

**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 20, 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, Councilor Robin Godwin and Councilor Cris McPhail are present.

Also Present

Interim Town Manager Gayle Mabery, Town Attorney Trish Stuhan, Assistant Clerk Jadie Edwards, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Godwin led the Pledge.

Mayor Jenkins took a moment of *Personal Privilege* to recognize the passing of Vincent Randall, former Yavapai Apache Nation Tribal Chairman. She asked for a moment of silence for him, his family and the entire Yavapai Apache Nation.

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 6, 2023

b) Set Next Meeting, Date and Time:

- 1) Special Session – Wednesday January 3, 2024 at 5:00 p.m.
- 2) Regular Session – Wednesday January 3, 2024 at 6:30 p.m.
- 3) Work Session – Wednesday January 10, 2024 at 5:30 p.m.
- 4) Regular Session – Wednesday January 17, 2024 at 6:30 p.m.-Cancelled

c) Approve the Finance Director to make the attached budget adjustment labeled BAFY24-01 for the FY24 budget year moving \$78,150 of budgeted

legal expenses from the various divisions into the General Fund Non-Departmental Division. Staff Resource: Michael Showers.

Motion was made by Councilor McPhail to accept the consent agenda. Second was made by Councilor Escoffier.

Roll Call Vote:

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

Motion carried 7-0.

5. **Call to the Public or items not on the Agenda. (Please complete Request to Speak Card and turn it 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))
Marshal Corey Rowley recognized new deputy Casey Dragos who recently graduated from the Police Academy and newly promoted Lieutenant Justin Reay who went through an FBI training.

Melinda Jessop requested a follow up on the 3195 S. Dinky Drive housing situation.

6. **Special Announcements and presentations-** None
7. **Discussion, consideration, and possible direction for Town of Camp Verde Wayfinding Signage Project.** Staff Resource: Martin Smith & Molly Spangler

CIP Project Manager Martin Smith stated in 2021 Town Council originally approved staff to implement a Town Wayfinding Signage program to highlight key locations in the Town of Camp Verde. Staff has prepared the solicitation paperwork and is ready to begin the process of acquiring proposals from interested contractors. He is seeking input from the Council to make sure it aligns with ultimate goals.

Economic Development Director Molly Spangler was available via Zoom if the Council has any questions.

Motion made by Vice Mayor Moore to approve Staff to proceed with the Request for Proposals (RFP) solicitation. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0

8. **Discussion, consideration, and possible Award of Job Order Contract to Combs Construction, Earth Resources Corporation, Fann Contracting, Fann Environmental, Kinney Construction Services, Ligon Excavation, McDonald Bros. Construction, Mulcaire & Son Contracting, and Tierra Verde Builders.**
Staff Resource: Martin Smith and Troy Odell

CIP Project Manager Martin Smith said the Job Order Contractor (JOC) Program expired on January 1, 2023, and was not renewed. Staff were directed by Council to proceed with solicitation for a new JOC Program. Staff published a solicitation for Requests for Qualifications (RFQ's) of contractors interested in the Town's JOC program and received nine responses from interested contractors. A committee evaluated and scored each contractor's submittal. The final scoring showed that all contractors scored well. It was the committee's unanimous opinion that all of the contractors were well suited for the Town's JOC Program. After considering what each contractor has to offer, staff feels that it is in the best interest of the Town to select all nine contractors.

Mayor Jenkins asked for an explanation of scoring. Mr. Smith explained the scoring process and the reason behind the scoring. He added that based on the opinion of the committee, these contractors were more than qualified.

Councilor Escoffier asked how do you choose who gets awarded a project. Mr. Smith explained it goes out through an "open bid" process, to everyone in the program.

Vice Mayor Moore asked about the renewing process. Mr. Smith said this is a two-year contract with the opportunity for three one-year renewals. Which means this will expire in 5 years. Ms. Moore doesn't like the idea that a new business could not potentially get on list for five years. She would prefer a two-year period instead. Council continued to discuss the renewal process and the potential of having more than one list. Town Attorney Trish Stuhan will work with staff and take a look at the procurement documents to figure out how to have multiple JOC Lists.

Motion made by Councilor Godwin to award a Job Order Contract to Combs Construction, Earth Resources Corporation, Fann Contracting, Fann Environmental, Kinney Construction Services, Ligon Excavation, McDonald Bros. Construction, Mulcaire & Son Contracting, and Tierra Verde Builders; for the next two years. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0

9. Discussion, consideration, and possible direction to Staff to approve Change Order 20 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of \$28,531.70. Staff Resource: Martin Smith, Ken Krebbs

CIP Project Manager Martin Smith explained this Change Order is to address additional costs to complete the irrigation system at the Camp Verde Sports Complex. The irrigation system was originally designed to be operated with electricity. However, the sod was installed prior to the electrical service being installed so a decision was made to convert the controller and valve solenoids to battery power so that the irrigation was operational and able to preserve the newly installed sod. Now that electrical service is available, we need to convert the controller and valve solenoids back to electric and complete the remaining irrigation system. In addition to the labor and material costs this Change Order is requesting compensation for remobilization for the contractor and storage fees for parts the contractor has previously purchased, but not yet installed.

Public Works Director Ken Krebbs said the sprinklers are the last piece of construction they have left.

Council discussed change orders and how they keep adding up.

Motion made by Councilor Godwin to approve Change Order 20 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of \$28,531.70. Second was made by Councilor Escoffier.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0

10. Discussion, consideration, and possible approval of Joint Project Agreement with ADOT regarding the Finnie Flat & Montezuma Castle Highway Corridor Improvement Planning and Design Project. Staff Resource: Martin Smith, Ken Krebbs

CIP Project Manager Martin Smith explained that on March 17, 2023 the Town of Camp Verde was awarded an AZ SMART grant for the Finnie Flat Road and Montezuma Castle Highway Corridor Improvement Planning and Design project in the amount of \$896,500. The need for this project is to address roadway safety improvements and increase economic development in the project area. The grant

will be administered by ADOT to ensure compliance with federal requirements and specifications and to assist Town staff as requested with routine questions / concerns. Approval of the JPA will allow ADOT to continue with the design consultant selection phase of the project.

Motion made by Councilor Godwin to approve the Joint Project Agreement with ADOT regarding the Finnie Flat Road and Montezuma Castle Highway Corridor Improvement Planning and Design project. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0

11. **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 the Cottonwood Community Band Concert in the Auditorium. She also announced Uptown Big Band will be performing on January 7th at 3pm and then the AZ Wildflowers (Blue Grass Band) will be performing January 28th at 3pm at Philips England Center.

Councilor McPhail mentioned Mr. Randal's services will be held at 10am this Saturday at the Clarkdale Clubhouse. She attended the Friends of the Verde River Gala, the Yavapai Apache Nation Tribal Council Meetings, and all Town Christmas events on December 9th. She also attended the Town's Christmas Party, the Chamber Mixer with staff, Game Night, the County Official Luncheon, and watched Kate Phillips dance in the Nutcracker. She added the Kiwanis and the Old Guys delivered 47 bikes for the Adopt A Family Program.

Vice Mayor Moore rode on the Christmas Light Parade float. She encouraged everyone to go on a Candlelight Tour at Fort Verde Historic State Park.

Councilor Baker attended the IGA Meeting at Cliff Castle Casino, and participated in the Christmas Light Parade.

Councilor Escoffier participated in the Christmas Light Parade and attended the Sustaining Flows Council Education Session on Water Law Adjudication Webinars. She also announced the Camp Verde School Choir were the first school group to go caroling at the State Capital.

Councilor Murdock participated in the Christmas Light Parade.

Mayor Jenkins participated in the Christmas Light Parade, attended the Friends of Verde River Gala, the Craft Fair, the Town Christmas Party, and the IGA Meeting at Cliff Castle Casino.

Interim Town Manager Gayle Mabery had several items to mention:

- She gave an overview of 2023 to staff at the Christmas Party highlighting things that were accomplished in 2023,
- reminder of the holiday office closures: December 22nd, December 25th, and January 1st.
- the Council Meeting that was scheduled for January 17th has been cancelled because the US Forest Service will be holding a Public Open House related to the Yavapai Apache Nation's Land Exchange which will be held from 6pm to 8pm at the Phillip's England Auditorium. The Draft Environmental Assessment is published on the Prescott National Forest website. Land assessment.
- reminder that January 8th is the start of the 2024 Legislative Session
- Council will be undertaking Comprehensive Strategic Planning Retreat coming up in January.

12. Adjournment

Mayor Jenkins adjourned the meeting at 7:48pm.



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 December 20, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 8th day of January, ²⁰²⁴2023.



Cindy Pemberton, Town Clerk