

**(Corrected) MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, APRIL 5, 2023 at 6:30 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 6:35 p.m.
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier (via Zoom), Robin Godwin (absent), Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Others present-Interim Town Manager Gayle Mabery, Town Attorney Tracy Stuhan, Assistant Town Clerk Virginia Jones and Jadie Edwards, Transcriptionist Dana Donahue.

3. **Pledge of Allegiance-**The Pledge of Allegiance was led by Councilor Baker
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved 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) Work Session – March 15, 2023
- 2) Regular Session – March 15, 2023
- 3) Work Session – March 22, 2023

**b) Set Next Meeting, Date and Time:**

- 1) Special Session – Wednesday April 12, 2023 at 5:30 p.m.
- 2) Special Session – Thursday April 13, 2023 at 5:30 p.m.
- 3) Special Session – Wednesday April 19, 2023 at 5:30 p.m.
- 4) Regular Session – Wednesday April 19, 2023 at 6:30 p.m.
- 5) Joint Session with P&Z Commission – Wednesday April 26, 2023 at 5:30 p.m.

Mayor Jenkins informed Council previous corrections of the minutes have been submitted to the Clerk. When making a motion, please include mention of the corrections.

**Councilor McPhail moved** to accept the consent agenda with the corrections that have been submitted to the Clerk.

**Seconded by Vice Mayor Moore.**

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

5. **Call to the Public or 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))

None

6. **Special Announcements and Presentations:**

- **Proclamation – Designating April 23-29, 2023 as National Library Week.** Library Director, Kathy Hellman

Mayor Dee Jenkins proclaimed April 23-29, 2023 as National Library Week.

- **Proclamation – Designating April 16-22, 2023 as National Volunteer Week.** Library Director, Kathy Hellman

Mayor Dee Jenkins proclaimed April 16-22, 2023 as National Volunteer Week.

- **Proclamation – Designating the month of April as Sexual Assault Awareness Month.** Tracey McConnell, Verde Valley Sanctuary

Tracey McConnell, representing Verde Valley Sanctuary, spoke regarding Sexual Assault Awareness month. Ms. McConnell explained to Council that the proclamation is an agreement to 'join hands' in the Verde Valley to bring attention to sexual assault and support survivors. Defined, sexual assault is a devastating use of power, one that affects every age, race, gender, sexual orientation, religion, and national origin. It is

important to change the culture that proliferates sexual assault.

The Verde Valley Sanctuary will be offering meet and greet workshops at three local libraries called "Heightening Sexual Assault Awareness Month". This will facilitate a learning opportunity to assist in identifying the components of sexual assault. It will be held at the Camp Verde Library on April 19<sup>th</sup>. There is support and resources for those victims of sexual assault. The Verde Valley Sanctuary has a crisis helpline at 928-634-2511. Callers can remain anonymous.

Mayor Dee Jenkins proclaimed the month of April as Sexual Assault Awareness Month.

- 7. Council Informational Reports.** These reports are relative to the 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, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor McPhail- Continues to attend the Tribal Council Meetings and the Earth Day Committee meetings. Earth Day is April 22, 2023 and will be held at the Veterans Memorial Park from 10-2. A community walk is from 9-10. Councilor McPhail continues to attend game night at the library and attended the Pecan and Wine Festival. She attended the Yavapai College Governing Board Meeting. There is a new member of the Board. She also met Bob Oliphant, the author of an interesting blog of Yavapai College. She attended the Volunteer symposium. She attended Game Con in Cottonwood along with several library personnel. She and Vice Mayor Moore attended the Main Street Business Alliance. She participated in the Vietnam Veterans Wall Memorial, saying it was very well done. She thanked all who participated in helping with the event.

Vice Mayor Moore- Attended the Main Street Business Alliance. The Alliance consists of Main Street business owners getting together to discuss goals they have for Main Street. She attended the Vietnam War Memorial event, stating it was very well done. She was not able to attend the Pecan and Wine Festival, but had several people come to her place of business, expressing how wonderful it was.

Councilor Baker extended a special thank you to Mike Marshall for his efforts on the Wall and the Pecan and Wine Festival. She also wanted to thank Ft. Verde Director Sheila Stubler for all her efforts. Councilor Baker spoke to several military veterans, who told her the display was wonderful and one of the most impressive memorials they

had attended. She wanted to thank the Yavapai-Apache Nation and all the staff that helped put this together.

Councilor Murdock and her family attended the Pecan and Wine Festival and the Vietnam Wall Memorial. Her daughter is currently studying the Vietnam War in Social Studies. Councilor Murdock thanked staff for their work putting it all together. She also attended Little League Opening Day. There were 300-400 participants, resulting in the formulation of 20 to 30 teams. Very exciting. She thanked all the emergency services and staff that responded to the recent flooding. It was a big Town effort.

Councilor Escoffier-She continues to attend the Copper Canyon Fire District Meetings. The chairman recently resigned, and they are looking for two additional board members. Information can be found on the website. She also attended the Pecan and Wine Festival and the Vietnam War Memorial. Staff did an excellent job. She attended the Mountain Man Event at Ft. Verde State Park, telling Council it was a good educational event.

Mayor Dee Jenkins- She attended the Pecan and Wine Festival and was very impressed with all the vendors. She was asked to say a few words at the opening and closing of the Wall ceremony. She was able to meet several of the veterans from Washington DC. A retired army general who had served 37 years came and spoke, and there was one particular individual, Tres, a 24-year veteran from the Marines that attended all four days. Both gentlemen raved about the display and how it was presented. They told Mayor Jenkins they will take the way the Wall was presented here, back to Washington. Mayor Jenkins wanted to recognize Ft. Verde and its staff and all the Town staff that put the event together. She thanked the Yavapai-Apache Nation, and the day that they spent recognizing the Native Americans who served. She expressed gratitude for the opportunity to sit among the representatives of the Wall and hear how Camp Verde's efforts were so well received.

She attended the Chamber Symposium. She continues to attend the Verde Valley Managers meetings and the League of Cities and Towns zoom meeting to keep up with the various Bills coming from the Legislature. Fortunately, the Governor has vetoed several bills that would have adversely affected Camp Verde. Mayor Jenkins also attended the Little League Baseball event, stating 27 teams were formed. The support of the families and friends for the kids is heartwarming.

8. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

Interim Town Manager Gayle Mabery explained the Town is currently in the 'thick' of budget process. There have been five or six budget meetings. Next week is another round of meetings, where Ms. Mabery will present the Town Manger's recommended budget. It's possible only one meeting will be necessary. If the scheduled Thursday

night meeting is necessary, it will be held in the Marshals Office. Both meetings begin at 5:30 p.m.

On March 28<sup>th</sup>, the Mayor signed an Emergency Proclamation-Declaration in response to the floods Town experienced in March. This proclamation came after the floods. The proclamation preserved the Town's right to make claims if the flooding impacts are significant enough that the State might free up some funding for local governments to address damage to the community. Mayor Jenkins did sign the Proclamation, in the meantime the staff has been working diligently to assess the damage to both public and private properties and properties the Town owns, particularly Verde Lakes Drive. Community Development Staff continues to assess the damage and report it up through the Emergency Management System to the County, and then the State. There is still more work to do. The recovery phase of this event takes a great deal more time than the event itself. Council should be extremely proud of Town Staff for all the work they are doing. It has been impressive to see the cooperation from other agencies. Ms. Mabery went on to explain that the Town Manger recruitment is moving on. There is information about the position on the Town Website as well as the application which are due on April 30. About mid-May Council will select a group of semifinalists which will be evaluated. By the end of May Council will go under a process to compose a list of finalists. The finalists will then go through the interview process and background checks the last week June. A candidate should be in position by August or September.

**8.1 PUBLIC HEARING FOLLOWED BY DISCUSSION, CONSIDERATION AND POSSIBLE RECOMMENDATION OF APPROVAL FOR A CLASS 12 (RESTAURANT) LIQUOR LICENSE APPLICATION #231565-SVETLANA PAKANAEV-ASTORIA INTERNATIONAL BISTRO LOCATED AT 348 S. MAIN STREET, #17, CAMP VERDE, AZ 86322.**

**Background synopsis**

*License application received via USPS on March 6, 2023. Application posted the required 20 days. All fees have been paid and no comments were received from the public.*

**STAFF COMMENTS-**

Deputy Town Clerk, Virginia Jones stated the application was received on March 6th and posted for the required 20 days. All fees have been paid.

Astoria Bistro owner Svetlana Pakanaev, told Council her restaurant is very nice and would benefit from being able to serve wine with dinner.

**PUBLIC HEARING OPEN**

No comments.

**PUBLIC HEARING CLOSED**

**COUNCIL DISCUSSION**

No comments.

**Vice Mayor Moore moved** to approve a class 12 (restaurant) liquor license application #231565-Svetlana Pakanaev-Astoria International Bistro located at 348 S. Main Street, #17, Camp Verde AZ 86322.

**Seconded by** Councilor McPhail.

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

**9. Discussion of proposed amendments to the Town's Personnel Manual.** Staff Resource: Julia Kaiser

**Background synopsis.**

*Proposed revisions to the Personnel Manual include formatting and grammar corrections, along with a new policy 3-14 on Time and Attendance. The new policy is necessitated due to our implementation of a new organization-wide Time and Attendance software system. Revisions are suggested to clarify existing policies and procedures and to improve understanding and application of the current practices. There are no budgetary or financial impacts to the changes.*

Human Resource Director Julia Kaiser explained she is bringing the Personnel Manual for Council review to address minor amendments and adjustments consisting of clarifications of existing Town policies as well as grammatical corrections. No adjustments to amendments or corrections will affect or increase any salaries. Ms. Kaiser began with page one.

Councilor Murdock stated it was not necessary to go through the manual page by page.

Mayor Jenkins referred to page 82 regarding "meal periods". Meal *brecks* needs to be changed to meal breaks. Mayor Jenkins had concerns with page 84, regarding rest periods and how it is written. The third sentence from the bottom states; *Employees must remain on Town premises during paid rest periods.* Mayor Jenkins is concerned that taken literally; it would mean Town staff would have to return to Town to take a rest period. She would like that worded differently so that staff working off site do not have to return to town for a rest period. Ms. Kaiser replied, it can be clarified to "job site".

Vice Mayor Moore inquired about the Marshal's office. Ms. Kaiser replied it is the same.

Councilor Escoffier referred to page 68, under C, item 2 should read, *the Town Magistrate shall serve for a term of either two or four years.*

Mayor Jenkins requested staff bring this item back as a consent agenda item with the requested changes. She thanked Ms. Kaiser for the way it was presented.

10. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan, effective at the start of the April 16, 2023 payroll cycle.** Staff Resource: Julia Kaiser

**Background synopsis**

*Revised salary range table to include new updated Job Titles. Approved amendments and revisions do not constitute hiring of any additional employees. Effective January 1<sup>st</sup>, 2023, Arizona's Minimum Wage increased to \$13.85 per hour. Due to the minimum wage increase, the minimum hourly rate of the Town's salary table must be increased, which leads to salary wage adjustments. If implemented at the start of the payroll cycle of 4/16/23, this will result in the increases of 15 employees with the total budgetary salary increase of approximately \$950.00 for the current fiscal year and an annual increase of \$4,492.00.*

Human Resource Manager Julia Kaiser explained that this is a new updated salary schedule to reflect updated job titles, approved amendments and revisions. It does not require the addition of additional employees, but better reflects the work performed by said employees.

As of January 1<sup>st</sup> 2023, Arizona's minimum wage increased to \$13.85 per hour. The Town's salary table must be increased, which leads to salary wage adjustments beginning on the payroll cycle of 4/16/2023. This will result in the increases of 15 employees.

Mayor Jenkins asked if these were items that were already approved (in red).

**Vice Mayor Moore moved** to approve amendment to the Town's salary plan effective at the start of the April 16, 2023 pay cycle.

**Seconded by** Councilor Escoffier.

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

11. **Discussion, Consideration, Public Hearing and Possible Approval to regulate Occupational Licensing requirements for Peddlers and Solicitors under Chapter 9, Article 1 of the Town Code.** Staff Resource: Trish Stuhan

**Background synopsis**

*A city or town may not impose an occupational licensing requirement on any occupation, trade or profession on which the city or town had not previously imposed a fee, requirement or other regulation unless the city or town adopts the occupational licensing requirement.*

**Staff Comments.**

Town Attorney Trish Stuhan explained this is coming before Council due to State laws that were revised a few years ago. Town code already has licensing for peddlers and solicitors. The State requires the licensing must be reviewed periodically. Every five years the codes will expire unless reviewed. This is a chance for Council to decide if they want to keep the code as it exists. State law requires public comment. If Council would like to proceed, a very simple motion is required to continue to regulate the licensing requirement. However, if Council feels the requirements need revision, it can be revised and brought back as an ordinance.

- **Public Hearing Open**  
No comments.
- **Public Hearing Closed**
- **Council Discussion**  
No discussion.

12. **Vice Mayor Moore moved to approve to regulate Occupational Licensing requirements for Peddlers and Solicitors under Chapter 9, Article 1 of the Town Code. Seconded by Councilor McPhail.**

Vote

Councilor Baker-aye  
Councilor Murdock-aye  
Councilor Escoffier-aye  
Councilor McPhail-aye  
Vice Mayor Moore-aye  
Mayor Jenkins-aye

Motion passes 6-0

13. **Discussion, Consideration and Possible Acceptance of West Clear Creek Restoration and Recreation Plan - Draft Plan produced by The Nature Conservancy.** Staff Resource: Michael Marshall and Troy Odell

**Background synopsis**



*In 2021 The Nature Conservancy (TNC), on behalf of the Town of Camp Verde, received a Grant to complete the West Clear Creek Restoration and Recreation Plan (Plan). EnviroPlan Partner LLC was hired to conduct public input, research the issues and develop this plan in conjunction with the Town. Managed recreation and preservation of water flow to the Verde River is a priority in the voter approved Town General Plan. This document will help to guide future decision making and planning for Council, Parks and Recreation Commission and Staff.*

Parks and Rec Manager Mike Marshall explained to Council that this plan is in addition to the Verde River Master Recreation Plan and the Upland Trails Plan. This plan is conceptual, it does not include any construction details. The plan has two concepts;

- Restoration of water flow and flood control
- Recreational use of public lands

This plan will give Town a general direction in which to proceed. All decisions are subject to Council approval and available funding. There is an addendum that is intended to be an addition to the draft plan. The addendum clarifies direction for staff, to safeguard some of the Public Works projects to remediate and clear flooding and ridding debris and sedimentation. It also includes the role of the TNC in obtaining grants and additional funding, working with Town Staff and the Parks and Recreation Commission. In addition, the plan includes directing Staff to;

- Monitor tax lien properties in the area for possible acquisition.
- Working with the Forest Service to develop a trailhead for Bull Pen Wash.
- Working with property owners for easements.
- Monitoring/removing invasive species.

Selena Powell, a project manager with The Nature Conservancy (TNC) gave an overview of the West Clear Creek (WCC) Plan. She provided a map of the proposed project area.

**Need-**West Clear Creek communities are affected by flooding and climate change, necessitating a comprehensive plan to address restoration and recreational infrastructure.

**Purpose-** Develop a shared vision for WCC that identifies solutions that balance water needs for people and nature and enhance connectivity of wildlife corridors.

Three meetings with local community members, state and federal agencies and local NGOs have already occurred. The TNC has worked closely with Town Staff.

Ms. Powell identified four Priority Projects (which will require further assessments)

- West Clear Creek Trail Corridor Concept Plan
- West Clear Creek Channel and Habitat Restoration
- Verde Lakes Drive High-Water Crossing over West Clear Creek

- Bull Pen Wash Sediment Catchment

Ms. Powell displayed several conceptual maps of the Four Project Priorities.

Councilor Murdock asked about the Bull Pen Wash Sediment Catchment off of Aspen Drive. Is this the sediment that comes off the Coconino National Forest?

Troy Odell replied, it comes off the National Forest near the gypsum mine.

Councilor Baker asked Mr. Odell if the TNC and staff are working with the Corps of Engineers working in water ways.

Mr. Odell replied yes, as well as Flood Control District. He stated they are chasing grants to deal with the debris which has been there for years. The debris gets worse every flood.

Councilor Baker reminded Council of the Bull Pen Wash remediation that was performed several years ago, which needs to be maintained. What is being proposed here will help with that, is that correct?

Mr. Odell replied yes, through the Corp, we will be able to guard the habitat and maintain the catchment. An updated, detailed study needs to be performed. The last study was done in 1984.

Councilor Baker recognized this as a long-term project. She stated the property owners along the area will be an issue, hopefully that can be easily solved with Staff and TNC working together. Is this something that has been in the works for a long time and acquiring things along the way, correct?

Mr. Odell replied, yes.

Councilor Baker expressed concerns about the number of projects assigned to staff at this time and for the next few years. How is this going to be planned in with all the rest of the work they are doing?

Mr. Marshall explained that this plan is a *conceptual approach*. Staff will do what they can to make these things happen. Having the conceptual plan will assist Staff in looking for grants and funding. How and where the funding comes from is down the road. For example, if someone wants to donate land, the plan will identify that as an option.

Mr. Odell added that the funding will provide experts and conditions of the grants. There will be a lot of people coming up with ideas.

Vice Mayor Moore asked Utilities Director Jeff Low, if the Town was in the process of getting a flood mitigation plan going? Does this all tie together?

Mr. Low replied, it does all tie together. There is currently a fly over of the Town in one-foot contours to provide a model. West Clear Creek needs to be remapped.

Mr. Odell added that the debris needed to be removed before the remapping can occur.

Mr. Low stated if the mapping is done prior to the debris/sediment removal, it will put all the properties in the flood plain. Better data will be available as soon as the two-dimensional model is finished.

Vice Mayor Moore asked if moving forward with this agenda item doesn't hinder other efforts. She wants to make sure everyone is working together. Mr. Low assured Vice Mayor Moore that all the departments will be working closely together to safeguard what has already been done.

Mr. Marshall explained the addendums are complementary to the Plan.

Mayor Jenkins clarified that Staff is asking Council to approve the Plan.

Public Comment-

Citizen Donna Moody is in favor of this item.

**Councilor McPhail moved to** accept the West Clear Creek Restoration and Recreation Plan – Including the Guidance Addendum.  
**Seconded by Councilor Baker.**

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

Councilor McPhail thanked Selena and the TNC for all their work.

14. **Discussion, Consideration and Possible Approval of Contract No. 23-172 for engineering services for the Town of Camp Verde Water Master Plan and GIS System Development to Water Works Engineers in an amount not to exceed \$183,200.00.** Staff Resource: Jeff Low

#### **Background synopsis**

*Currently, there is not a study or expansion plan for the existing water systems in Camp Verde. The existing system lacks adequate storage and production flows during summer*

*high use times. Lack of adequate fire flow for new developments is already a problem. Town does not have a Water-CAD Model to use for system design and diagnostics, which is needed to size pipes, flows, pressures, pressure reducing valves, hydrants etc. After extensive review, Town chose Water Works Engineers for the Town of Camp Verde Water Master Plan and GIS System Development.*

Utilities Director Jeff Low explained the Water Master Plan will evaluate the water system, determine current and build out for water production and for storage and water treatment needs. It will create a GIS layer aerial topography of the entire water system. It will also create a pressure water model and a five- and twenty-year Capital Improvement Project list.

Town utilized the City of Prescott's' On-Call Services for Water Production and Treatment Services. After reviewing several firms, the Town of Camp Verde chose Water Works Engineers. A scope and fee were negotiated with Water Works Engineers for the Master Plan and GIS Development.

Councilor McPhail asked about "water age analysis".

Rob Bryant from Water Works Engineers was present via zoom. He explained to Council that Water Age Analysis is a tool used within a hydraulic model to identify or predict where water within a distribution system may 'hang out' and become stagnant.

Mayor Jenkins asked how long the process would take. Mr. Low replied, a year and it would be split among two budget years, although he showed it on one year's budget as a worse case scenario.

Mayor Jenkins asked about the funding. Is it CIP or ARPA? Mr. Low replied they are using 'Equipment Line Item', explaining that Finance Director Mike Showers put it as emergency funds for water. It is coming out of the Water fund.

**Vice Mayor Moore moved** to approve Contract No. 23-172 for engineering services for the Town of Camp Verde Water Master Plan and GIS System Development to Water Works Engineers in an amount not to exceed \$183,200.00.

**Seconded by Councilor Baker**

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

15. **Discussion, Consideration and Possible Approval of Contract No. 23-173 for construction services for the Town of Camp Verde to upgrade radio and control technology for the water SCADA system to Ripple Industries in an amount not to exceed \$68,370.00. Staff Resource: Jeff Low**

**Background synopsis**

*Per the Escrow Agreement for the Towns purchase of the Camp Verde Water System, the Town was to move the SCADA equipment and communication tower out of the 300 W. Head St. location by November of 2022.*

*Staff met with several contractors that were hesitant to move the tower, claiming there was not sufficient room to move the tower to the nearby tank site. In reviewing the request with Ripple Industries and looking at the overall SCADA System, Staff and Ripple determined funds would be better spent replacing the current antiquated SCADA system.*

Utilities Director Jeff Low explained this is an agreement made when the Town Purchased the Water Company. It has been determined that funds would be better spent upgrading the system, rather than moving it. Ripple Industries was chosen to upgrade the radio and control technology (using cellular) for the Water SCADA (Supervisory Control and Data Acquisition) system. Ripple Industries specializes in SCADA water and sewer systems. Upon approval of the contract, Ripple estimates the job be completed within six months.

Vice Mayor Moore asked if this system was only for water, or could it be used for wastewater as well. Mr. Low replied they would like to see how this system works, but yes, it can be used for wastewater.

Vice Mayor Moore clarified that it is cheaper to upgrade the system, rather than keep and move the old one. Mr. Low replied yes, it would cost over \$100k to move the old system. Both Water and Wastewater staff will be trained on the new system.

Vice Mayor Moore asked if the system under consideration is big enough to handle both water and wastewater, or would another system have to be purchased. Mr. Low replied that a separate system would be used for wastewater.

Vice Mayor Moore clarified; Town purchases this system for the water only, and if it works well, another system will be purchased for wastewater. Mr. Low replied yes.

Mayor Jenkins stated this is replacing equipment because we don't want to move it. She asked what Town was going to do with the equipment that doesn't get moved? Does Town have to remove it? What happens if it stays there? Town does not want to pay rent. Mr. Low stated it is not a problem and can be taken down.

Councilor Escoffier stated she appreciated the work Mr. Low has done on this project and in a timely fashion.

Mayor Jenkins asked if Josh at Ripple Industries, had anything to add. He answered he felt the discussion was well covered. Mr. Low asked Josh about the timeline, especially in light of getting materials. Josh replied, stating the timeline is six months precisely because of lead time in acquiring materials. The actual work to be done takes one to two months. The lead times for the equipment can be long, hence the six months.

Councilor Baker asked about the existing equipment and if Town is paying rent.

Mr. Low replied, not at this time, but implied that at the end of May until the equipment is installed, the Town would pay rent.

Town Attorney Trish Stuhan explained to Council that in Section II Compensation, of the contract needed correction. It should read, "*Consultant shall provide services to upgrade radio and control technologies as described in it's January 3<sup>rd</sup> 2023 estimate.*" This needs to be included in the motion.

Mayor Jenkins recognized a blue request to speak card.

Citizen Tony Goia commends staff for the work they have done. He is in favor of this item.

**Councilor Baker moved** to accept contract number 23-173 for construction services for the Town of Camp Verde to upgrade radio and control technology for the water SCADA system to Ripple Industries in an amount not to exceed \$68,370 dollars with the revisions to the contract.

**Seconded by Councilor McPhail**

Vote

Councilor Baker-aye

Councilor Murdock-aye

Councilor Escoffier-aye

Councilor McPhail-aye

Vice Mayor Moore-aye

Mayor Jenkins-aye

Motion passes 6-0

**16. Discussion, Consideration and Possible Direction to Staff to Pursue Receipt of Donation of Yavapai County APN 404-32-077 in the Verde Lakes Subdivision, Unit 4. Staff Resource: Jeff Low**

**Background synopsis**

*Town Staff was contacted to determine Town's interest in receiving the donation of APN 404-32-077 in Verde Lakes Subdivision, Unit 4. Town ownership of this property is consistent with the long-term strategy of acquiring property in this area with the intent*

*on future creation of a "parkway" in the flood plain.*

Utilities Director Jeff Low explained that the County Flood Control District was contacted by the owner of APN 404-32-077 who asked to donate the parcel to the County. The County then directed the inquiry to the Town of Camp Verde. The parcel is within Verde Lakes within the floodway of West Clear Creek. The Town currently owns thirty parcels in the vicinity.

To acquire the property, the Town would have to pay \$195.79 for a tax lien. The escrow fee would be \$1000.00.

Councilor Escoffier explained the owner of the property is an absentee owner, they live out of State. They have not paid their property taxes in four years, and they cannot build on the property because it is in a designated flood way. After five years of non-payment of taxes, the County can declare the property delinquent. After several steps, the County can obtain a Treasurer's Deed. The County would then own the property. They are only a year away from doing that. At that point the property taxes cease to accumulate and then the Town can simply ask the County to deed it to the Town. She expressed concern paying the property owners back taxes and any closing costs. The owners would then get a credit for making a donation on their taxes. If Town waits another year, the property can be obtained for nothing.

Vice Mayor Moore asked Town Attorney Trish Stuhan to confirm that information. Ms. Stuhan replied it is very possible to obtain ownership through the County or another way. Council does not have to act on this. The owner will receive a tax benefit for the donation. If Town does not need the property now, Council may want to do nothing.

Mr. Low stated that in looking at the properties in the area, there are several owned by the County.

Mayor Jenkins thanked Councilor Escoffier for the information.

Vice Mayor Moore is not opposed to taking the property, however, she has concerns about paying the back taxes and escrow fees. She asked about the "parkway". She suggested the Town Manager, at some point, when it comes down to all these properties Town is accumulating down there, what the plan is for this parkway. She is not in favor of the donation as presented.

Councilor Murdock stated that if the Town does not accept the property, someone could come in and pay the back taxes. If Town owns the property, it becomes less of a liability. Town has done this process before. She does not know what the cash value of the property is.

Vice Mayor Moore stated she understands the property is not buildable.

Councilor Escoffier stated there are properties like this throughout the State. There is a

process the County uses to get the properties off the tax rolls. People can acquire them through a tax deed auction. In this case, once the County gets the Treasurers Deed, they could title it over to the Town.

Councilor McPhail suggested directing staff to work with the County to settle up this property without expending any expense to the Town.

Vice Mayor Moore stated the property was originally donated to the County and the County asked the Town to take it because it is in the Town of Camp Verde area. The Town should take it if it doesn't cost anything. Could this be a direction to give Staff?

Citizen Tony Goia explained the history of the Town owned land in Verde Lakes. The County and Town had an agreement that any of the floodway that became tax in the rear was given to the Town under the agreement that none of the parcels could be sold and must be kept as open space. He suggested the County be reminded of the agreement.

Mayor Jenkins stated Town should keep in contact with the County regarding the parcel. She does not believe Town should spend money on the parcel.

Councilor Murdock said Town is gambling that someone else is not going to purchase the back tax lien, even though the property is not buildable.

Vice Mayor Moore does not want to pay \$1000.00 dollars in escrow for the property.

Councilor Escoffier explained that the property is in the tax lien part of the process. That means someone can go in and bid on the tax lien through a percentage process. That loan would be paid off based on the percentage bid. Obviously, no one is going to bid on this property because it is not worth anything. At that point, after five years has passed, then the County can notify the property owner and apply for a Treasurers Deed, and it becomes the County's property. If Town has an agreement with the County, that the Town is given the properties, then the County should not be offering that Treasurers Deed for sale, so that property should not be in private hands again.

Councilor Murdock asked for clarification from Town Attorney Trish Stuhan; if Town does not act tonight, can someone still acquire it? Ms. Stuhan replied, stating yes, someone could bid on it, it is unlikely, but possible.

Town Manager Gayle Mabery suggested Council direct staff to contact the County, confirm some of the information that has been presented, and get assurance from the County that the property will not be sold on the tax lien sale. Staff can do some more work with the County and bring back the information.

17. **Adjournment** Mayor Jenkins adjourned the meeting at 8:00 p.m.



*Dee Jenkins*

Mayor Dee Jenkins

*Cindy Pemberton*

Attest: Town Clerk Cindy Pemberton

**CERTIFICATION**

I 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 April 5, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 07<sup>th</sup> day of April, 2023

*Cindy Pemberton*

Cindy Pemberton, Town Clerk