

**(Corrected) MINUTES  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, MAY 15, 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, and Councilor Cris McPhail are present. Councilor Jackie Baker, Councilor Jesse Murdock and Councilor Robin Godwin are absent.

**Also Present**

Acting Town Manager Gayle Mabery, Town Attorney Trish Stuhan, Acting Town Clerk Virginia Jones, Acting Deputy Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Vice Mayor Moore 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) Work Session – April 24, 2024, at 5:30 p.m.

**b) Set Next Meeting, Date and Time:**

- 1) Regular Session – June 5, 2024 at 6:30 p.m.
- 2) Regular Session – June 19, 2024 at 6:30 p.m.
- 3) Joint Work Session with Planning & Zoning Commission– Wednesday, June 26, 2024 at 5:30 p.m.

**c) Possible approval of Resolution 2024-1140 a Resolution of the Town of Camp Verde, Arizona, Mayor and Common Council, designating the Chief Fiscal Officer for officially submitting the fiscal year 2025 Expenditure Limitation Report to the Arizona Auditor General. Staff Resource: Finance Director Michael Showers**

**d) Possible adoption of amended Town Personnel Manual.** Staff Resource: Human Resources Director Julia Kaiser

**Motion** was made by Council McPhail to accept the consent agenda as presented. Second was made by Vice Mayor Moore.

**Roll Call Vote:**

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: absent

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

**Motion** carried 4-0.

**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 McPhail attended Teen Game Night, the Yavapai Apache Nation Tribal Council Meeting, she mentioned several upcoming events:

- The State of the Water Shed Conference will be in September in Camp Verde
- Friends of Verde River will be updating their report card and will come out in 2025,
- Sonoran Institute will be putting together a conference to look at water issues.
- Friday, April 19<sup>th</sup> at 9 a.m. NRDC will be having a Water Meeting
- Verde Lakes will host a Spring Fest on Saturday, April 20<sup>th</sup>, from 10am-4pm,
- Archeology Center will hold a Navajo Flute Building Class

Councilor Escoffier attended Archaeology Center Historic Garden Tour Open House and the Wayfinding Steering Committee Meeting.

Mayor Jenkins attended the Verde Valley Mayor and Manager Meeting and Verde Valley Leadership Forum. She gave a PSPRS update and added that she is now receiving weekly updates from the League.

Acting Town Manager Gayle Mabery-

- Public Open House is scheduled for May 21<sup>st</sup> from 4pm-7pm on the Town's Livestock Ordinance. She gave an overview of the work group and the process they have gone through. Ms. Mabery added the Town's website has more information. She went over the next steps for this ordinance.
- Camp Verde Kids Summer Camp registration is now open through the Town's website. This will begin May 28<sup>th</sup> and will be Monday through Thursday from 8am-4pm and is targeted for kids who have finished kindergarten through 6<sup>th</sup> Grade. Please contact Parks & Rec at (928) 554-0820 for more information.
- Invitations have been sent out to all of the candidates who are running for public office in Camp Verde, for a candidate specific information meeting on Prop 476. Ms. Mabery and Finance Director Mike Showers will provide educational information on Prop 476, talking points. This will be Wednesday, May 22<sup>nd</sup>, at 5:30pm-6:30pm.
- The next Music in the Stacks will be Thursday, May 23<sup>rd</sup> from 5:00pm-6:30pm at the library.
- This meeting is her last formal Council Meeting. She thanked Council and Community for the opportunity to serve.

**7. Special Announcements and presentations- No Presentations**

**8. Presentation and discussion of First Quarter 2024 Parks & Recreation Commission report.** Staff Resource: Dave Grondin, Parks & Recreation Chairperson

Parks & Recreation Commission Vice Chair Jerry Norris presented the First Quarter 2024 Parks & Recreation Commission Report.

**9. Discussion, consideration and possible approval of Ordinance 2024-A492, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 17 – Public Services to the Town Code and adopting by reference.** Staff Resource: Utilities Director Jeff Low  
Utilities Director Jeff Low explained this new Town Code is created based on reviewing other municipality's town codes. He reviewed the sections that were added, specifically pointing out Section 17. Town staff is currently working on a reimbursement agreement with LaQuinta Hotel Project. Town Attorney Trish Stuhan went over reimbursement agreements. This is formalizing the process.

**Motion** made by Councilor Escoffier to approve Ordinance 2024-A492 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Section 17 – Public Services to the Town Code and adopting by reference. Second was made by Councilor McPhail.

**Roll Call Vote:**

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye  
Motion carried 4-0

10. **Discussion, consideration and possible approval of Resolution 2024-1141, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona adopting the 2024-25 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting Resolutions; providing for severability.** Staff Resource: Finance Director Michael Showers.

Finance Director Michael Showers explained that per Town Code, the Town fees must be reviewed and adopted each year by Resolution. The fee schedule will become effective July 1, 2024. The proposed fees were posted on the Town website on March 12th, 2024.

**Motion** made by Councilor McPhail approve Resolution 2024-1141, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services for Fiscal Year 2024-25 and superseding Resolution 2023-1110. Second was made by Councilor Escoffier.

**Roll Call Vote:**

Councilor Baker: absent  
Councilor McPhail: aye  
Councilor Murdock: absent  
Councilor Godwin: absent  
Councilor Escoffier: aye  
Vice Mayor Moore: aye  
Mayor Jenkins: aye  
**Motion** carried 4-0

11. **Discussion, consideration and possible approval of the FY25 Debt Levy certification to Yavapai County for \$617,651, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers  
Finance Director Michael Showers explained the rates reflect what is necessary to be collected to offset the cost of paying the annual debt service. The Town Council is acting as Trustee of the Sanitary District debt. The calculations are based on the valuation of the district which fluctuates annually. This debt will continue to be paid by the District and is not a debt shared by the Town. There will be a debt falling off in 2026 and will create a sizable drop in the Debt Levy. Additional debts will fall off in 2032.

**Motion** made by Vice Mayor Moore to approve the FY25 debt levy certification to Yavapai County for \$617,651, acting as the Trustee to the Camp Verde Sanitary District. Second was made by Councilor McPhail.

**Roll Call Vote:**

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: absent

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

**Motion** carried 4-0.

12. **Discussion, consideration and possible approval of the FY25 Special Assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. Staff Resource:** Finance Director Michael Showers.

Finance Director Michael Showers explained the rates reflect what is necessary to be collected to offset the cost of paying the annual debt service. The Town Council is acting as Trustee of the Sanitary District debt. This debt will continue to be paid by the District until July of 2032 and is not a debt shared by the Town.

**Motion** made by Vice Mayor Moore to approve the FY25 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District. Second was made by Councilor McPhail.

**Roll Call Vote:**

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: absent

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

**Motion** carried 4-0

13. **Discussion, consideration, and possible approval of deductive Change Order 21 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of (\$7,094.35). Staff Resource:** CIP Manager Martin Smith, Public Works Director Ken Krebbs

CIP Manager Martin Smith explained this Change Order is a final deductive change order reducing the overall contract amount owed to Tierra Verde Builders. This change order removes several line items that were removed from the scope of

the project, but never formally removed from the contract. With this change order, the final payment amount for Tierra Verde Builders is lowered to \$158,526.42. Mr. Martin reviewed the items that were removed from the project. Staff anticipates this to be completed in 7-10 days.

**Motion** made by Councilor McPhail to approve Change Order 21 requested by Tierra Verde Builders for the Camp Verde Sports Complex in the amount of (\$7,094.35). Second was made by Councilor Escoffier.

**Roll Call Vote:**

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: absent

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

**Motion** carried 4-0

**14. Adjournment**

Mayor Jenkins adjourned the meeting at 7:06 p.m.

  
\_\_\_\_\_  
Mayor Dee Jenkins

  
\_\_\_\_\_  
Attest: 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 May 15, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 18<sup>th</sup> day of July, 2024.

  
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Virginia Jones, Acting Town Clerk