

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 7, 2024 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 (absent), Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock (absent), Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present. Acting Town Manager Gayle Mabery, Acting Town Clerk Virginia Jones, Acting Deputy Town Clerk Jadie Edwards, Utilities Director Jeff Low, Risk Manager Heather Vinson, Recording Secretary Mary Frewin

3. **Pledge of Allegiance** Councilor Escoffier 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 the Council requests.

a) Approval of the Minutes:

- 1) Regular Session – January 3, 2024 6:30 p.m.
- 2) Special Session – January 3, 2024 5:30 p.m.
- 3) Special Session – January 29, 2024 8:30 a.m.
- 4) Special Session – January 30, 2024 8:00 a.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – Wednesday February 21, 2024 at 5:00 p.m.
- 2) Regular Session - Wednesday February 21, 2024 at 6:30 p.m.
- 3) Regular Session - Wednesday March 6, 2024 at 6:30 p.m.
- 4) Special Session – Tuesday March 19, 2024 at 5:30 p.m.
- 5) Regular Session - Wednesday March 20, 2024 at 6:30 p.m.

c) Consideration and possible action to adopt and approve the 2023 Yavapai Multi-Jurisdictional Hazard Mitigation Plan. Staff Resource: Heather Vinson

On a **motion** by Councilor McPhail, **seconded** by Councilor Escoffier, the Council **moved** to approve the consent agenda excluding item 4C.

Roll Call Vote:

Councilor Baker: Absent
Councilor Escoffier: Aye

Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye
Motion Carried 5-0.

Councilor Escoffier asked Risk Management Director Heather Vinson to provide information to Council and the public regarding the Yavapai Multi-Jurisdictional Hazard Mitigation Plan. Ms. Vinson stated the plan is a comprehensive and proactive approach to safeguarding the community from natural hazards. It is also a testament to the town's commitment to the safety and well-being of town residents. It will be a crucial step in ensuring a resilient future to Camp Verde, Arizona. This plan is accepted by FEMA, and Camp Verde would be the second municipality to approve it officially.

On a **motion** by Councilor Godwin, seconded by Councilor Escoffier, the Council **moved** to approve 4C.

Roll Call Vote:

Councilor Baker: Absent
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye
Motion Carried 5-0.

- 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))

Jeremy Brady, Vice President of Camp Verde Youth Football and Cheer, spoke to Council regarding field use and improvements for Camp Verde Youth Football. He proposed installing a scoreboard at the Football/Soccer field at Butler Park. Their regulations state that they must have a lined field, scoreboard, goal post, and a game clock to play their games. With Camp Verde High School Football Field no longer being available, they need a place in the town to play. The Sports Complex would be their first option, but they do not have confidence in setting up games there, due to the fact they've had many issues arise when they tried. Mr. Brady and a few other locals are willing to get the process started in getting the scoreboard installed at Butler Park.

Donna Moody spoke to Council regarding adding a sidewalk and bike lane down Verde Lakes Dr. She feels it might help with some of the hazard mitigation coming

up.

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 shared that Council and Staff had their two-day Strategic Planning. She also shared that on March 3rd at the Phillip England Center for Performing Arts, Dr. Hall will be coming down from Lowell Observatory to talk to the community. This is free to the public and starts at 3PM.

Councilor McPhail attended Yavapai Apache Nation Tribal Council and team game night at the library. She too attended the two-day Strategic Planning and was very pleased with it. Additionally, she was at the land exchange and Sustaining Flows meetings.

Vice Mayor Moore shared with the public details on the Strategic Planning they all attended.

Councilor Escoffier attended Strategic Planning. She felt that part of the success was having staff in attendance. She also attended the land exchange meeting, as well as the Copper Canyon Fire and Medical board meeting. She shared that Councilor Baker attended the NACOG meeting down in Phoenix.

Mayor Jenkins also attended Strategic Planning. She felt it went so well, especially having a facilitator. It was a great guideline for staff to build a budget and be able to fulfill goals. She attended her normal meetings, which have had very important topics recently. She's very involved in what's going on down in Phoenix and wants the Town's voice to be heard.

Acting Town Manager Gayle Mabery shared that Thursday February 8, 2024 is the grand opening for Rocking River Ranch State Park. It is a fee free day. The park officially opens to the public on Friday February 29, 2024. Touch a Truck will take place on Saturday February 7, 2024. She found this to be a great event last year. March 16, 2024 and March 17, 2024 is the annual Pecan and Wine Festival. Ms. Mabery additionally spoke and said that the application filing deadline for the Town Manager recruitment is March 4th. They have about 25 applications so far. The Council will have an executive session on March 19th to select finalist candidates. April 4th and 5th will be finalist interviews.

A particular interest to Camp Verde is a bill that Camp Verde is sponsoring in coordination and partnership with the League of Cities and Towns. This is Senate Bill 1652, Municipal Improvement Districts, the town's effort to try and make some changes to the statute to make it easier for cities and towns to form improvement districts. Senator Bennet is sponsoring this Bill on the town's behalf.

Ms. Mabery pointed out that Camp Verde has a primary election this year. They have 3 Council Seats and the Mayor's Seat on the ballot. The filing deadline for those candidates is April 10th. The legislature is working hard right now, and the primary election date in Arizona may change, ultimately affecting that filing deadline.

There will be an Executive Session on February 21st, related to the town's efforts at settling water rights with the Yavapai Apache Nation, SRP, and potentially other parties. There has been a lot of movement forward on that.

Regarding Strategic Planning, she thanked the Council and Staff for attending. She felt it was an incredibly impactful event for the town. The plan itself will come back to the Council for adoption in March.

7. Special Announcements and Presentations:

- **Presentation on Water System Capacity Fees by Carl Brown, GetGreatRates.com and staff direction to take action/give direction regarding moving forward on Capacity Fees.** Staff Resource: Jeff Low Utilities Director

Utilities Director Jeff Low stated that the Utilities Department hired Carl Brown from GetGreatRates.com to complete a capacity fee study for the town's water system in November 2023. The primary goal of this study was to develop cost-based capacity fees that reflect the cost of providing capital capacity and water treatment for new development. The new fees are recommended to help the town meet its ongoing capital costs to provide the infrastructure necessary to allow new development. The fees will help pay for upcoming capital project costs needed to improve the town's water system which includes arsenic treatment for the existing system, or the development of up to 3 well sites, and additional water storage.

Mr. Low introduced Mr. Brown.

Mr. Brown was present online (Zoom) to share with the Council a PowerPoint presentation on the town's water system capacity fee analysis report.

This analysis calculates system capacity fees for the Town of Camp Verde that will assess system capacity fees (SCFs) to new water connections that are close to the average system capacity fee or new connection fee of other water systems in the region for the smallest meter. Fees for larger meter sizes were then calculated to rise by a combination of the averages of nearby systems and the peak flow capacity cost of each meter size.

He stressed to Council that the overall thing he wanted them to know about the rate structure he came up with, is it's based on the principle of cost of service for cost to serve rates. If a customer or prospective customer causes them to occur a cost, by all rights, they should reimburse the town for the cost. Additionally, Mr. Brown shared several tables with Council and what their role is in calculating the fees and the revenues from the fees.

Ms. Mabery clarified that the average number of new users is 4 per year, but they anticipate that going forward they will exceed that 4 units per year, therefore they'll likely see more revenue than what's shown.

Councilor McPhail stated that existing users will not be affected by this increase. It is for new meters. She thanked Mr. Brown.

Mr. Low told Council that surrounding jurisdictions are somewhat behind on updating their capacity fees. Because of this, he recommends a little bit higher of an average, if they're going to look to average their fees off other jurisdictions.

He's looking for a recommendation to move forward on system capacity fees. This fee schedule would be wrapped into the normal budget process. If approved, they'll move forward with all necessary processes to adopt.

Councilor Escoffier liked the idea of having new construction pay for themselves.

Vice Mayor Moore agreed with Councilor Escoffier. She would like to go on the higher side of the average.

There was consensus amongst the Council to move forward with the presented system capacity fees.

- **Parks & Recreation Commission 4th Quarterly Report** Staff Resource Mike Marshall-Chairman Grondin presenting report.

Chairman Dave Grondin shared with the Council the 4th Quarter Report. In the report, Mr. Grondin outlined several things which the Commission found to be urgent needs in the town. These needs would greatly update the current town parks and facilities.

These needs included:

-Hiring a Grant Writer to assist in precuring funds needed to make these updates.

-The unanimous recommendation that a pool manager be hired to improve operational management of the pool.

-A priority be made with respect to the completion of tennis and pickleball courts at the Sports Complex.

Councilor Escoffier asked if the pool manager would be seasonal, or full time. To which Mr. Grondin responded that he would leave that up to the division managers.

Councilor Godwin expressed concerns with the signs at the parks that contain park rules. She would like to see these signs improved. Additionally, she would like to see the Sesquicentennial Park plans finished, including the Gazebo.

Mr. Grondin told her that they had looked at those plans. Additionally, the Commission would like to see satellite parks pop up around town to improve the communities around town.

Vice Mayor Moore asked if these requests would show up formally in the budget process, to which Ms. Mabery said yes. Additionally, recommended items from the Commission will come before the Council.

Councilor Escoffier stated that parks and activities were a focus point at the Strategic Planning. They are very aware that they need to work on the parks.

8. Discussion, consideration, and possible approval to provide Community Outreach funds in the amount of \$10,000 for Manzanita Outreach. Staff Resource: Molly Spangler

Economic Development Director Molly Spangler reminded the Council that these funds would be coming out of the community outreach funds, not the Economic Development Department. She spoke to Finance Director Mike Showers, and they have \$10,000 remaining in this FY 24 fund.

Ms. Spangler turned it over to Ben Burke, Executive Director of Manzanita Outreach. Mr. Burke shared with the Council the many ways that Manzanita Outreach serves Camp Verde, and explained to them the many ways they will continue to serve the town with these funds.

On a **motion** by Vice Mayor Moore, seconded by Councilor McPhail, the Council **moved** to approve and provide community outreach funds in the amount of \$10,000 for Manzanita Outreach.

Roll Call Vote:

Councilor Baker: Absent
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye
Motion Carried 5-0.

9. Discussion, consideration, and possible action to appoint members to the Town's Board of Adjustment and Appeals, with terms expiring January 2025 and January 2027. Staff Resource: Councilor Murdock

Councilor Escoffier spoke on this agenda item in place of Councilor Murdock. The reappointed members were Jeremy Brady and Tanner McDonald, both with terms expiring in 2027.

The newly appointed members were Douglas Fasteen, with a term expiring in 2025, and Stephen Magoon, with a term expiring in 2027.

Stephen Magoon and Jeremy Brady introduced themselves to the Council.

On a **motion** by Councilor McPhail, seconded by Councilor Godwin, the Council **moved** to appoint the following residents to the Board of Adjustments and Appeals- Douglas A. Fasteen, for a term expiring in 2025, Jeremy Brady, Stephen Magoon, and Tanner McDonald for a term expiring in 2027.

Roll Call Vote:

Councilor Baker: Absent
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye
Motion Carried 5-0.

Break: 7:50 PM.

Resume: 8:00 PM.

10. **Discussion, consideration, and possible approval of Contract 2024-186 with Lyon Engineering & Surveying, Inc. for Design Services for the Town of Camp Verde Water Main Replacement Project in an Amount not to exceed \$490,360.00. This item is funded by WIFA Water Conservation Grant Funds Town Matching Funds to be completed by June 2026. Staff Resource: Jeff Low Utilities Director**

Mr. Low explained to Council that the Contract with Lyon Engineering and Surveying, Inc. is for design services for the Town of Camp Verde water main replacements. He gave them thorough and detailed information on the project. The contract would not exceed \$490,360 and would be funded by WIFA Water Conservation Grant Funds.

On a **motion** by Councilor Escoffier, seconded by Councilor McPhail, the Council **moved** to approve contract 2024-186 with Lyon Engineering & Surveying, Inc. for Design Services for the Town of Camp Verde Water Main Replacement Project in an Amount not to exceed \$490,360.00.

Roll Call Vote:

Councilor Baker: Absent
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye
Motion Carried 5-0.

Alex Schechter, Regional Sales Manager at Metron Farnier-Smart Water Meters, was on Zoom and shared with the Council some information on the smart water meters being used by the town.

11. Discussion, consideration and possible approval of Contract #24-188 to Rick Engineering for Dickison Circle Area-SR260 Water Main Relocation & Drainage Pipe Outlet Project. Staff Resource: Jeff Low Utilities Director

Mr. Low explained that the town has been working with the Arizona Department of Transportation staff to coordinate and design drainage improvements for Dickison Circle. To accomplish the project, the water main in the vicinity will need to be relocated. The utility department has contracted Rick Engineering. ADOT will design and pay for construction of the covert inlet and outlet structures. The town will pay for and design the costs associated with the water main replacement and covert installation. The town will also be responsible for maintenance of the covert. ADOT will maintain the covert inlet and outlet structures and an IGA between the two agencies regarding maintenance at the completed project will be forthcoming to town Council. The project will be funded by AARPA funds, Yavapai County Flood Control Funds, and Arizona Commerce Authority Grant #223-37. The project was additionally listed by WIFA water conservation as reimbursable.

Councilor Escoffier liked that Yavapai County Flood control will be putting forth money into this project.

On a **motion** by Councilor McPhail, seconded by Councilor Escoffier, the Council **moved** to approve contract #24-188 with Rick Engineering for design services for the Dickison Circle utilities improvement project in an amount not to exceed \$37,200.

Roll Call Vote:

Councilor Baker: Absent

Councilor Escoffier: Aye

Councilor Murdock: Absent

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 5-0.

12. Discussion, consideration and possible approval of Resolution 2024-1130 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, accepting a Permanent Public Drainage Easement and a Right of Entry and Temporary Construction Easement and authorizing the Mayor and Staff to execute any and all documents to effectuate said acceptance of such easements. Property is located North of State Route 260 and Dickison Circle, APN # 403-21-151E. Staff Resource: Jeff Low Utilities Director

Mr. Low stated the background for this project is similar to the last resolution. The only difference is the easement is from Verde Valley Holding Company. The signing authority is Allen Sands.

On a **motion** by Councilor Godwin, seconded by Vice Mayor Moore, the Council moved to **approve** Resolution 2024-1130.

Roll Call Vote:

Councilor Baker: Absent
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye

Motion Carried 5-0.

13. **Discussion, consideration and possible approval of Resolution 2024-1131 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, accepting a Permanent Public Drainage and Utility Easement and a Right of Entry and Temporary Construction Easement and authorizing the Mayor and Staff to execute any and all documents to effectuate said acceptance of such easements. Property is located on APN 403-21-165. Staff Resource: Jeff Low Utilities Director**

Mr. Low stated that the parcel owner is Camp Verde 119 LLC, managed by Dr. Carolyn Wong, and approval of these two resolutions completes all needed easements and temporary construction easements needed for the upcoming construction project.

On a **motion** by Councilor Godwin, seconded by Councilor McPhail, the Council moved to approve resolution 2024-1131.

Roll Call Vote:

Councilor Baker: Absent
Councilor Escoffier: Aye
Councilor Murdock: Absent
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye

Motion Carried 5-0.

14. **Discussion and possible Direction to staff to pursue receipt of donation of parcel APN 404-13-181 in the Verde Lakes Subdivision, Lot 164. Staff Resource: Jeff Low Utilities Director**

Mr. Low stated that town ownership of this property is considered within the town's long-term Strategic Plan of acquiring property in this area with intent of future creation of a parkway in the floodplain. The town will be required to satisfy the existing tax lean on the property before acquiring it.

On a **motion** by Vice Mayor Moore, seconded by Councilor McPhail the Council **moved** to direct staff to work with Yavapai County and the property owners so that the town of Camp Verde can receive the donation of APN 404-13-181 in the Verde Lakes Subdivision, lot 164 not to exceed \$600.

Roll Call Vote:

Councilor Baker: Absent

Councilor Escoffier: Aye

Councilor Murdock: Absent

Mayor Dee Jenkins: Aye

Vice Mayor Moore: Aye

Councilor McPhail: Aye

Councilor Godwin: Aye

Motion Carried 5-0.

15. **Adjournment** Mayor Dee Jenkins adjourned the meeting at 8:20 PM.



Mayor Dee Jenkins



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 February 7th, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 22 day of Feb, 2024.



Virginia Jones, Acting Town Clerk