



**MINUTES  
TOWN OF CAMP VERDE  
WORK SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106, CAMP VERDE, AZ 86322  
WEDNESDAY, OCTOBER 16, 2024, at 6:00 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 6:00 p.m.

**2. Roll Call**

Councilor Jackie Baker, Councilor Wendy Escoffier, Councilor Robin Godwin, Councilor Cris McPhail, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins were present.

**Also Present**

Town Manager Miranda Fisher, Town Clerk Leah Rhodes, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Councilor Murdock led the Pledge.

**4. Discussion, consideration and direction regarding Town Council agendas and minutes.**

Staff Resource: Town Manager Miranda Fisher and Town Clerk Leah Rhodes.

Town Manager Miranda Fisher explained that after receiving varying feedback on Town Council agendas and minutes, staff would like clarification and guidance on how to move forward. Any direction given tonight would apply to the Planning & Zoning Commission, Board of Adjustments & Appeals and Parks & Recreation Commission.

Manager Fisher provided an overview of the current direction from the Council on agenda templates and formatting. Additionally, Manager Fisher stated recent changes to the cover sheets for agenda items, now referring to Agenda Information Memorandums (AIMs) and the new format includes several key additions including: reviewed by, financial review, connection to the FY25-FY30 Strategic Plan and questions to facilitate Council discussions.

Town Manager Miranda Fisher addressed Council feedback regarding preferences for either discussion or verbatim minutes. Manager Fisher noted that while more detailed minutes capture discussions, they are prone to unintentional errors and require extensive time for preparation and review by staff, resulting in higher costs and less efficient use of staff time. Given that all meetings are recorded on Zoom, allowing for playback of discussions, the Town Clerk and Town Manager recommend shifting to action minutes only.

Manager Fisher provided a summary of the three types of minutes:

- Action Minutes: Record only decisions and actions.
- Discussion Minutes: Include decisions, actions, and a summary of discussions.
- Verbatim Minutes: Provide a word-for-word transcription of the entire meeting dialogue.

Councilor Murdock questioned if staff would have the ability to bookmark recorded minutes, to show “times” when discussion changes between agenda items.

Manager Miranda Fisher responded if Council is interested in Action Minutes, staff could come back with a more robust video plan.

Mayor Jenkins stated the quality of the meeting videos must improve if staff decides to move forward with action minutes. Mayor Jenkins would like assurance of high-quality audio and video recordings.

Councilor Escoffier questioned if posting action minutes as well as the zoom video meets the Arizona Revised Statutes (ARS) requirements. Town Clerk Rhodes responded yes. Councilor Escoffier expressed her preference against verbatim minutes but raised concerns that decisions requiring the review of past minutes may lack sufficient detail, potentially resulting in legal issues.

Councilor Baker thanked Town Manager Fisher for the information provided.

Councilor McPhail stated she supports action minutes.

Vice Mayor Moore expressed concerns about relying on technology, emphasizing the importance of Council members using their microphones. Vice Mayor Moore questioned the contingencies for internet outages, audio/visual setups at alternate locations, and backup solutions.

Town Manager Fisher responded that staff would develop a policy addressing these concerns, including samples to illustrate the differences.

Councilor Godwin expressed her approval of action minutes.

Councilor Escoffier suggested that meetings at the Commission and Council level should include more detailed explanations and summaries.

Mayor Jenkins expressed her approval of the current agenda format as well as supporting the development of a plan to ensure high-quality audio, visual, and storage solutions.

Vice Mayor Moore emphasized that any decisions made must be consistently applied across all meetings, commissions, and boards. Verbatim minutes are not feasible if ZOOM is down.

Mayor Jenkins reaffirmed the directive for staff to provide a sample of what action minutes would look like for further review.

5. **Adjournment**

Mayor Jenkins adjourned the meeting at 6:29 p.m.

DM Jenkins

Mayor Dee Jenkins

Leah Rhodes

Attest: Town Clerk Leah Rhodes

**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 Work Session of the Town Council of Camp Verde, Arizona, held on October 16, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7 day of November, 2024.

Leah Rhodes

Leah Rhodes, Town Clerk