

**(Corrected) MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, JULY 5, 2023 at 6:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

**1. Call to Order**

Mayor Jenkins called the meeting to order at 6:30 p.m.

**2. Roll Call**

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffier, Councilor Jackie Baker, Councilor Jesse Murdock, and Councilor Cris McPhail are present. Councilor Robin Godwin is absent.

**Also Present**

Interim Town Manager Barbara Goodrich, Town Attorney Trish Stuhan, Town Clerk Cindy Pemberton, Deputy Town Clerk Virginia Jones and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Vice Mayor Moore led the Pledge.

**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) Special Session – December 13, 2022
- 2) Work Session – February 22, 2023
- 3) Work Session – March 8, 2023
- 4) Work Session – March 29, 2023
- 5) Special Session – April 5, 2023
- 6) Special Session – June 7, 2023
- 7) Regular Session – June 7, 2023
- 8) Special Session – June 14, 2023
- 9) Special Executive Session – June 15, 2023
- 10) Special Session – June 15, 2023
- 11) Special Session – June 20, 2023
- 12) Special Session – June 21, 2023

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

- 1) Work Session – Wednesday July 12, 2023 at 5:30 p.m.
- 2) Regular Session – Wednesday July 19, 2023 at 6:30 p.m.
- 3) Regular Session – Wednesday August 2, 2023 at 6:30 p.m.

- c) Approval of Resolution 2023-1114: A Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, approving the designation of applicant's authorized representative and alternate authorized representative forms submission to the Arizona Department of Emergency and Military Affairs, which designates the Town's representatives for apply for certain public assistance; and authorizing the applicant's authorized representatives to execute and deliver said application on behalf of the Town of Camp Verde. Staff Resource: Heather Vinson**
- d) Approval of an amendment to the Town's Salary Plan to include the positions of Quartermaster and Stormwater Specialist. Staff Resource: Julia Kaiser**
- e) Approval of Resolution 2023-1115, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, designating the Chief Fiscal Officer to officially submit the FY24 Expenditure Limitation Report to the Arizona Auditor General. Staff Resource: Mike Showers**
- f) Approval of annual renewal for Use Permit 20210297 for the purpose of operating a Bed and Breakfast on two (2) parcels comprising approximately 3.29 acres. The property is zoned R1-35 (Residential: Single-Family, 35,000 square foot minimum) and located on Schaeffer Lane, just south of East Stolen Boulevard (APNS404-04-047G and 404-04-047H). Staff Resource: BJ Ratlief**
- g) Approval and Renewal of Facilities Use Agreement between the Town of Camp Verde and Camp Verde Adult Reading Program. Staff Resource: Kathy Hellman**

Councilor McPhail requested to pull Item 4.a.7, the minutes of the Regular Session of June 7<sup>th</sup> to note a correction.

Vice Mayor Moore would like to clarify that a Special Session is scheduled for Wednesday, July 12<sup>th</sup> 4:30pm. She also wanted to point out on Agenda Item 4c, it should read, "*and Military Affairs, which designates the Town's representatives ~~for~~ "to" apply for certain public assistance.*"

Mayor Jenkins noted she had submitted some minor corrections to the minutes to the Clerk prior to the meeting.

Councilor Escoffier would like to pull Item 4.d. for further discussion.

On a motion by Vice Mayor Moore, seconded by Councilor McPhail, Council moved to approve everything except for what was pulled.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

Councilor McPhail said on the third page of the minutes of June 7<sup>th</sup>, under the "Call to the Public", it should read, "*Sean Brooks spoke regarding the display at the Camp Verde Library. He spoke against "in support" of the display and library staff.*"

Councilor Escoffier asked, in regard to Agenda Item 4.d. *Approval of an amendment to the Town's Salary Plan to include the positions of Quartermaster and Stormwater Specialist*, is this something we want to wait until the permanent Manager is in place before we start adding positions? Vice Mayor Moore said we've already discussed it.

On a Motion by Vice Mayor Moore, seconded by Councilor McPhail, Council moved to accept the minutes of June 7<sup>th</sup> as corrected and Item 4.d.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

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))**

Bob Kuebler- spoke about library books that promote the sexual objectification of women and children. He would like to see on future agenda, Sexual Objectification of Children in the books in the library and see what needs to be removed and ask why there has been 110% increase since 2020.

JoAnne Jahnke- spoke out against transgender materials in library for children.

Matt Jahnke- spoke about the toxic transgender materials at the library available to children. He would like them removed.

Jason Jenkins is one of the property owners who was affected by a Town's decision regarding riding motocross bikes in his backyard. He was supposed to go to the Board of Adjustment and Appeals meeting but now the meeting has been pushed back to an unknown date. He filed May 12<sup>th</sup> and was recently informed the appeal has to be delayed because of errors made by the department. He has been working to resolve this over the last 6 months and there is still no date.

## 6. **Special Announcements and presentations**

- None

## 7. **Council Informational Reports.** *These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. 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 attended the Yavapai College Governing Board Meeting, Game Night, and the Yavapai Apache Nation Tribal Council Meeting. She wanted to announce that the Verde Valley Humane Society had a contest for artists and the 1<sup>st</sup> and 2<sup>nd</sup> places were won by Camp Verde Students. She also announced that Taylor Lewis Moore of the Yavapai Apache Nation was crowned Ms. Indian Rodeo Arizona. Elizabeth Andre our current Miss Camp Verde Competed in Teen USA and was a semifinalist. She announced that Yavapai Apache Nation received grant funding to develop two dictionaries, (1) Apache and (1) Yavapai.

Vice Mayor Moore attended an Intergovernmental Meeting hosted by the Town of Clarkdale, met with a mix of other Council Members throughout the Verde Valley.

Councilor Baker also attended the Intergovernmental Meeting hosted by the Town of Clarkdale. She also attended a NACOG Meeting.

Councilor Escoffier also attended the Intergovernmental Meeting hosted by the Town of Clarkdale.

Mayor Jenkins said she attended the Intergovernmental Meeting hosted by the Town of Clarkdale. She also attended the Yavapai County Mayors, Managers, Supervisors and Tribal Nations Meeting. Camp Verde will host the next Biannual

Meeting that will be held in December. She would like to co-host with Yavapai Apache Nation.

Interim Manager Barbara Goodrich added updates regarding:

1. The Library has added a website link for public to look at upcoming displays/exhibits. They have also added a poll for the community to weigh in on library displays. The library has also completed the installation of their rainwater catchment system for their educational garden.
2. Reviewed Capital Improvement Projects and the bidding process/progress.
3. Staff has been working on the proposed Code changes to the Animal and Accessory Use. She went over the next steps of this process. They will be working with a consultant when they get to larger code updates.
4. She and staff are looking to schedule a State Legislatures Day for Town Council and County Representative. This will take place sometime in September/October timeframe.
5. They are also working on Broadband for the community. They are looking into grants to help fund this and have been working with the state on maps for broadband coverage.
6. She wanted to recognize Heather Vincent who took the lead on the Town's behalf on the Finnie Flat Fire. She acted as the central point to work with other agencies.

- 8. Discussion, Consideration and Possible Approval by Council regarding the contract offer to Tedmond Soltis for the position of Town Manager. Staff Resource: Barbara Goodrich**

Mayor Jenkins stated this item is tabled because the contract is still under negotiations.

- 9. Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 6 (Bar) Liquor License Application #247051 for Joshua Allen Horton-Low Places Bar and Grill- located at 564 S Main Street #100, Camp Verde, AZ 86322. Staff Resource: Cindy Pemberton**

#### **Staff Comments**

Town Clerk Cindy Pemberton stated that staff received a liquor license application on 06-08-2023 for a Series 6 (Bar) Liquor License and posted the required paperwork. All fees associated with the application have been paid. Staff have not received any comments or concerns from the public regarding the application. Clerk Pemberton clarified should Council move to vote on the agenda item, that it be identified as a series 6 and not a class.

**Public Hearing Open: 7:08pm**

No public comment.

**Public Hearing Closed: 7:09pm**

**Council Discussion**

Councilor Escoffier would like to confirm that there is a current liquor license there, this is just a transfer. She also wanted to confirm this is just a recommendation. Attorney Stuhan confirmed that this is just a recommendation.

On a motion made by Councilor Escoffier, seconded by Councilor Baker Council moved to approve Series 06 (Bar) Liquor License Application #247051 for Joshua Allen Horton-Low Places Bar and Grill- located at 564 S Main Street #100, Camp Verde, AZ 86322. Recommendation to state for approval.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye  
**Motion carried 6-0.**

10. **Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 12 (Restaurant) Liquor License Application #247047 for Joshua Allen Horton-Low Places Bar and Grill- located at 564 S Main Street #100, Camp Verde, AZ 86322.** Staff Resource: Cindy Pemberton

**Staff Comments**

Town Clerk Cindy Pemberton stated that staff received a liquor license application on 06-08-2023 and posted the required paperwork. All fees associated with the application have been paid. Staff have not received any comments or concerns from the public regarding the application. Clerk Pemberton stated the motion should include the word series and not class.

**Public Hearing Open: 7:11pm**

No public comment

**Public Hearing Closed: 7:12pm**

**Council Discussion-None**

On a motion made by Councilor Escoffier, seconded by Councilor Baker, Council moved to recommend approval to the Arizona State Liquor License Department approve a Series 012 (Restaurant) Liquor License Application #247047 for Joshua Allen Horton-Low Places Bar and Grill- located at 564 S Main Street #100, Camp Verde, AZ 86322.

**Roll Call Vote:**

Councilor Baker: aye

Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye  
**Motion** carried 6-0.

**11. Discussion, Consideration, and Possible Appointment of Council members to serve as Town Representatives and alternates to the Northern Arizona Municipal Water Users Association (NAMWUA). Staff Resource: Barbara Goodrich**

Interim Town Manager Barbara Goodrich explained NAMWUA represents a group of northern Arizona municipalities and private water providers that cooperate as a collective voice for water policy. NAMWUA's goal is to work cooperatively to develop a regional water supply. The other Arizona cities and Towns that are members include the following cities or Towns: Prescott, Chino Valley, Sedona, Cottonwood, Clarkdale, and Flagstaff. The meetings are held every other month and a zoom option is available.

Ms. Goodrich was notified NAMWUA had approached Mayor Jenkins, asking her to be the representative. Councilor Baker volunteered to be the alternate.

On a motion made by Vice Mayor Moore, seconded by Councilor McPhail, Council moved to appoint Mayor Jenkins as Council Representative and Counselor Baker as alternative to the Northern Arizona Municipal Water Users Association.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye  
**Motion** carried 6-0.

**12. Discussion, Consideration, and Possible Appointment of Council members to serve as Town Representatives and alternates to the Reconsideration of Library Materials or Resources Committee. Staff Resource: Barbara Goodrich**

Interim Town Manager Barbara Goodrich explained Camp Verde Community Library has a "Reconsideration of Library Materials or Resources Policy". This policy allows a library patron to submit a request for reconsideration of library materials or resources by completing a form and submitting it to the Librarian. The Librarian will review the form and make a determination within 30 days and provide the decision to the patron. Should the patron be dissatisfied with the decision made by the Librarian, the patron may request in writing to have the matter reviewed by a

committee. The review request must be received within fourteen (14) days after the patron receives the Librarian's decision and should include the basis of disagreement with the Librarian's decision. The committee members include voting and non-voting members. The voting members are the Library Director, Town Manager, and a Town Council member. Nonvoting members include the Recording Secretary and the Requestor (member of the community). Councilor McPhail proposed Councilor Escoffier be the representative and volunteered herself as alternate.

On a motion made by Vice Mayor Moore, seconded by Councilor Baker, Council moved to appoint Councilor Escoffier as representative and Councilor McPhail as alternate to the Reconsideration of Library Materials or Resources Committee.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

**13. Discussion, Consideration, and Possible Direction for Rehabilitation of the Town's Gazebo.** Staff Resource: Martin Smith

Capital Improvements Manager Martin Smith reviewed history of gazebo. The wooden gazebo immediately south of the Public Works facility is experiencing structural instability. The support posts are deteriorating, diminishing their structural integrity. The gazebo now has a noticeable tilt to the northwest and has been deemed unsafe for inhabitation by the Town of Camp Verde Building Official. On Monday, June 19th the gazebo was officially condemned by the Building Official and Public Works staff secured the area with metal and plastic fencing. Staff has been in contact with officials administering the State of Arizona JOC contract to secure a scope of work and pricing for the rehabilitation of the gazebo. Four (4) options are currently being explored:

- Removal and replacement of the support posts per the approved plans and addressing electrical work that is out of code. \$0-Vendor chose not to bid this option because of safety concerns.
- Demolition of the gazebo and preserving the existing concrete foundation- bid comes in at \$67,500.
- Demolition of the gazebo and the concrete foundation, installing new sidewalk to connect the existing sidewalk on the west and east sides of the gazebo- bid comes in at \$79,880.
- Demolition of the gazebo and construct a new gazebo utilizing similar architectural appearances. Bid comes in at just under \$280,000.



*Staff asks the Town Council for consideration of the four options and their associated costs and advise Staff for direction on which option is to be pursued.*

Mr. Martin recommends option #3.

Council discussed the options and JOC. Vice Mayor Moore is concerned about local companies not being able to bid. Director of Public Works Ken Krebs stated the agreement with the local JOC ended in January and they are currently working on a new one. They are considering piggybacking with other Towns and their JOC.

Councilor McPhail suggests working this in two phases. The Town has \$42,000 in the budget. She suggests completing demo in Phase One and leave the slab until Phase 2.

Mayor Jenkins stated direction to staff is to go with Option #3, get rid of the sidewalk and get community feedback as to what they would want to do with this space. Also, go out and get more bids for a lower price and she would like to know where the funds will be coming from for anything over the budgeted amount.

**14. Discussion, Consideration and Possible Approval of the FY24 Capital Improvement Plan.** Staff Resource: Mike Showers and Barbara Goodrich

Interim Barbara Goodrich introduced the topic. Staff is available if Council has any specific questions.

Finance Manager Mike Showers explained there are only two changes from the document presented to Council on June 14<sup>th</sup>. A column was added labeled "App'd FY23 to highlight all projects previously approved by Council. Also, a new final park budget has replaced the three previous scenarios. This is only included to highlight what is budgeted for the proposed tentative budget. Council and staff will continue to develop it. Mr. Showers reviewed each fund and the totals in each fund. Mr. Showers explained how the budget works and why he budgets the way he does, specifically for grants.

Councilor McPhail would like to see quarterly and monthly updates.

On a motion made by Councilor McPhail, seconded by Vice Mayor Moore, Council moved to approve the FY24 Capital Improvement Plan.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

*Meeting break: 8:27pm*

Meeting resume: 8:40pm

**15. Discussion, Consideration and Possible Approval of the Town of Camp Verde FY24 Proposed Tentative Budget.** Staff Resource: Mike Showers

Finance Manager Mike Showers explained the Tentative Budget is not the Final Town Budget but once it is accepted, the total expenses cannot be increased, but rather only decreased or moved. The FY24 Final Budget will be presented in two weeks on July 19<sup>th</sup>.

Mr. Showers reviewed a handout titled "Updated Budget Lines." He highlighted the different line items, funds and gave the financial statement.

On a motion made by Councilor Murdock, seconded by Councilor McPhail, Council moved to approve the Town of Camp Verde FY24 Proposed Tentative Budget.

**Roll Call Vote:**

Councilor Baker: aye  
Councilor McPhail: aye  
Councilor Murdock: aye  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye

**Motion** carried 6-0.

**16. Adjournment**

Mayor Jenkins adjourned the meeting at 9:16 p.m.

  
\_\_\_\_\_  
Mayor Dee Jenkins

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

Dated this 24<sup>th</sup> day of July, 2023.

  
\_\_\_\_\_  
Cindy Pemberton, Town Clerk