

(Corrected) DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JULY 19, 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 Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier (Via zoom arrived at 6:38 p.m.), Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present: Interim Town Manager Barbara Goodrich, Town Attorney Christina Estes Werther, Town Clerk Cindy Pemberton, Administrative Clerk Jadie Edward.
3. **Pledge of Allegiance** Vice Mayor Moore led the Pledge of Allegiance.
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) Regular Session – May 3, 2023
 - 2) Special Session – July 5, 2023
 - 3) Regular Session – July 5, 2023
 - b) **Set Next Meeting, Date and Time:**
 - 1) Joint Work Session – Wednesday July 26, 2023 at 5:30 p.m.
 - 2) Regular Session – Wednesday August 2, 2023 at 6:30 p.m.
 - 3) Special Session – Wednesday August 9, 2023 at 5:30 p.m.
 - 4) Regular Session – Wednesday August 16, 2023 at 6:30 p.m.
 - c) **Approval to staff to submit a Water Conservation Grant application to the Water Infrastructure Financing Authority (WIFA) in an amount up to \$2.5M to fund various Water System Leak Mitigation Projects throughout Town.** Staff Resource: Molly Spangler and Jeff Low

Councilor Godwin asked that the minutes for May 3rd be pulled.

On a motion by Councilor Godwin, seconded by Councilor Baker, Council moved to approve the consent agenda, minus 4a1.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Absent
Councilor McPhail: Aye
Councilor Murdock: Aye
Councilor Godwin: Aye
Vice Mayor Moore: Aye
Mayor Jenkins: Aye
Motion Carried 6-0.

Councilor Godwin inquired about corrections.
On a motion by Councilor Godwin, seconded by Councilor McPhail, Council moved to approve the minutes from May 3rd as corrected.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Absent
Councilor McPhail: Aye
Councilor Murdock: Aye
Councilor Godwin: Aye
Vice Mayor Moore: Aye
Mayor Jenkins: Aye
Motion Carried 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))

Jack Wilborn spoke, wondering the status of the process to keep our Town as a Dark Sky community. He would like to see this kept, as it is the reason he moved to Camp Verde. He would like to see frequent status updates.

Councilor Escoffier joined the meeting at 6:38 PM via Zoom

Randy Lobato spoke regarding an issue he's having with Planning and Zoning. Back in 2020, he lost his home to a fire. When his home burned down, he decided to put his RV on his 5.5 acres. His daughter and son also live on the property in their own RV's. He has a permit to build on his property, but inflation and interest rates have stopped him from moving forward as quickly as he'd like. He received a notice from Planning and Zoning that he's only allowed 1 RV, but they'll allow 2 with a Special Use Permit. This is

going to create a hardship for them. He'd like to continue with the RV's he has until his home is completed.

Chasidy Allen, daughter in law of Randy Lobato, would also like to see their family be able to occupy their property in their RV's while their home is being built.

6. **Special Announcements and Presentations:**

- **Presentation from the Small Business Development Center, their work, and how they help Camp Verde businesses.** Staff Resource: Molly Spangler

Economic Development Director Molly Spangler introduced Ruth Ellen Elinski, Director of Arizona's SBDC.

Ms. Elinski, joined by Danusia Szumowski, presented the specifics to Council about the Small Business Development Center SBDC at Yavapai College and the specific economic impact of their work in Camp Verde.

Ms. Elinski said their 6-member team offers expert, no cost, confidential consulting, technical assistance, and educational trainings for new and established businesses across Yavapai County. Reaching the most rural communities is a priority for her team. They hope to truly help to generate economic impact county wide. They provide support and guidance in a variety of ways. These services provided have created significant economic impact in Camp Verde. She shared in their data system, they have 19 recorded clients, with 13 new client registrations. They have substantial economic impact numbers for Camp Verde, which she shared with Council. She hopes that Camp Verde will consider SBDC as an ongoing resource.

Councilor Godwin asked her how they can make it possible for Camp Verde to be on the list as a future event location. Ms. Elinski said the locations vary, but they aren't in Camp Verde in the summer. Ms. Szumowski said they have a lot of things coming up in the fall.

Councilor Baker thanked Ms. Elinski for the presentation and thought it was very helpful. Ms. Elinski said her relationship as a colleague with Ms. Spangler has been helpful in expanding this in Camp Verde and using the BRIC has been very helpful.

- **Presentation to Town Council on Collection Maintenance program being used with R.H Borden.** Staff Resource: Chet Teague

After a request from Staff, it was decided to reschedule this item to a later Work Session date, as they will need longer than ten minutes.

- **Quarterly Report – Parks & Recreation Commission.** Staff Resource: Mike Marshall

Parks and Recreation Manager Mike Marshall shared his first quarterly report from the Parks and Recreation Commission. He said they had their first meeting in March, three in April, May, and June. June also had a Work Session, which included trips to Verde Lakes and the Sport's Complex. The Commission has been focused on learning their roles and seeking information about Parks and Rec and the Town. They've requested information from Parks and Rec regarding future plans. An online survey was sent out to the public for feedback. There will be a joint Work Session next week.

Councilor Godwin wondered about Community Night on Monday the 6th. Mr. Marshall said this public forum will provide an update on the Sport's Complex as well as gather information for future plans of the Sport's Complex.

- **Quarterly Report – Board of Adjustments.** Staff Resource: John Knight

Community Development Director John Knight informed Council that the Board of Adjustments had two meetings in the second quarter. Additionally, in April, they had a variance application, and they ended up working something out with the applicant. In May they had an appeal on the animal point count.

- **Quarterly Report – Planning and Zoning Commission.** Staff Resource: John Knight

Mr. Knight presented for Planning and Zoning. He shared that they had two meetings. They also had a joint meeting. During this meeting they were able to spend some time talking about some of the longer-range projects. One of the things that has come out is that they really need to do an update on the code. They received an agritourism permit request in April. They also reviewed the site plan for High View at Boulder Creek. In June P&Z conducted a Joint meeting with Town Attorney Trish Stuhan on the roles of the Commission, which they found very helpful.

7. **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, Phillip England Center for the Performing Arts Foundation.

Councilor Godwin attended Corn Fest and thought it was a great event. She thought

staff did a great job giving people direction of places to go to cool off from the heat.

Councilor McPhail attended Corn Fest. Additionally, she thanked Jeff Low for helping Kiwanis sell corn. She, Mayor Jenkins, and Councilor Murdock had a meeting with staff about the Sport's Complex.

Vice Mayor Moore had nothing to report.

Councilor Murdock attended Corn Fest and thought it went very well. Additionally, she had a meeting with staff, Mayor Jenkins, and Councilor McPhail.

Councilor Baker had nothing to report.

Councilor Escoffier had nothing to report.

Mayor Jenkins attended her usual Verde Valley Mayor/Town Manager Meeting. She also attended Corn Fest and was excited about all the good things going on.

Interim Town Manager Barbara Goodrich congratulated all involved in Corn Fest that ensured that there were not any heat related incidents. She shared that the attendance was estimated at about 4,500 people. She acknowledged the Hauser's for providing exceptional corn. They had a very successful meeting with a representative from International Governmental Affairs from ADOT. This was the first time that agency has reached out to Camp Verde. Some upcoming dates that she shared were: July 26th they're doing a joint meeting with the Parks and Recreation Commission to talk about roles and responsibilities. August 9th is the first meeting to start discussing projected changes in the code. They are proposing a possible survey to the public to get feedback. Finally, Council requested a presentation from the Library on their various programs, policies, and procedures. That is scheduled August 23rd.

Councilor Murdock had a request that the next Parks and Rec survey be anonymous.

- 8. Discussion, Consideration, and Possible Approval for staff to sign an agreement with the Verde Valley Archaeology Center to provide Town funding up to \$150,000 for the center to complete a grant funded trailhead park project and then reimburse the Town for funding expended. Staff Resource: Molly Spangler**

Economic Development Director Molly Spangler introduced Ken Zoll Director Emeritus and Interim President of the Verde Valley Archeology Center. She began by letting Council know that there was an amendment to the MOU. Ms. Spangler turned the meeting over to Mr. Zoll.

Mr. Zoll shared with Council the background on the Archeology center property. He said they were given the land valued at \$1.5 Million for them to preserve it.

Due to the background of the property and the possible burials throughout, it was decided to not excavate it, but to put in a trail instead. They received a grant for the trail. The Yavapai Apache Nation and Hopi Elders were brought out to be sure that they were comfortable with what they're doing. The trail is built and open to the public. Additionally, there are two gardens. This grant money would help them update and maintain the trail, as they've had to close it recently due to problems with vandalism. Eventually, when the Town does the park at Homestead, there will be overflow parking, and they'll allow the Town to use their new parking pad. They will also put in a porta-potty vault toilet.

They are asking the Town for funding to pay the vendors, and the Town would be reimbursed by the grant. It would be about a 4-week process, minus the toilet, which will take longer.

Councilor Baker is so grateful for the Archeology Center and feels it is such a great resource here.

Councilor Godwin is so grateful that they gave the Archeology Center the BRIC (Business Resource & Innovation Center) building. She, too, feels that it is such a great resource for the Town.

On a motion by Councilor Godwin, seconded by Councilor Baker, Council moved to approve for staff to sign an agreement, including items 9 & 10, with the Verde Valley Archaeology Center to provide upfront funding not to exceed \$150,000 for the center to complete a grant funded trailhead park project and then reimburse the Town for funding expended.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Abstain – did not have a copy of agreement to review

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 6-1.

- 9. Discussion, Consideration, and Possible Approval of an agreement between the Town of Camp Verde and Zonehaven, a Genasys owned company that offers critical communications systems and solutions to help keep people safe during evacuations and other emergency incidents. Staff Resource: Heather Vinson**

Jim Erickson, Zonehaven representative, was also present online to answer any questions. Risk Management Director Heather Vinson presented to Council the benefits of Zonehaven and their critical communications systems and solutions to help keep people safe during evacuations and other emergency incidents. Ms.

Vincent said this would be a big benefit to her. The program is important to what they're doing in planning and training to be prepared for all different types of emergencies. It's a data driven component. It would also keep residents more informed, both quickly and accurately. This would help them establish their evacuation zones, which is a big push from the county. The cost on this would be minimal, done by population. The agreement in front of them is for 3 years, with the option for renewal. This would ensure that when something was to happen, they would be able to be more proactive. They would be the first in the county to get this, but she's hoping they can do this as a unified program in the Verde Valley.

Vice Mayor Moore wondered if they're going to wait until other surrounding Towns are on board with this to implement. Ms. Vincent said they're not waiting on anybody. They are responsible for their account with it.

Ashley Ahlquist, Yavapai County OEM was also online. She shared her perspective on this program and feels it would be a huge benefit for the Town.

Councilor Baker wondered if the fee was an annual premium.

Ms. Vincent said yes, the \$2,500 is.

Councilor Baker also wondered how the citizens would be notified any differently with this program than what they're doing now.

To which Ms. Vincent replied, notifications would still be the same, they'll rely on several notification realms, but this would cut hours off the notifications. This would give them the information more accurately and quickly.

Councilor Murdock wondered if there will be another avenue of notifications with this program, other than EverBridge. Ms. Vincent said EverBridge will still send out the notifications, but the information will come to them sooner through this program to get it out sooner to the public.

On a motion by Councilor Baker, seconded by Councilor Godwin, Council moved to approve the agreement between the Town of Camp and Zonehaven, a Genasys owned company that offers critical communications systems and solutions to help keep people safe during evacuations and other emergency incidents.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

10. Discussion, Consideration and Possible Approval to purchase supplies and

materials for the Sports Complex Water Main installation from Dana Kepner Company, LLC at a cost not to exceed \$96,041.11. Staff Resource: Jeff Low

Utilities Director Jeff Low shared with Council in order to complete the water design main services for the Sport's Complex Concession Stand based off the plans, staff and the project engineer created a materials list and supplies needed for the construction. Dana Kepner was the lowest bid, and staff recommends.

Mayor Jenkins wondered which funding bucket this was coming out of.

Ms. Goodrich clarified it is part of the AZ State Parks grant.

Mr. Low said he spoke with Finance Director Mike Showers, and he has the funding for this.

This water line will serve the concession stand. It will start off McCracken Lane and extend down to Champion Way to the treatment plant water line. It will be the Camp Verde Water System.

On a motion by Councilor McPhail, seconded by Councilor Baker, Council moved to approve to purchase supplies and materials for the Sports Complex Water Main installation from Dana Kepner Company, LLC at a cost not to exceed \$96,041.11.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

11. **Discussion, Consideration, and Possible Approval of Resolution 2023 – 1107, a Resolution of the Mayor and Common Council for approval of final site plans for two (2) development sites located within High View at Boulder Creek Planned Area Development (PAD), zoned C3-PAD (Commercial: Heavy Commercial – Planned Area Development) and C2-pad (Commercial: General Sales and Services – Planned Area Development) specifically site plans for Zane Grey RV Park located on parcel 403-15-003V (C2-PAD) and Zane Grey Multi-family and Commercial on parcel 403-15-003U(C3-PAD), Camp Verde, Yavapai County, Arizona. Staff Resource: Cory Mulcaire**

Town Planner Cory Mulcaire shared with Council that they are presenting a final site plan for two more of the development sites at the High View at Boulder Creek PAD, which they've seen multiple times. This is for a 248 site RV Park as well as a multifamily commercial site that will have 474 apartment units, efficiency two bedroom and three bedrooms, as well as 43,000 commercial retail rental spaces.

Vice Mayor Moore questioned the approval of this agenda item, hoping they weren't

making promises before they had a development agreement.

Mr. Knight said they are working with the developer and staff on various infrastructure utility issues, and they'll work that out. They're making great progress on that. All they're doing with the site plan approval is confirming that what they're doing is a substantial conformance with the PAD that was approved. It has nothing to do with utilities.

Mr. Low shared that Developer Jeremy Bach has actively been working well with them, which he appreciates.

Mayor Jenkins wanted to know the legal ramifications on approving this without making commitment for water or sewer. She would like to know what type of construction the multi-family is going to be.

Jeremy Bach said the construction for multi-family will be conventional.

Mayor Jenkins wondered if in approving this, can they say that there are no modifications to the plan without Council approval. There are things in the code that says they can modify things. She wants to have confidence that when they approve this site plan, there will not be changes without Council approval.

Town Attorney John Paladini said the code does provide for two kinds of modifications. A minor and major. It would be inconsistent with the code to condition the approval of these site plans.

Mayor Jenkins shared that she just doesn't want to see things changed after Council has approved it, like the modular homes in Town. They have opportunity to do it right, and she wants them to.

It was decided amongst Council and Staff that this evening they were simply approving the site plans. Things changing too much after approval, would need to be a major amendment. Sometimes things that are approved by Council can change minimally, and they'll never know about it until they get a call from a citizen. The site plan approval runs with the land.

On a motion by Councilor Murdock, seconded by Councilor Baker, Council moved to approve Resolution 2023 – 1107, as presented.

Roll Call Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor McPhail: Aye

Councilor Murdock: Aye

Councilor Godwin: Aye

Vice Mayor Moore: Aye

Mayor Jenkins: Aye

Motion Carried 7-0.

12. **Adjournment** Mayor Dee Jenkins adjourned the meeting at 7:59.

DM 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 July 19, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 28th day of August, 2023.

Cindy Pemberton
Cindy Pemberton, Town Clerk