

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 15, 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 6:30P.M.
2. **Roll Call.** Council Members: Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present: Town Manager Ted Soltis, Assistant Clerk Jadie Edwards, Deputy Clerk Virginia Jones, Recording Secretary Mary Frewin.

3. **Pledge of Allegiance** Councilor Murdock 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 – November 1, 2023

b) Set Next Meeting, Date and Time:

- 1) Regular Session – Wednesday December 6, 2023 at 6:30 p.m.
- 2) Regular Session – Wednesday December 20, 2023 at 6:30 p.m.

- c) **Approval of Resolution 2023-1124; A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Approving and Authorizing the Mayor to execute an Intergovernmental Agreement (IGA) between the Town of Camp Verde and the State of Arizona Department of Revenue for the Administration, Collection, Audit, and Licensing of Transaction Privilege Taxes, Use Taxes, Severance Taxes, Jet Fuel Excise and Use Taxes and Rental Occupancy Taxes imposed by the State, Cities or Towns.** Staff Resource: Mike Showers

On a **motion** by Councilor Escoffier, seconded by Councilor McPhail, the Council **moved** to approve the Consent Agenda, with minor corrections to the minutes.

Roll Call Vote:

Councilor Baker: aye

Councilor Escoffier: aye

Councilor Murdock: aye
Mayor Jenkins: aye
Vice Mayor Moore: aye
Councilor McPhail: aye
Councilor Godwin: aye
Motion Carried 7-0.

- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

Patty Means spoke on the condition of the road she resides on- Zachary Lane Road in Verde Lakes. The condition of said road is very poor, and she would like to bring that to the attention of the town to get the problem resolved.

Melinda Jessop spoke regarding the home that she purchased last November on 3195 Dinky Creek Lane in Verde Lakes. When she purchased the home, she gave the previous owner 3 months to move his stuff out of the yard. She described the condition of the property with all his belongings there. Ms. Jessop claimed that these belongings, including an RV that the previous owner had been staying in, have caused several fires on the property, one of which caused fire damage to the siding and trusses of her home. Code Enforcement then came out and red tagged her home, deeming it unsafe to occupy. She asked for a second opinion, but they will only accept it from a licensed, structured engineer. She pointed out that not even the Town Building Official is a licensed, structured engineer. She would like this to be investigated.

6. Special Announcements and Presentations:

- None

7. Discussion, Consideration, and Possible Renewal of Town Magistrate Gary Horton's agreement. Staff Resource: Ted Soltis

Town Magistrate Gary Horton spoke to Council on the conditions of the renewal of his contract agreement. He would like to stay a contracted employee. His raise request came as a reflection of the rising inflation costs. He also would like to have a three-year contract and explained his reasonings why.

Mayor Jenkins and the Council found the terms of his contract to be very reasonable.

Vice Mayor Moore thanked Mr. Horton for his excellent work. She hoped they could figure out his security situation soon.

On a **motion** by Councilor McPhail, seconded by Vice Mayor Moore, the Council **moved** to approve the renewal of Town Magistrate Gary Horton's 3-year contract agreement commencing on January 1, 2024 and expiring on December 31, 2026.

Roll Call Vote:

Councilor Baker: aye

Councilor Escoffier: aye

Councilor Murdock: aye

Mayor Jenkins: aye

Vice Mayor Moore: aye

Councilor McPhail: aye

Councilor Godwin: aye

Motion Carried 7-0.

- 8. Discussion, Consideration, and Possible Action to approve the Mayor to sign a letter supporting the University of Arizona's USDA Meat and Poultry Processing Program grant request for a meat processing facility in Camp Verde. Staff Resource: Molly Spangler**

Director of Economic Development Molly Spangler spoke to the Council on behalf of University of Arizona and their grant request. She said she it's important to have community buy-in, which is why this grant is a good idea. This will provide them with additional funding for the facility.

Vice Mayor Moore said that she's very much in support of this. However, at some point she would like to see more in-depth information come back to the Council regarding where they are in the process of getting this facility built in Camp Verde. She suggested even having the University come and present it to Council.

Ms. Spangler assured Vice Mayor Moore that many departments are working on this and the University is starting the process of developing the facility. She will come back to Council with information.

Councilor McPhail shared that on the tour that she and Councilor Escoffier went on of the facility in Tucson, she was incredibly impressed and is looking forward to having one of these facilities in Camp Verde.

Councilor Escoffier echoed what Councilor McPhail said. She feels it will be a quality facility, that will be a huge asset to the town.

Mayor Jenkins said that she's had an update meeting with U of A in the past, and

they were more than happy to meet with her. She thinks it will be beneficial to get a more current update.

Councilor Murdock said she looks forward to a new, state of the art facility in the town.

On a **motion** by Councilor Murdock, seconded by Councilor Baker, Council **moved** to approve the mayor to sign a letter supporting the University of Arizona's USDA Meat and Poultry Processing Program grant request for a meat processing facility in Camp Verde.

Roll Call Vote:

Councilor Baker: aye

Councilor Escoffier: aye

Councilor Murdock: aye

Mayor Jenkins: aye

Vice Mayor Moore: aye

Councilor McPhail: aye

Councilor Godwin: aye

Motion Carried 7-0.

9. Discussion, Consideration, and Possible Award of Bid #23-183, Grief Hill Trailhead Improvements Project to Ligon Excavation in the amount of \$120,225.54. Staff Resource: Martin Smith

CIP Project Manager Martin Smith presented to the Council on this item. He shared that they have entered into an agreement with the Prescott National Forest to make improvements to Grief Hill Trail Head. This bid is for all the concrete work on site. Ligon Excavation was the lowest bid.

Mayor Jenkins wondered where the money for this improvement would be coming from.

Finance Director Mike Showers stated the funding would be coming from ARPA funds, which he feels is a good way to fund the project.

On a **motion** from Councilor Baker, seconded by Vice Mayor Moore, the Council **moved** to Award Bid #23-183, Grief Hill Trailhead Improvements Project to Ligon Excavation in the amount of \$120,225.54.

Roll Call Vote:

Councilor Baker: aye

Councilor Escoffier: aye

Councilor Murdock: aye

Mayor Jenkins: aye

Vice Mayor Moore: aye

Councilor McPhail: aye

Councilor Godwin: aye

Motion Carried 7-0.

10. **Discussion, Consideration, and Possible Award of Bid #23-182, Sports Complex Water Main Installation Project to Ligon Excavation in the amount of \$174,905.78.** Staff Resource: Martin Smith

Mr. Smith presented this item as well. He shared with Council that the original intent was to install a potable well at the Sport's Complex to service the park. However, it is no longer a cost-effective solution. So, instead they plan to install an extended water line. Council recently approved the Utilities Department to purchase supplies for that, but this bid is just for the installation of those supplies.

Councilor Murdock clarified that they will be doing more work than just installing a water main line. Mr. Martin told her yes, while they have a trench dug, they will be doing other work.

On a **motion** by Councilor McPhail, seconded by Councilor Baker, the Council **moved** to award Bid #23-182, Sports Complex Water Main Installation Project to Ligon Excavation in the amount of \$174,905.78.

Roll Call Vote:

Councilor Baker: aye

Councilor Escoffier: aye

Councilor Murdock: aye

Mayor Jenkins: aye

Vice Mayor Moore: aye

Councilor McPhail: aye

Councilor Godwin: aye

Motion Carried 7-0.

Councilor Baker was happy to see local contractors winning some bids.

11. **Discussion, Consideration, and Possible Approval by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a letter of endorsement to be signed by the Mayor supporting Conservation agreements for citizens of the Town of Camp Verde.** Staff Resource: John Knight

Community Development Director John Knight shared with Council as the Department Head point person. He said that Todd Scantlebury was here to speak to the Council on this endorsement.

Mr. Scantlebury spoke to Council, giving them specifics on this endorsement. He shared that this conservation agreement would be an attempt to preserve the meander land on private properties in Camp Verde.

There was some confusion amongst Council as to what this specific item meant, and why they were being asked to do this in a broad sense, rather than just specific properties.

Town Attorney Trish Stuhan said that she had reviewed this in the packet. She doesn't have a problem with it, though it's not the way she would go about it since it's very broad and could be perceived throughout the entire town. She recommended entering it, but maybe get a little more information to narrow it down.

After some discussion, Councilor Godwin clarified that there are no laws or rules behind the agreement, it's just a document that says Council supports homeowners who decide to participate in this conservation agreements.

On a **motion** by Mayor Jenkins, seconded by Councilor Godwin, the Council **moved** to approve an agreement stating- The town of Camp Verde General Plan, Planning and Zoning Ordinances and the Verde River Recreational Plan recognize and support the importance and protection of our Western Rural Heritage, agricultural lands, open space, and the river corridor. Therefore, the town of Camp Verde supports conservation agreements.

Roll Call Vote:

Councilor Baker: aye

Councilor Escoffier: aye

Councilor Murdock: aye

Mayor Jenkins: aye

Vice Mayor Moore: aye

Councilor McPhail: aye

Councilor Godwin: aye

Motion Carried 7-0.

12. **Discussion, Consideration, and Possible Adoption of Ordinance 2023-A486, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a zoning map change from M1 to C3 for approximately 0.63 acres, specifically described in Exhibit A (currently parcel 403-23-104H), located at 284 North Homestead Parkway. Staff Resource: Cory Mulcaire**

Town Planner Cory Mulcaire presented to Council. She shared that they are requesting a zoning map change from M1 to C3 for Sinagua Malt. They want to bring a tasting room/chocolate and coffee bar to the front room of their building. To do this, they need the zoning change, as a restaurant is not allowed in M1. It's just the front portion of the building that will be changing. Nobody showed up to the neighborhood meeting and there were no letters sent in.

On a **motion** by Councilor Godwin, seconded by Council Baker, Council **moved** to approve the adoption of Ordinance 2023-A486.

Roll Call Vote:

Councilor Baker: aye

Councilor Escoffier: aye

Councilor Murdock: aye

Mayor Jenkins: aye

Vice Mayor Moore: aye

Councilor McPhail: aye

Councilor Godwin: aye

Motion Carried 7-0.

13. **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 Baker attended the APS ribbon cutting ceremony. She said the facility was beautiful.

Councilor Escoffier attended the Dia De Los Muertos event at the Philip England Center for Performing Arts. She thought it was a great event. She also attended the APS ribbon cutting ceremony. She shared that the Salvation Army is looking for bell ringers.

Councilor Murdock had nothing.

Vice Mayor Moore attended Trunk or Treat and felt it was a great event. Additionally, she attended the Turquoise Circuit block party and rodeo. Moore gave kudos to the Girls Varsity Volleyball team and Boys Varsity Football team for making it to the state playoffs.

Councilor McPhail attended the Yavapai Apache Nation Tribal Council Meeting. She commended The Old Guys for the projects they've done around Town and the bikes that they repair in the community around Christmastime.

Councilor Godwin attended the Dia De Los Muertos event. She thought it was a fantastic event. She also went to the Ribbon Cutting of Hole in the Wall Bookstore. She was so impressed with the number of books they had in their small bookstore.

Mayor Jenkins attended the Turquoise Circuit Rodeo and Block Party. She also attended the bi-weekly Verde Valley Mayor/Manager meeting as well as the Yavapai County Mayor/Manger meeting with other officials from the County. She stopped at the APS grand opening and commended the beautiful building they have. She attended the Verde Valley Transportation meeting via Zoom and spoke at the

Veteran's Day event for the American Legion at Clear Creek Cemetery. She wanted to make the community aware of a car show they recently had to honor veterans. She was invited to the Sedona Cultural Park Mixer. It was held at Cliff Castle Casino. For upcoming events, she shared that the Legislative Summit is coming up and the Intergovernmental Agreement Meeting will be held at Cliff Castle Casino on December 15th.

Mayor Jenkins stated James Gregory's Administrative Assistant puts out a newsletter and she was asked if there was anything in Camp Verde that they would like to put in the County newsletter. If anyone can think of anything, please send it to the Clerk's Office.

Town Manager Ted Soltis also attended the APS Ribbon Cutting ceremony and Turquoise Circuit. He also shared that candidate packets are available in the Clerk's Office for the 2024 municipal elections.

14. Adjournment Mayor Dee Jenkins adjourned the meeting at 7:36.



Mayor Dee Jenkins



Attest: Virginia Jones Deputy Town Clerk

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 November 15th, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 11th day of December, 2023.



Virginia Jones, Deputy Town Clerk