool's policy and Arizona law. Town Manager Fisher stated the claimant, Ben Bassous, owner of Tierra Verde Builders, requested the Council's reconsideration of the claim.

Owner of Tierra Verde Builders Ben Bassous provided an overview of the incident of alleged rocks and sediment in the Town's water line that entered into Mr. Bassous' testing system during a fire pump test, damaging their rotating assembly and impeller. Mr. Bassous stated after ordering, receiving and installing replacement parts he submitted the claim.

Town Manager Fisher, Town Attorney Amy Chan and Ben Bassous responded to questions and concerns from Council.

Mayor Moore recessed the Regular Session at 7:37 p.m. to go into Executive Session.

On a **motion** made by Mayor Moore, seconded by Vice Mayor Escoffier, the Council **moved to convene** into Executive Session to seek legal advice regarding Item 10.

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.

Mayor Moore reconvened the Regular Session at 7:58 p.m.

On a **motion** made by Councilor Godwin, seconded by Councilor Murdock, the Council **moved to deny** Tierra Verde Builders claim.

Roll Call Vote:

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

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

11. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1195 to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0054 for the expansion of the Camp Verde Marshal's Office Evidence Impound Lot located at 646 South 1st Street, Camp Verde, AZ, 86322 Assessor's Parcel number (APN) 404-28-060B with conditions. Staff Resource: Special Initiatives Manager Cliff Bryson.

Staff Comments: Special Initiatives Manager Cliff Bryson stated on behalf of Civilian Commander Darby Martin the use permit for parcel number 404-28-060B is for the expansion of the Camp Verde Marshal's Office evidence impound lot. Special Initiatives Manager Bryson provided an overview of the use permit, surrounding area and zoning maps, site description and present use, surrounding properties and neighborhood, timeline of the use permit application, public participation, use permit review, use permit analysis and staff recommendation.

Open Public Hearing: Mayor Moore opened the public hearing at 8:16 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 8:16 p.m.

Council Discussion: Mayor Moore questioned if the Town is exempt from zoning codes. Town Manager Fisher provided legal advice from Town Attorney Jon Paladini that under Arizona Law, the Town is not required to follow its own zoning code.

Town Manager Fisher and Special Initiatives Manager Bryson responded to questions from Council.

On a **motion** made by Councilor Godwin, seconded by Vice Mayor Escoffier, the Council **moved to approve** Resolution 2025-1195 for Use Permit #2025-0054.

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 and possible direction on the amended lease agreement negotiations between the Town and the Camp Verde Arena Association.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated at the August 17 Council meeting, there was a work session held with the Camp Verde Arena Association and at that time it was determined by both parties that we were going to work on an amended lease and the Council requested that the amended lease come back before Council on November 5, 2025.

Town Manager Fisher stated on September 22, 2025, she and Town Attorney Suhan met with Camp Verde Arena Association (CVAA) Attorney, Joe Butner, to review the existing lease and discuss and propose revisions.

Town Manager Fisher stated a draft agreement was sent to Attorney Butner on October 1, 2025. Town staff did not receive a response, and a reminder was sent to CVAAs leadership team advising Town staff had not heard back from Attorney Butner. Town Manager Fisher stated that her and Town Attorney Stuhan met with Attorney Butner on November 3rd to work discuss a red-line version of the agreement. A copy of the redlined amended agreement was provided to the Council at the meeting. Town Manager stated CVAA representatives have expressed a desire to move forward with negotiating the amended lease but indicated they need additional time to complete the internal review and finalize the proposed revisions.

Several Council members expressed support for proceeding with a Request for Proposal (RFP) for the Arena, while others favored advancing discussions with CVAA on a final lease agreement amendment, with the intent of bringing it forward for Council approval at the December meeting.

CVAA Representative Mr. Stacey Barker apologized for the delay with the agreement due to Fort Verde Days. Mr. Barker stated the CVAA Membership will meet on November 13, 2025 to review the new redline version of the amended agreement.

Town Manager Fisher stated her recommendation was to bring the final amended lease agreement that reflects the Town's expectations back to Council for approval on December 3, 2025.

Mayor Moore suggested an Executive Session for Council to review the redline version of the draft agreement that was provided that evening.

Town Manager Fisher suggested an Executive Session for Council on November 10, 2025.

The Council agreed to meet in Executive Session on November 10, 2025 at 6:00 p.m.

Town Manager Fisher responded to questions from Council and provided an overview of the process if the CVAA lease agreement was not approved.

13. Adjournment

Mayor Moore adjourned the meeting at 8:51 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 Regular Session of the Town Council of Camp Verde, Arizona, held on November 5, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20 day of November, 2025.


Leah Rhodes, Town Clerk