



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 21, 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, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock (Absent), Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

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

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) Regular Session – May 7, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – May 28, 2025 at 5:00 p.m.
- 2) Work Session – May 29, 2025 at 5:00 p.m.
- 3) Regular Session – June 4, 2025 at 6:00 p.m.
- 4) Special Session – June 5, 2025 at 1:00 p.m.
- 5) Special Session – June 11, 2025 at 5:00 p.m.
- 6) Regular Session – June 18, 2025 at 6:00 p.m.

c) Consideration and possible approval of Resolution 2025-1176, designating Finance Director Michael Showers as the Chief Fiscal Officer of the Town of Camp Verde for the purpose of submitting the Annual Expenditure Limitation Report to the State on behalf of the Town of Camp

Verde for FY26. Staff Resource: Finance Director Michael Showers.

- d) Consideration and possible approval of the Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy.** Staff Resource: Finance Director Michael Showers.
- e) Consideration and possible approval of the FY26 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers.
- f) Consideration and possible approval of the FY26 debt levy certification to Yavapai County for \$609,375, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers.

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

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried 5-0.

- 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 public comments.

- 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.

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

Town Clerk Leah Rhodes swore in new Town Staff; 911 Communications Specialist Marie Carpenter and Grounds Maintenance Worker Tristian Stanfield.

- **Presentation of Spark! Places of Innovation Grant.** Staff Resource: Library Specialists Zack Garcia and Carson Ralston.

Library Specialists Zack Garcia and Carson Ralston stated the Camp Verde Community Library was awarded a prestigious Spark Innovation Grant from the Smithsonian Institution; a competitive grant program designed to support rural libraries in showcasing the power of innovation within the community. The Spark! Places of Innovation exhibit will be showcased at the Camp Verde Community Library, June 14 through July 26, 2025.

- **Review of the April 29, 2025 Contractor/Developer stakeholder meeting and a presentation of the updated Community Development Department Action Plan.** Staff Resource: Town Manager / Interim Community Development Director Miranda Fisher.

Town Manager Fisher stated Town staff held a Permitting, Plan Review, and Building Feedback Session in October 2024 to hear from developers, contractors, architects and others engaged in building projects as part of the Town's continued effort to foster transparency, listen to community concerns and identify opportunities for operational improvement. Town Manager Fisher stated after the feedback session, staff created an action plan, which outlined actions the Community Development Department could take to improve performance over a six-month period. Manager Fisher shared that all the action items have been completed.

Town Manager Fisher responded to questions from the Council.

- **Presentation of Draft Character Area Maps and Goals/Strategies for the General Plan Update.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an overview of the General Plan Character Areas maps, goals and strategies that will provide a broad guidance for future land use, development, infrastructure improvements and design expectations for the Town of Camp Verde.

Town Manager Fisher responded to questions from the Council.

- 8. Discussion, consideration & possible approval of Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.** Staff Resource: Finance Director Michael Showers.

Town Manager Fisher provided an overview of the fee schedule, which will go into effect on July 1, 2025.

Town Manager Fisher, Town Attorney Stuhan and Utilities Director Jeff Low (participated remotely) responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Vice Mayor Escoffier, **moved to approve** Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

- 9. Discussion, consideration, and possible award of Sports Complex Irrigation Electrical Improvements Project to Connolly Electric in the amount of \$76,700.** Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith stated the next step to complete the Sports Complex Irrigation project was to obtain electrical service to power the new irrigation pumps and pump building. Due to the nature and complexity of the work, staff recommended awarding the electrical service installation contract for the irrigation lift station to Connolly Electric.

CIP Manager Smith responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Councilmember Foreman, **moved to award**, the Sports Complex Irrigation Electrical Improvements Project to Connolly Electric in the amount of \$76,700.00.

Roll Call Vote:

Mayor Moore: aye
Councilor Bolton: aye
Vice Mayor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: absent

Motion Carried 5-0.

10. **Discussion, consideration, and possible award of Sports Complex Lift Station Electrical Improvements Project to Connolly Electric in the amount of \$45,400.**
Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith stated the next step to complete the Sports Complex Lift Station electrical improvement project was to ensure proper installation of all conduit and wiring within the footprint of the lift station. Due to the complexity of the work, staff recommended awarding the electrical improvement project for the lift station to Connolly Electric.

On a **motion** made by Councilmember Foreman, seconded by Councilmember Godwin, **moved to award**, the Sports Complex Lift Station Electrical Improvements Project to Connolly Electric in the amount of \$45,400.00.

Roll Call Vote:

Mayor Moore: aye
Councilor Bolton: aye
Vice Mayor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: absent

Motion Carried 5-0.

11. **Discussion, consideration, and possible adoption of Resolution 2025-1183, approving the Planning Fee Refund, Waiver, and Reduction Policy.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher presented an overview of the revised Planning Fee Refund, Waiver, and Reduction Policy, which had been modified at the direction of the Council to include more robust eligibility criteria, establish a process requiring all refund or waiver requests to be reviewed and approved by the Council, define specific timeframes for submitting refund requests, and address additional administrative considerations.

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

On a **motion** made by Councilmember Foreman, seconded by Councilmember

Bolton, **moved to approve** Resolution 2025-1183, adopting the Planning Fee Refund, Water and Reduction Policy.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

12. **Discussion, consideration, and possible recommended approval Resolution 2025-1180, supporting the Town's participation in the National Fitness Campaign and committing to securing the necessary match funding.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher presented an overview of the \$50,000 grant offered through the National Fitness Campaign to support the installation of an outdoor fitness court. Town Manager Fisher explained that, in order to proceed with accepting the grant award, the Town must secure matching funds in the range of approximately \$120,000 to \$150,000 by July 9, 2025 and that staff are currently exploring options to fulfill this funding requirement.

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

On a **motion** made by Councilmember Bolton, seconded by Vice Mayor Escoffier, **moved to approve** Resolution 2025-1180, supporting the Town's participation in the National Fitness Campaign and committing to securing the necessary match funding.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

13. **Discussion, consideration and possible adoption of Ordinance 2025-A504, an Ordinance of the Town Council of the Town of Camp Verde, Yavapai County Arizona, establishing a policy of conducting criminal record checks for prospective Town Employees and Volunteers.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated the Town's current policy does not authorize Town staff to run the criminal history background check for the volunteers in the same capacity

as for a Town employee.

Town Attorney Stuhan responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Councilmember Bolton, **moved to approve** Ordinance 2025-A504, establishing a policy of conducting criminal record checks for prospective Town Employees and Volunteers.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

14. Adjournment

Mayor Moore adjourned the meeting at 7:18 p.m.



Mayor Marie Moore

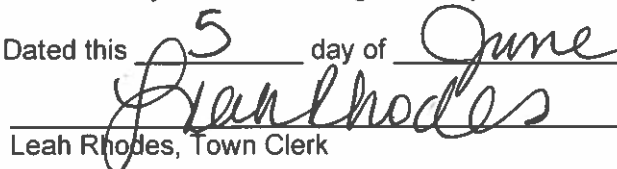


Attest: Leah Rhodes, Town Clerk

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 May 21, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5 day of June, 2025.



Leah Rhodes, Town Clerk