

**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 21, 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 Cris McPhail, Councilor Jackie Baker, and Councilor Robin Godwin are present. Councilor Jesse Murdock is absent.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Acting Deputy Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Baker 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 the Council requests.

a) Approval of the Minutes:

- 1) Regular Session – August 17, 2024 at 6:30 p.m. ***Mayor Jenkins noted this should read August 7, 2024.*

b) Set Next Meeting, Date and Time:

- 1) Regular Session – September 4, 2024 at 6:30 p.m.
- 2) Work Session – September 11, 2024 at 5:30 p.m.
- 3) Regular Session – September 18, 2024 at 6:30 p.m.
- 4) Work Session – September 25, 2024 at 5:30 p.m.

c) Possible approval for the Mayor to sign a letter supporting Black Canyon Community Health Center to apply for up to \$650,000 of Health Resources and Services Administration grant funds to expand, locate, and provide healthcare services to Camp Verde. Staff Resource: Town Manager Miranda Fisher.

d) Possible approval for the Mayor to sign a letter supporting Yavapai County Community Health Services to apply for up to \$650,000 of Health Resources and Services Administration grant funds to expand, locate, and provide healthcare services to Camp Verde on Town-owned property generally located at First Street and Head Street. Staff Resource: Town Manager Miranda Fisher.

Councilor Escoffier would like to pull Item 4(a) for further discussion and also noted a minor correction on 4(c) stating there was a typo on the letter.

Motion was made by Councilor Escoffier to accept the consent agenda minus Item 4(a). Second was made by Councilor Godwin.

Roll Call Vote:

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

Motion carried 6-0.

Item 4(a)- Councilor Escoffier said that she had submitted some questions/corrections/additions to the Minutes of August 7, 2024 that were pretty extensive and would like to table the minutes until the next regular meeting so the clerk can look over them and make changes. Mayor Jenkins clarified Councilor Escoffier's motion stating, "**Motion** was made by Councilor Escoffier to bring back the August 7th minutes at a later Council Meeting." Second was made by Councilor Godwin.

Roll Call Vote:

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

Motion carried 6-0.

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))

No public comment.

- 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 the Yavapai Apache Nation Tribal Council Meeting, Teen Game Night and Coffee with A Cop. She added that next week Council Members will be at the League.

Councilor Escoffier attended the Way Finding Sign Meeting and the General Plan Technical Advisory Group Meeting. She mentioned that NACOG is hosting a Fall Tourism Forum which is scheduled for October 9th and 10th in the Lodge at Cliff Castle Casino.

Councilor Baker attended the Rural Policy Forum over in Clarkdale. She also attended a MATFORCE Meeting where she learned that the *'Dump the Drugs Program'* is being phased out due to overdose numbers being way down. She added there are *'Back to Work'* programs available for people who have been to prison or jails; transportation to get them to jobs is available.

Mayor Jenkins also attended the 3-Day Rural Policy Forum in Clarkdale, sitting in on several breakout sessions. Additionally, she attended the American Legion's District BBQ at Babes, and the Verde Valley Mayor and Managers Meeting. Mayor Jenkins sent a congratulations card to Alex Schlueter who is now the new liaison for the Red Rock Ranger District.

Town Manager Miranda Fisher-

- The Economic Development Director and Town Manager Fisher attended the Rural Policy Forum,
- Town Manager Fisher facilitated the first TAG Meeting for the General Plan.
- Town Manager Fisher attended the Verde Front Council Leadership Meeting
- Town Manager Fisher was invited to work with United Way to evaluate grants and make a recommendation for funding.
- Members from the Utilities team and Town Manager Fisher attended the ADWR Water Systems Workshop,
- Town Manager Fisher reminded the public that the Livestock Ordinance Public Hearing will be held September 5th, written comments are due Monday, August 26th to be included in the packet.
- The Pool has been permanently closed for the season, with significant mechanical issues.

- Community Development Director John Knight has submitted his resignation, his last day is September 13th. Town Manager Fisher will be the interim Community Development Director during leadership transition.

7. Special Announcements and Presentations:

• Presentation and update from the Economic Collaborative of Northern Arizona (ECoNA) Staff Resource: Deputy Town Manager Miranda Fisher

Town Manager Miranda Fisher explained that the Town of Camp Verde has been a member of the Economic Collaborative of Northern Arizona (ECoNA) for three years. ECoNA is a regional organization comprised of members from Northern Arizona communities, business, and non-profit organizations. ECoNA is dedicated to business attraction, retention, and expansion; workforce development; and regional collaboration. This presentation is to inform the Council of the work they do to support the Town of Camp Verde's economic development efforts.

President/CEO Gail Jackson gave a PowerPoint presentation which included objectives, 2024 Priorities, growth opportunities, and targeted sectors.

Councilor Baker said we are already members of NACOG, and they have an Economic Development Division with which we have worked with for many years, what is the difference between NACOG and ECoNA? She also mentioned she is not pleased that they work with Buxton. Ms. Jackson explained NACOG works with grants and the workforce, but they are not out recruiting and trying to bring new businesses into the community. She explained their partnership with Buxton. They are working with them on healthcare, and she gets reports from them.

Mayor Jenkins said the Town wants to turn data into real jobs and revenue producers. How has ECoNA worked with the Economic Development Department to bring income producing companies to reality for this community. Ms. Jackson explained it takes time. She went through several examples of her experiences working with different companies.

Vice Mayor Moore would like to see a more in-depth report.

Councilor Baker asked if other communities in the Verde Valley will be joining the organization? Ms. Jackson explained that some have reached out, but Camp Verde has the most affordable home prices and people are coming to this specific community.

Ms. Jackson would like to put out a poll on social media to see what the community wants.

8. Discussion, consideration, and possible approval to purchase the wet well for the proposed lift station project at the Camp Verde Sports Complex from Yavapai Precast in the amount of \$14,057.80, superseding the previous

**Council approval on July 17th for the lift station for the amount of \$12,176.00.
Staff Resource: CIP Project Manager Martin Smith**

CIP Project Manager Martin Smith explained that at the July 17, 2024 Regular Meeting, Council approved staff to purchase the lift station wet well from Yavapai Precast in the amount of \$12,176.00. It was later discovered that the vendor's proposal for this amount was an outdated proposal and no longer valid. This proposal also did not include the required sales tax on the purchase. It is believed that a staff transition was the root cause for this mix-up. The vendor has been consulted and has confirmed that the correct amount should be \$14,057.80 and that this amount includes the appropriate sales tax.

Motion made by Councilor Escoffier to resend the Council's July 17, 2024 approval of \$12,176.00 for the purchase of the wet well and move to approve the purchase of the wet well for the proposed lift station project at the Camp Verde Sports Complex from Yavapai Precast in the new amount of \$14,057.80. Second was made by Councilor Godwin.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 6-0.

9. **Discussion, consideration, and possible award of the base bid portion of Bid #102-23, 7th Street Community Development Block Grant Sidewalk Improvement Project to McDonald Bros. Construction in the amount of \$315,759.55 with no Town match required. Staff Resource: CIP Project Manager Martin Smith.**

CIP Project Manager Martin Smith explained that in 2023 the Town of Camp Verde was awarded \$406,016.00 in Community Development Block Grant (CDBG) funds to apply towards installing sidewalk improvements along 7th Street between Hollamon Street and General Crook Trail. This project would extend the existing sidewalk along the west side of 7th Street that currently ends at Hollamon Street. Staff received 3 bids thus splitting the project into two segments. The base bid was to build the sidewalk from Hollamon Street to Head Street along the west side of 7th Street. Bid Alt 1 would complete the second phase of the project. At Head Street the sidewalk would cross 7th Street and extend south along the east side of 7th Street to General Crook Trail.

After reviewing the bids, it was determined that staff would only have enough funding to complete the base bid portion of the work. Of the \$406,016 originally

awarded to the Town, Staff has spent \$61,250 to develop construction documents and bid assistance, leaving \$344,766.00 in CDBG funds available.

McDonald Bros. Construction's base bid amount of \$315,759.55 will allow staff to complete the first phase of construction within the budget with a small amount of contingency available should the project encounter unforeseen challenges. There will be signage along the way. Staff has everything they need to move forward to build this portion of the sidewalk.

Councilor Godwin asked about a completion date. CIP Project Manager Smith said the CDBC Grants expire October 1, 2024, but they are working with NACOG to get a 6-month extension. Councilor Goodwin also asked about whether there will be signage for the crosswalk when the sidewalk switches from the east to the west side of 7th Street. Mr. Martin confirmed there would be signage.

Motion made by Councilor Godwin to award the Base Bid portion of Bid #102-23, 7th Street CDBG Sidewalk Improvement Project to McDonald Bros. Construction in the amount of \$315,759.55. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 6-0.

10. Discussion, consideration, and possible adoption of Town of Camp Verde Engineering Design Standards/Standard Details. Staff Resource: CIP Project Manager Martin Smith.

CIP Project Manager Martin Smith is prepared to explain the Design Standards/Standard Details and is ready to address the questions that Town Manager Fisher had given him earlier.

Vice Mayor Moore would like to table this item and have a Work Session to go over all of the information.

Town Manager Miranda Fisher said the staff have been working on a conceptual context of what were our standards, why are these new standards, what will still stay a part of this and why we are proposing new ones. There is also confusion about how the Maricopa Standards are incorporated so she does think there is value in CIP Project Manager Smith going ahead and providing the additional information during tonight's meeting and the Council set a work session.

Councilor McPhail would like “as built” in all of the notes and add into the erosion and settlement control notes, for landscape that “there will be no change in the plans without prior approval”.

CIP Project Manager Smith went over the questions that were presented to him before the meeting:

1. Why did some of the Standards for Maricopa County stay but others were removed? CIP Project Manager Smith said it's important to understand that *Maricopa Association of Governments* (MAG) Standard Details and Specifications are the absolute minimum for Public Works construction. Almost every municipality in Arizona that uses or references MAG, has their own supplement to that, and the point of that is, is to make things more customizable to what that municipality wants. Oftentimes that makes the MAG Specs more restrictive. For example, this document was written specifically for Maricopa County. What works down in the valley may not work up here. Examples of that, we can reference the climate, as you know, we have different concrete mixes up here. We have different utility depth requirements up here. The municipal supplement to the MAG is really the way to get the municipality to have stuff built the way the municipality wants, but the way it needs to be. It promotes conformity and uniformity and generally, overall, it helps with standardization of construction in that municipality.

2. Isn't the point of having our own standards is because we want to be stricter than Maricopa County? If not, why do we need our own standards? CIP Project Manager Smith said MAG was written for Maricopa County. What works down there won't necessarily work here. Establishing our own standards ensures that how we want stuff to be built. This falls most notably on water infrastructure. As Mr. Lowe can attest, specific valves, specific boxes, manholes, valve spacing, hydrant spacing, all that stuff. We're using something different than what MAG calls for. So having an official, adopted supplement to MAG, basically, enables us to enforce what we want without that, developers and contractors can use whatever MAG calls for.

3. For the standards that changed, where did the changes come from and why? CIP Project Manager Smith said when we purchased the Camp Verde Water System, they had their own set of standards, that they used. We are incorporating many of those. We have taken those and updated them to current materials, current practices, on stuff that our water department is comfortable orchestrating out to private development and for them to use. Same thing with wastewater. Wastewater had their own set of details that they use. Now we're taking those and making those official so that when sewer mains, force mains, stuff like that are constructed as part of a private development. It's already out there. They have the information in black and white, so it actually eases the review process. It makes it easier for the designer. It makes it easier for staff. We'll have fewer review times,

and it'll actually cost the developer less in review fees because they won't have to count on our comments, to come back and design it the way they needed to do.

4. How does this compare to Clarkdale and Cottonwood? CIP Project Manager Smith said when we develop these, most of these "Streets" details actually came from Cottonwood. We've adapted them slightly to fit our desires here. Most notably, *right away widths*, *roadway widths*, so that when private development comes in, if they intend to build a public roadway, it's built to town standards where we can accept that roadway. Otherwise, we wind up with subpar roadways that won't meet future traffic demands. They could be deemed unsafe. wouldn't allow future expansion and stuff like that. Our supplement to the MAG Standards would help avoid that whole situation.

5. What engagement, if any, did we do with contractors to ensure they knew about possible changes to the Engineering Standards? CIP Project Manager Smith said these standards have been in development for over a year. I think it's closer to two years. I know it predates my time here. In that time, we have been working with contractors and developers. They are aware that this is coming. Usually when a developer comes into town, they contact public works and say, do you have a set of standards that we can reference in the design? Because MAG Standards Supplements are so common around the valley, even the City of Phoenix, Tempe, Chandler, Surprise, Glendale, Peoria, Cottonwood, Clarkdale, all of these municipalities have their own individual supplements to MAG Details. We have been working with the local contractors and developers to advertise. We're getting their input on these, so they are aware that they are coming. It's just a matter of getting all the kinks worked out. Getting it adopted by Council and then making it official.

Councilor Escoffier asked, how does having this or not having this impact development, that's already beginning construction. CIP Project Manager Smith said anything that is already beginning needs to be grandfathered in under the MAG Rules. We can't adopt a set of standards and apply that to a development that already has their permits, already has their design complete, and they're under construction. Many of the developments that are about to start or in the final stages of design, are already incorporating our details.

Councilor Escoffier said, I still don't understand why we're not doing this standard specifications. We're doing the design, but not the other. CIP Project Manager Smith said we're talking about one piece of an Engineering Design Standards Manual. We're talking about the Standard Details, the pretty pictures that show contractors how to build stuff. There is a much larger section called the *Standard Specifications* that will be coming in the near future, that has all the verbiage for it. It dictates the materials that will be used, specific materials. It dictates the fire

hydrant spacing, the valve spacing, all of that kind of stuff that we couldn't possibly show in detail.

Councilor Escoffier would want it to be done all at once.

Vice Mayor Moore will put specific questions into an e-mail, send it off to Town Manager Fisher and she can send it out. Then work through them in a Work Session.

Councilor Godwin said she relies on Mr. Smith to bring us the facts and he was comprehensive in his inquiries to other cities and towns and other entities. She went on to say that she had no problem passing it tonight and didn't want to kick cans down the road. She doesn't believe that all of the Council will understand all of this because she didn't go to school for this. This is why we hire people who did go to school for this. She doesn't expect to understand at all. She expects to rely on her staff to understand it all and give recommendations, and Mr. Smith has done that.

Councilor McPhail said when we look at these details, there are levels. There is public works construction that has to be at a certain level and that is very different from commercial and very different from straight residential. Each agency has their own standards. Ours would have things that are unique to Camp Verde. There are basic things that we must have in order to accept projects for the Town. This is a living document and can be changed.

Motion made by Vice Mayor Moore to table this matter. Second was made by Mayor Jenkins.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Godwin: nay

Councilor Escoffier: nay

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 4-2.

- 11. Discussion of 2024 League of Arizona Cities and Towns Resolutions with the purpose of providing direction to the Mayor on which resolutions the Town of Camp Verde supports. Staff Resource: Town Manager Miranda Fisher.** Town Manager Miranda Fisher explained that Mayor Jenkins serves as the Town's voting member of the Resolutions Committee and is seeking feedback from the Town of Camp Verde Council on which resolutions the Council recommends supporting.

Mayor Jenkins said it takes a lot for these topics to get this far. If there are any Council would like her not to vote in favor, please let her know. Some are appropriate and have happened in Camp Verde and now may be discussed statewide.

Councilor Godwin would like to approve the ones the committee approved. If the committee has approved it, then it gets her stamp of approval. Councilor McPhail agreed, saying we need to stand together as cities. Vice Mayor Moore shared that they stood behind us in some of our issues and agreed to stand together as cities.

Councilor Escoffier has an issue with only one item. *'Lift the prohibition on candidates for local office from transferring campaign funds to allow for equal treatment among candidates and encourage candidates with local experience to run for higher office.'* She said at the local level, the amounts you can collect are lower. This might refer to larger cities to use as steppingstones to move forward. She would like to see in the future some changes on other candidate campaign finance stuff.

Mayor Jenkins will move forward with the direction of the Council.

12. Adjournment

Mayor Jenkins adjourned the meeting at 8:06 p.m.



Mayor Dee Jenkins



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 August 21, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5th day of September, 2024.



Virginia Jones, Town Clerk