

**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 3, 2024 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.

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 – December 6, 2023 6:30 p.m.
- 2) Special Session – December 20, 2023 5:30 p.m.
- 3) Regular Session – December 20, 2023 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session – Wednesday January 17, 2024 at 6:30 p.m.-Cancelled
- 2) Strategic Planning Session – Monday January 29, 2024 TBD
- 3) Strategic Planning Session – Tuesday January 30, 2024 TBD
- 4) Regular Session – Wednesday February 7, 2024 at 6:30 p.m.
- 5) Regular Session – Wednesday February 21, 2024 at 6:30 p.m.

c) CONSIDERATION, AND POSSIBLE ACTION TO APPROVE THE MAYOR TO SIGN A LETTER SUPPORTING THE YAVAPAI APACHE NATION'S NATIONAL TELECOMMUNICATIONS AND INFORMATION GRANT TO PROVIDE FIBER SERVICES TO APPROXIMATELY 443 HOMES WITH THEIR TRIBAL COMMUNITIES

Motion was made by Councilor McPhail to accept the consent agenda as presented. Second was made by Councilor Godwin.

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 for 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))
NONE

6. **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 announced *Up Town Big Band* will be performing at the Phillip England Center for the Performing Arts, Sunday, January 7, 2024 at 3:00p.m. She encouraged everyone to attend.

Councilor McPhail attended Mr. Vincent Randall's Memorial Service.

Councilor Baker attended Mr. Vincent Randall's Memorial Service.

Mayor Jenkins attended Mr. Vincent Randall's Memorial Service.

Manager Mabery reminds everyone the offices will be closed on Monday, January 15th for Martin Luther King Jr. Day.

7. **Special Announcements and presentations-**

- **Proposal Presentations of Executive Recruitment Firms for Town Manager Position.** Staff Resource: Julia Kaiser

Human Resources Director Julia Kaiser explained that in order to proceed with the recruitment for the Camp Verde Town Manager's position, staff is recommending that the Town contract with an Executive Recruitment Firm with specialty experience in recruiting City/Town Managers. Staff has reached out to several firms with City/Town Manager recruitment experience in Arizona with four firms submitting a written proposal. Each firm has been asked to give a presentation of their proposals at tonight's meeting. Ms. Kaiser introduced each firm and their

representative. Respectively they presented their proposal, highlighting key components and gave a brief background of their firm.

- **Duffy Group-** presenters President and CEO Kathleen Duffy and VP Practice Development Melissa Barker.
- **Raftelis-** presenter Lead Recruiter/Senior Manager Heather Gantz (via ZOOM)
- **Columbia Ltd-** presenter CEO and Founder Andrew Gorgey (via ZOOM)
- **SGR-** presenter President of Executive Recruitment JJ Peters (via ZOOM)

Interim Town Manager Gayle Mabery explained no action will be taken during this agenda item, Council will consider each proposal and possibly take action, during another agenda item during tonight's meeting.

8. Discussion, consideration, and possible award of 300 Building Roof Replacement Project to Hale's Roofing in the amount of \$118,510.14. Staff Resource: Martin Smith and Jeff Kobel

CIP Project Manager Martin Smith explained the roof over the entire 300 Building has reached the end of its lifecycle. The existing roof material is showing signs of deterioration and leaks have become an ongoing problem. Staff was directed to obtain quotes to replace the roofing. Staff approached multiple companies for a quote and three companies responded which include, Hale's Roofing, Harvey's Roofing, and Sure Build Roofing. After considering a contractor's recommendation on roofing material and internal staff discussions, it was determined that a thermoplastic polyolefin (TPO) roof system would be the most cost-effective option to replace the existing roof on the 300 building. Hale's Roofing was the only company to submit a quote for a TPO Roof System. Based on their capabilities, the other companies were not able to provide the TPO type of roof.

Interim Town Manager Gayle Mabery stated Hale's Roofing is prepared to get started on this as soon as possible if approved by the Council.

Motion made by Councilor Baker to award the 300 Building Roof Replacement Project to Hale's Roofing in the amount of \$118,510.14. 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

9. Discussion, consideration, and possible approval of Community Outreach Funds for project the Tree Advisory Committee (TAC) is working on. The Committee is requesting \$10,000.00. Staff Resource: Mike Showers

Finance Director Mike Showers introduced Diane Scantlebury who gave a background of the Tree Advisory Committee. She said their newest project is planting trees and shrubs in the northeast corner of the Community Soccer Field adjacent to Jim Redinger Ramada. She reviewed the Project Budget:

- Tank delivery and installation: \$18,511
 - Pad Preparation (sand and gravel): \$ 500
 - Solar submersible pump 3gpm: \$ 2,500
 - Irrigation supplies: \$ 500
- Total: \$22,011

The 10,000-gallon tank would be professionally installed by Southwest Water Tank from Dewey, Arizona. All other labor (approximately 100 hours) would be supplied by TAC and *Old Guys* volunteers.

Additional funding sources include \$10,000 pledged from SRP and the TAC has \$3,000. If Council approves this request, it would be enough to cover all of the costs.

Ms. Scantlebury went over the project benefits and said there is an existing system behind the library if anyone would like to see how it works.

Councilor Murdock is a little hesitant about approving this because the Tree Advisory Committee is a committee of the Town. Interim Town Manager Gayle Mabery explained the process to qualify to use these funds. She said, going into the next budget season, she'd like to have better parameters and processes in place. Finance Manager Mike Showers said there is zero legal requirements to use these funds, it is the Town's money to spend. Showers indicated the Council could feel very comfortable using this money on a field that is heavily used by the Town. This would benefit the community.

Mayor Jenkins asked if we can't pull water from the tank because of no rain, who's responsibility would it be to keep the trees alive. Maintenance Division Manager Jeff Kobel said the backup plan is to use the well water.

Vice Mayor Moore would like to consider adding a line item to the budget for the Tree Advisory Committee.

Motion made by Councilor Godwin approve funding for the attached request from the Tree Advisory Committee of the Town of Camp Verde in the amount of \$10,000.00. 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 selection of an Executive Recruitment Firm for the Town Manager position. Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(1), (A)(3) and (A)(4) for discussion of proposals submitted by executive recruitment firms.**
Staff Resource: Julia Kaiser

Motion made by Vice Mayor Moore to adjourn into Executive Session. 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

Adjourn: 7:48 p.m.

Resume: 8:20 p.m.

Motion made by Mayor Jenkins to select Columbia, LTD as the Town's recruitment firm for the Town Manager search, and directed Acting Manager Mabery to execute a contract with them. 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. **Adjournment**

Mayor Jenkins adjourned the meeting at 8:22 p.m.



Mayor Dee Jenkins

 2-12-24

Attest: Acting Town Clerk Virginia Jones

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 January 3, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 12th day of Feb, 2024.

Virginia Jones

Virginia Jones, Acting Town Clerk