



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 3, 2025 at 6:00 P.M.
ZOOM MEETING LINK:
<https://us02web.zoom.us/j/89031079597?pwd=zOC7KmIZ6984edfJACQxEtIQVvcNMT.1>
one Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 890 3107 9597
Passcode: 850207**

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video conferencing.

1. **Call to Order**
2. **Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be approved by one motion 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) Special Session (Public Portion) – August 6, 2025 at 5:00 p.m. Pg.5
- 2) Regular Session – August 6, 2025 at 6:00 p.m. Pg.7
- 3) Special Session – August 13, 2025 at 6:00 p.m. Pg.15

b) Set Next Meeting, Date and Time:

- 1) Special Session – September 24, 2025 at 6:00 p.m.
- 2) Special Session – October 8, 2025 at 6:00 p.m.
- 3) Regular Session – October 15, 2025 at 6:00 p.m.

NOTE: The regular session on September 17, 2025 and October 1, 2025 have both been postponed one week and will now occur on September 24, 2025 and October 8, 2025 as a special session.

- c) Consideration and possible approval of a Voluntary Assistance Agreement between the Camp Verde Marshal's Office and the Arizona Rangers.** Staff Resource: Town Manager Miranda Fisher. Pg.17

d) Consideration and possible approval for the Town Finance Director to

make the four separate budget adjustments on the attached document labeled BAFY25-05 for the FY25 budget year. Staff Resource: Finance Director Michael Showers. Pg. 25

- e) **Consideration and possible approval to purchase a 2025 Caterpillar 420 Backhoe Loader as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$170,000.** Staff Resource: Finance Director Michael Showers and Utilities Director Jeff Low. Pg. 29
- f) **Consideration and possible approval to purchase a Toro Field Pro 6040, a Toro Workman HDX 4WD Diesel Kubota and Crafcro Supershot Diesel Crack Sealer as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$172,500.** Staff Resource: Finance Director Michael Showers and Public Works Director Ken Krebbs. Pg. 37
- g) **Consideration and possible approval to release the Request for Qualifications #25-217 for the Town's Prosecutorial Services.** Staff Resource: Town Manager Miranda Fisher. Pg.51
- h) **Consideration and possible approval of Resolution #2025-1192 ratifying the suspension of all reclaimed water fee charges for FY26.** Staff Resource: Town Manager Miranda Fisher. Pg.61

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))

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, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
- **Proclamation declaring the month of September 2025 as Library Card Sign Up Month.** Staff Resource: Library Manager Nicolas Resteiner. Pg. 65
8. **Discussion, consideration and possible appointment of one (1) applicant to the Planning and Zoning Commission with a term ending January 1, 2028.** Staff Resource: Town Manager Miranda Fisher. Pg.67
9. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1190 Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Final Plat FLP-25-0040, submitted by Joe Link, on behalf of the owner Verde Commercial, LLC., for the purpose of developing a 20-lot commercial subdivision, in the Verde Commercial Planned Area Development. The proposed project is generally located at 300 North Goswick Way on APN 403-22-035Q. Staff Resource: Acting Senior Planner Cory Mulcaire. Pg.77
Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion
10. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1191 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Use Permit #2024-0484M to operate a surface mining operation for the extracting of existing earth material for sale for Assessor's Parcel numbers (APNs) 403-15-001L, 403-14-004E and 403-14-004C totaling 6.73 Acres with conditions. The parcels are generally located north-northeast of State Route 260 on North Aultman Parkway and west-southwest of Old State Highway 279. Staff Resource: Special Initiatives Manager Cliff Bryson. Pg.271

Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion
11. **Discussion, consideration and possible adoption of the Tourism Marketing Plan.** Staff Resource: Economic Development Director Molly Davies. Pg. 467
12. **Discussion, consideration and possible approval to issue a Request for Proposals #25-215 for Tourism and Economic Development Marketing Professional Services.** Staff Resource: Economic Development Director Molly Davies. Pg. 495
13. **Discussion, consideration, and possible award of the FY26 Pavement Preservation Project to Cactus Asphalt for an amount not to exceed \$750,000.** Staff Resource: CIP Manager Martin Smith. Pg.527

14. **Discussion, consideration and possible adoption of the Town of Camp Verde Engineering Design Standards Manual.** Staff Resource: Town Manager Miranda Fisher and Town Engineer Bruce Connolly. Pg.543

15. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on August 29, 2025 at 1:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Jadie Edwards

Jadie Edwards, Acting Deputy Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION (PUBLIC PORTION)
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 6, 2025 at 5:00 P.M.

1. Call to Order

Mayor Moore called the meeting to order at 5:00 p.m.

2. Roll Call.

Councilor Brian Bolton, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Councilor Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, and Town Clerk Leah Rhodes

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

Mayor Moore read agenda Item 4.

A **motion** was made to go into Executive Session for Item 4 at 5:03 p.m. by Councilor Murdock and was seconded by Councilor Godwin.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: aye

Councilor Seybold: aye

Motion Carried 7-0.

4. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation for legal advice with the Town Attorney and to consider its position in contract negotiations with the Camp Verde Arena Association.** Staff Resource: Town Manager Miranda Fisher.

The Council reconvened the Special Session at 5:58p.m.

Mayor Moore stated after discussion with staff, Council has directed to allow the Town bleachers to be used for the 2025 Vacte Derby and the 2025 Fort Verde Days Rodeo.

Council supports the Town of Camp Verde equipment and lease policy.

Council also directed staff to set up a work session with the Camp Verde Arena Association and their Board on the next available Wednesday that both the Board and the Council are available.

5. **Adjournment**

Mayor Moore adjourned the meeting at 5:59 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, 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 Special Session of the Town Council of Camp Verde, Arizona, held on August 6, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 6, 2025 at 6:00 P.M.

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video conferencing.

1. Call to Order

Mayor Moore called the meeting to order at 6:00 p.m.

2. Roll Call.

Councilor Brian Bolton, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Councilor Patricia Seybold, Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Seybold led the Pledge.

Mayor Moore recessed the meeting for a break at 6:02 p.m. and reconvened the meeting at 6:07 p.m.

4. Consent Agenda – All those items listed below may be approved by one motion 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. Executive Session – June 5, 2025 at 1:00 p.m.
2. Executive Session – June 18, 2025 at 5:00 p.m.
3. Special Session – July 2, 2025 at 5:00 p.m.
4. Regular Session – July 2, 2025 at 6:00 p.m.
5. Special Session – July 9, 2025 at 5:00 p.m.
6. Special Session (Public Portion) – July 23, 2025 at 5:00 p.m.

b) Set Next Meeting, Date and Time:

1. Special Session – August 13, 2025 at 6:00 p.m.
2. Regular Session – September 3, 2025 at 6:00 p.m.

- c) **Consideration and possible approval of the Professional Services Agreement with Matrix Design Group, Inc. for the Town's Facilities Master Plan not to exceed \$150,000.** Staff Resource: Town Manager Miranda Fisher.
- d) **Consideration and possible approval of RFP 25-213 for the Town's Development Impact Fee study.** Staff Resource: Town Manager Miranda Fisher.
- e) **Consideration and possible approval of Resolution 2025-1187, appointing Ron Ramsey, Lynn Riordan, and Mike Shaw as Assistant Magistrates for the Camp Verde Municipal Court for a two-year term.** Staff Resource: Court Administrator Veronica Pineda.
- f) **Consideration and possible approval of the purchase and implementation of the Verde Lakes Repeater CIP project in the amount of \$65,418.62.** Staff Resource: Administrative Commander Darby Martin.
- g) **Consideration and possible approval of the Intergovernmental Agreement for Regional Emergency Operations Management and Disaster Services between Yavapai County and the Town of Camp Verde.** Staff Resource: Town Manager Miranda Fisher.
- h) **Consideration, possible approval, and authorization for the Mayor to sign the National Opioid Direct Settlement for Purdue - CL-1731659.** Staff Resource: Town Manager Miranda Fisher.
- i) **Consideration, possible approval, and authorization for the Mayor to sign the National Opioid Settlement for Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, Zydus - RefNum CL-1761479.** Staff Resource: Town Manager Miranda Fisher.

On a **motion** made by Councilor Seybold, seconded by Vice Mayor Escoffier, the Council **moved to approve** the consent agenda.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

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))

Public Comment:

Bob Weir, Superintendent of the Valley Academy for Career and Technical Education, expressed his appreciation to the Council for allowing the use of the Town bleachers and for scheduling a future meeting with the Camp Verde Arena Association. Mr. Weir also voiced concerns regarding the use of the Town's wastewater supply and the associated costs that the Arena will now be required to absorb.

Mayor Moore directed Town Manager Fisher to follow up with Mr. Weir.

Daria Weir expressed concerns regarding the Town's implementation of new reclaimed water fees and emphasized the importance of the Council working collaboratively with the Camp Verde Arena Association.

- 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, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

The Mayor, Council and Town Manager reported on current events.

- 7. Special Announcements and Presentations.** All presentations are limited to 15-minutes.
- **Oath of Office a newly hired employees.** Staff Resource: Town Clerk Leah Rhodes.

Town Clerk Leah Rhodes swore in newly hired employees, Clint Norton and Tyler Dietel.
 - **Planning and Zoning Commission Quarterly Update.** Resource: Chair Bill Tippet.

Planning and Zoning Commission Chair Tippet presented Quarter 2 updates from the Planning and Zoning Commission to the Council.

- **Wastewater Master Plan Final Report Presentation.** Staff Resource: Utilities Director Jeff Low.

Utilities Director Jeff Low introduced Principal Engineer Rob Bryant with Water Works Engineers.

Mr. Bryant provided an overview of Wastewater Master Plan Final Report.

Utilities Director Low responded to questions from the Council.

- **Presentation on the Status of the Sports Complex Phase 1 Improvement Projects.** Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith provided a presentation on the status updates on the Sports Complex project, covering the Concession Stand/Restroom Building, Promenade, Walkway and Parking Lot, Lift Station, Force Main, Irrigation, Electrical and Landscaping improvements, as well as the construction schedule.

CIP Manager Smith responded to questions from the Council.

- **Proclamation declaring the month of August 2025 as National Emergency Management Awareness Month.** Staff Resource: Public Works Director Ken Krebbs.

Mayor Moore proclaimed the month of August 2025 as National Emergency Management Awareness Month and presented the signed proclamation to Public Works Director Ken Krebbs.

- **Presentation of General Plan Draft Elements: Circulation and Transportation.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated staff have publicly released the General Plan Draft Elements: Circulation and Transportation and encourage the Council to share the chapters with members of the community for feedback.

- **Status update on agenda items discussed by Town Council in Q2 2025.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided a quarterly update on the status of agenda items approved in the preceding quarter.

Mayor Moore recessed the meeting for a break at 7:20 p.m. and reconvened the meeting at 7:34 p.m.

8. **Discussion, consideration, and possible ratification of Change Order 1 requested by Traffic Safety Inc. for the FY25 Street Striping Project, in the amount of \$14,484.59.** Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith provided a summary of the work awarded to Traffic Safety, Inc. for

the FY25 Street Striping Project. CIP Manager Smith explained that the Change Order, in the amount of \$14,484.59, was necessary to complete the project and noted that the total cost remains within the original budget.

Town Manager Fisher and CIP Manager Smith responded to questions from the Council.

On a **motion** made by Councilor Bolton, seconded by Vice Mayor Escoffier, the Council **moved** to approve the ratification of Change Order 1, requested by Traffic Safety Inc. for the FY25 Street Striping Project, in the amount of \$14,484.59.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

Public Hearing: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 12, Restaurant Liquor License for Bullpen Grill and Watering Hole, located at 564 S. Main Street, #100, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes.

Staff Comments: Town Clerk Leah Rhodes provided a summary of the liquor license application.

Applicant Comments: The applicant was not in attendance.

Open Public Hearing: Mayor Moore opened the public hearing at 7:46 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 7:46 p.m.

Council Discussion: Council had no comments or concerns on the application.

On a **motion** made by Councilor Murdock, seconded by Councilor Foreman, the Council **moved** to approve submitting to the Arizona Department of Liquor License and Control a recommendation of approval for a Series 12, Restaurant Liquor License for Bullpen Grill and Watering Hole, located at 564 S. Main Street, #100, Camp Verde, Arizona, 86322.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

9. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1189 of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Final Plat FLP-25-0024, submitted by Craig Baker, on behalf of the owner Boulder Creek Camp Verde, LLC., for the purpose of developing a 167-lot subdivision, in the High View at Boulder Creek Planned Area Development. The proposed project is generally located off Aultman Parkway and Boulder Creek Road on APN 403-15-010E. Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Comments: Acting Senior Planner Mulcaire provided an overview of the Final Plat submitted and the development agreement.

Applicant Comments: Owner of Boulder Creek Camp Verde, LLC, Jeremy Bach, responded to questions from the Council

Vice Mayor Escoffier stated the Final Plat will need a signature line for the Mayor in the Town Approvals signature block.

Open Public Hearing: Mayor Moore opened the public hearing at 7:59 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 7:59 p.m.

Council Discussion: The Council had no further discussion.

On a **motion** made by Councilor Murdock, seconded by Councilor Foreman, the Council **moved** to approve Resolution 2025-1189 as presented.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried 7-0.

10. **Discussion of 2025 League 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 Fisher reported that Mayor Moore and Town Attorney Trish Stuhan reviewed the League of Arizona Cities and Towns 2025 Resolutions and recommended the resolutions outlined in the Agenda Information Memorandum to be agreed upon by Council.

On a **motion** made by Councilor Godwin, seconded by Councilor Murdock, the Council

moved to confirm direction from the Mayor and Town Attorney on positions to support or not support from the Resolutions Committee 2025.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

11. Adjournment

Mayor Moore adjourned the meeting at 8:04 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, 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 6, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION - STATE OF THE TOWN
PHILLIP ENGLAND CENTER
410 CAMP LINCOLN ROAD
CAMP VERDE, ARIZONA
WEDNESDAY, AUGUST 13, 2025 at 6:00 P.M.

The purpose of the Special Session - State of the Town is to provide an opportunity for the Mayor, Council and representatives from Yavapai Apache Nation and Yavapai County to present current topics in the Town of Camp Verde. To the extent permitted by the Open Meeting Law, discussion will follow.

Prior to the State of the Town Address, the Town Council (Councilor Brian Bolton, Councilor Robin Godwin, Councilor Robert Foreman, Councilor Jessie Murdock, Councilor Patricia Seybold, Vice Mayor Wendy Escoffier and Mayor Marie Moore) hosted a mingle hour with attendees from 6:00 p.m. to 6:45 p.m. All Town Council members were present for the State of the Town Address.

1. Welcome – Mayor Marie Moore

Mayor Moore welcomed the attendees at 6:54 p.m.

The Pledge of Allegiance was led by Mayor Moore with the audience in attendance.

Agenda Items 2 and 3 were taken out of order, with Item 3 addressed first, followed by Item 2.

3. Yavapai County Updates - Yavapai County, District 2, Board of Supervisor Dee Jenkins.

Supervisor Jenkins provided an overview of Yavapai County's current and upcoming events, as well as ongoing and future projects.

2. Honoring the Lands and History of Camp Verde - Yavapai Apache Nation Chairwoman Tanya Lewis.

Chairwoman Lewis shared the history of the Tribal Lands in Camp Verde and spoke to some of the Yavapai-Apache Nation accomplishments over the last year such as the land swap with the Forest Service.

4. Council Updates – Town of Camp Verde Council Members

The Council provided updates on what the Town is working on and has accomplished over the last year in the following areas:

- **General Plan and Comprehensive Zoning Code Update** – Mayor Marie Moore
- **Housing** – Councilor Robert Foreman
- **Capital Improvement Infrastructure Projects** – Councilor Brian Bolton
- **Water Resiliency** – Councilor Patricia Seybold
- **Parks, Recreation and Open Space** – Councilor Robin Godwin
- **Tourism and Economic Development** – Vice Mayor Escoffier
- **Community Engagement** – Councilor Jessie Murdock

5. Thank you and Closing Remarks – Mayor Marie Moore

Mayor Moore expressed appreciation to the dignitaries, community partners, Town staff and citizens of the community for their attendance. The State of the Town Address concluded at 7:58 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, 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 State of the Town Address for the Town of Camp Verde, Arizona, held on August 13, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

**Meeting Date:** September 3, 2025**Agenda Item Type:**

- | | | |
|--|---|--|
| ☒ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: Work Session |

Requesting Department: Marshal's Office**Staff Resource:** Acting Town Marshal/Commander Dan Jacobs**Agenda Title:** Consideration and possible approval of a Voluntary Assistance Agreement between the Camp Verde Marshal's Office and the Arizona Rangers.**Attached Documents:** Voluntary Assistance Agreement**Estimated Presentation Time:** N/A **Estimated Discussion Time:** N/A**Reviewed By:**

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number: Water Fund
- Approved in the FY26 Budget? ☐ Yes ☒ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☒ No ☐ N/A ☐ Other:

Background Information:

The Camp Verde Marshal's Office seeks approval to enter into a Voluntary Assistance Agreement with the Arizona Rangers, specifically the Verde Valley Company and NAC Rangers, to support law enforcement operations through voluntary services.

The Arizona Rangers are a nonprofit organization authorized under A.R.S. § 41-4201 to provide armed, uniformed, volunteer law enforcement assistance upon request by any state, county, or municipal law enforcement agency. The Rangers are fully trained and certified and operate statewide in support roles alongside official agencies.

Purpose of the Agreement

The purpose of this Agreement is to formalize a working relationship between CVMO and the Arizona Rangers whereby the Rangers provide voluntary, non-compensated law enforcement assistance within the Town of Camp Verde. This agreement outlines the scope of services, boundaries, training standards, liability, and mutual expectations for both organizations.

Scope of Assistance

Outlined in Exhibit A, the agreement allows AZ Rangers to provide the following support within Camp Verde town limits when requested and authorized by CVMO:

- Traffic control (e.g., intersections and main thoroughfares)



Town Council Agenda Information Memorandum

- Crime scene security and patrols
- Critical incident response support
- Second-officer ride-alongs and foot patrols
- Use of marked vehicles or red/blue lights is strictly regulated and only authorized under specific conditions

Rangers must be in uniform and fully trained in personal protective equipment and firearm usage consistent with AZ POST standards. Rangers must always operate in pairs or be partnered with a CVMO sworn officer. Staff recommend approval of the agreement to allow the Rangers to support CVMO. The Town Attorney has approved the basic form of agreement but requested that the insurance provisions be discussed prior to execution with the Town's insurance provider, AMRRP. Staff accordingly recommend approval be subject to any final revisions as recommended by the Town Attorney to allow for revisions to the insurance provisions as necessary to mitigate risk.

Connection to the [FY25-FY30 Strategic Plan](#)

This agreement supports Council's strategic goals of community safety, resource efficiency, and collaboration with local organizations.

Question(s) before the Council:

- Does the Council have any questions for Town staff or John Bradshaw?
- Does the Council approve the Voluntary Assistance Agreement with the Arizona Rangers?

Proposed Motion(s):

I move to **APPROVE** the Voluntary Assistance Agreement with the Arizona Rangers and authorize the Town Manager to execute the agreement in the final form approved by the Town Attorney.

**VOLUNTARY ASSISTANCE AGREEMENT BETWEEN
Camp Verde Marshals Office, ARIZONA
AND
THE ARIZONA RANGERS**

Camp Verde Marshals Office Contract Number 2025-001

THIS VOLUNTARY ASSISTANCE AGREEMENT ("Agreement") is made and entered into by and between the Camp Verde Marshals Office, Arizona, an Arizona Law Enforcement Entity within the Town of Camp Verde, Arizona, for and on behalf of the Town of Camp Verde, Arizona, and the Arizona Rangers, ("AZ Rangers"), an Arizona non-profit organization recognized under 501(c)(3) of the Internal Revenue Code (Town and Rangers may individually be referred to as "Party" and collectively referred to as "Parties").

RECITALS

A. WHEREAS, The Town of Camp Verde operates the Camp Verde Marshals Office, which provides general law enforcement services to the Town of Camp Verde; and

B. WHEREAS, the AZ Rangers are an Arizona non-profit organization authorized under Arizona Revised Statutes (A.R.S.) § 41-4201 to serve as an armed uniformed volunteer law enforcement auxiliary to provide voluntary law enforcement assistance at the request of any state, county, or local law enforcement authority; and

C. WHEREAS, the AZ Rangers, Verde Valley Company, a leading LEA Ranger Company is ready, willing, and able to provide voluntary law enforcement assistance and mentoring to NAC Ranger Companies; for Camp Verde Marshals Office assigned duties and

D. WHEREAS, Camp Verde Marshals Office is ready, willing, and able to accept voluntary law enforcement assistance from the AZ Rangers, Verde Valley Company and/NAC Rangers, as more fully described in Exhibit "A", which is attached to and made a part of this Agreement by this reference.

AGREEMENT

NOW, THEREFORE. in consideration of the premises and the mutual promises contained in this Agreement Town and Rangers agree as follows:

SECTION I-VOLUNTARY LAW ENFORCEMENT ASSISTANCE

The AZ Rangers agree to provide the voluntary law enforcement assistance described in Exhibit "A" within the terms and conditions of this agreement using the training, equipment, and administrative support that it provides to its members. For the purposes of this Agreement, such assistance shall generally consist of Armed Security Services and Traffic Control assistance unless otherwise agreed to by the Town of Camp Verde through the Camp Verde Marshals Office.

SECTION II - TERM

This Agreement is effective upon the date it is signed and executed by the duly authorized representatives of the Parties and shall remain in full force and effect for not longer than two (2) years unless amended in writing by the Parties.

SECTION III - TERMINATION

This agreement may be terminated, without cause, by either Party upon written notice to be delivered by hand or by certified mail to the addresses listed below.

SECTION IV - FINANCIAL OBLIGATIONS

There are no financial or compensation obligations of either party to this Agreement. It is understood that the AZ Rangers will provide law enforcement assistance on a voluntary basis without compensation or benefits of any kind. Further, each of the Parties is individually responsible for their respective expenses and funding costs.

SECTION V - INSURANCE

The Parties acknowledge that each assumes liability for its actions and those actions of its own employees, memberships, or representatives. The AZ Rangers shall maintain for its own purpose, General Liability Insurance no less than \$1,000,000.00. The Camp Verde Marshals Office in no way warrants that the minimum limits stated in this Section V are sufficient to protect the AZ Rangers from liabilities that might arise out of the performance of the assistance under this Agreement. AZ Rangers are free to purchase such additional insurance as may be determined necessary.

The Arizona Rangers Organization will add "Camp Verde" as an additional named insured to our current insurance policy and send out a Certificate Of Insurance accordingly.

SECTION VI - GENERAL CONDITIONS

6.1 Records Retention. To the extent required by A.R.S. §35-214, the Parties agree to retain all books, accounts, reports, files, and other records relating to this Agreement and to make such records available at all reasonable times for inspection and audit during the term of this Agreement and for five years after the completion of the Agreement. Notwithstanding any other provision of this Agreement to the contrary, the Parties acknowledge that the Camp Verde Marshals Office is subject to A.R.S. §§ 39-121 through 39-128 regarding public records. Any provisions concerning confidentiality is limited to the extent necessary to comply with the provisions of Arizona law.

6.2 Indemnification. The AZ Rangers ("Indemnitor") must indemnify, defend, save and hold harmless the Town of Camp Verde and its offices, officials, agents and employees ("Indemnitee") from any and all claims, actions, liabilities, damages, losses or expenses (including court costs, reasonable attorneys' fees and costs of claim processing, investigation and litigation) ("Claims") caused or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions of the Indemnitor or any of its owners, officers, directors, agents, employees, or subconsultants in connection with this Agreement. This indemnity includes any claim or amount arising out of or recovered under workers' compensation law or on account of the failure of Indemnitor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. Indemnitor must indemnify Indemnitee from and against any and all Claims, except those arising solely from Indemnitee's own negligent or willful acts or omissions. Indemnitor is responsible for primary loss investigation, defense, and judgement costs where this indemnification applies. In consideration of the award of this Agreement, Indemnitor agrees to waive all rights of subrogation against Indemnitee for losses arising from or related to this Agreement. The obligations of the Indemnitor under this provision survive the termination or expiration of this Agreement.

6.3 Notices. Unless otherwise provided herein, demands under this Agreement must be in writing and will be deemed to have been duly given and received either (a) on the date of service if personally served on the party to whom notice is to be given, or (b) on the third day after the date of the post mark of deposit by first class United States mail, registered or certified, postage prepaid and properly addressed as follows:

To Camp Verde: Camp Verde Marshals Office
 ATN: Marshal Corey L Rowley
 646 S 1st St, Camp Verde AZ 86332
 (928) 554-8300

To AZ Rangers: Arizona Rangers, Northern Area Commander
 ATTN: Major Stan Herrera
 959 N Ceballos Ct
 Dewey, AZ 86327
 (928) 925-4449

6.4 Disputes. In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breach thereof, the parties hereto shall use reasonable efforts to settle the dispute, claim, question, or disagreement. Provided no notice of termination of this Agreement. Provided no notice of termination of this Agreement has been given by either party to the other, if it is feasible under the terms of this Agreement each party shall continue to perform the obligations not related to the dispute required of it during the resolution of such dispute, unless enjoined or prohibited by a court of competent jurisdiction. In the event of any controversy, which may arise out of this Agreement, the Parties hereto agree pursuant to A.R.S. § 12-1518 and A.R.S. § 12-133 to abide by arbitration as may be required.

6.5 Camp Verde Marshals Office Right of Cancellation. The Parties acknowledge that this Agreement is subject to cancellation by the Camp Verde Marshals Office under the provisions of Section 38-511, Arizona Revised Statutes (A.R.S.).

6.6 Independent Contractor: Organization Employment Disclaimer: No Agency. The AZ Rangers are an independent contractor and shall be free to exercise its discretion and independent judgement as to the method and means of performance of its work hereunder. AZ Rangers' employees, agents or applicants shall not be considered employees of Camp Verde Marshal, and the Camp Verde Marshals employees shall not be considered employees of AZ Rangers. No AZ Rangers employee, agent or applicant will, by virtue of this Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the City of Camp Verde to its employees. AZ Rangers shall assume full responsibility for the actions of its own personnel, agents or applicants while utilizing and accessing the property described under this Agreement, and shall be solely responsible for their supervision, daily direction and control, payment of salary (including income taxes and social security), wages, bonuses, retirement withholdings, worker's compensation, other benefits, and taxes and premiums, if applicable. AZ Rangers shall have no authority, express or implied, to act on behalf of Town of Camp Verde in any capacity whatsoever as an agent. AZ Rangers shall have no authority, express or implied, pursuant to this Agreement to bind Town of Camp Verde to any obligation whatsoever.

6.7 Non-Waiver Provision. The failure of either Party to enforce any of the provisions of this Agreement or to require performance of the other Party of any of the provisions hereof must not be construed to be a waiver of such provisions, nor must it affect the validity of this Agreement or any part thereof, or the right of either Party to thereafter enforce each and every provision.

6.8 Jurisdiction and Venue. This Agreement is made under, and must be construed in accordance with, and governed by the laws of the State of Arizona without regard to the conflicts or choice of law provisions thereof. Any action to enforce any provision of this Agreement or to obtain any remedy with respect hereto must be brought in the courts located in Yavapai County, Arizona, and for this purpose, each Party hereby expressly and irrevocably consents to the jurisdiction and venue of such court.

6.9 Survival. The Parties agree that all warranties, representations, and indemnifications must survive and completion or termination of this Agreement.

6.11 Modifications. Except as expressly provided herein to the contrary, no supplement, modification, or amendment of any term if this Agreement will be deemed binding or effective unless in writing and signed by the Parties.

6.12 Severability. If any provision of this Agreement or the application to any person or circumstance may be invalid, illegal, or unenforceable to any extent the remainder of this Agreement and the application will not be affected and will be enforceable to the fullest extent permitted by law.

6.13 Integration. This Agreement contains the full agreement of the Parties. Any prior or contemporaneous written or oral agreement between the Parties regarding the subject matter is merged and superseded.

6.14 Binding Effect. All terms, provisions and conditions hereof shall be binding upon and inure to the benefit of all Parties hereto and their respective heirs, personal representatives, successors, and assigns.

6.15 Conflict in Language. All assistance provided must conform to all applicable City of Prescott codes, Arizona Revised Statutes, and requirements as outlines in this Agreement. If there is a conflict in interpretation between provisions in this Agreement and those in Exhibit "A", the provisions in this Agreement prevail.

6.16 Exhibits. The following exhibit is made a part of this Agreement and are incorporated by reference.

Exhibit A - Scope of Assistance

6.17 Licenses and Qualifications. Beginning with the effective Date and for the full term this Agreement, AZ Rangers must maintain all applicable licenses and qualifications required to fully perform AZ Rangers' assistance under this agreement.

This Agreement shall be in full force and effective only when it has been approved and executed by the duly authorized City officials.

IN WITNESS WHEREOF, the Parties have executed this Agreement on _____, 2025 ("Effective Date").

Camp Verde Marshals Office
Corey L Rowley
Town of Camp Verde, AZ

ARIZONA RANGERS,
A non-profit organization
Northern Area Commander
Major Stan Herrera

By: _____

By: _____

Date: _____

Date: _____



EXHIBIT "A"

SCOPE OF ASSISTANCE

SECTION I -GEOGRAPHIC BOUNDARIES

The geographical boundaries/location of this Agreement are limited to the Town of Camp Verde, northern Arizona.

SECTION II - DUTIES AND RESPONSIBILITIES

2.1 The scope of the voluntary law enforcement assistance provided by the AZ Rangers is limited to the following activities requested by the Camp Verde Marshals Office:

Performing Traffic Control (direction at intersections and main thoroughfares in the Town of Camp Verde) upon the request of the Camp Verde Marshals Office, with or without a Camp Verde Marshals Police Officer in the area.

Performing law enforcement duties as directed by the Camp Verde Marshals Office, including crime scene security, 2nd man in the car, critical incident response and foot patrol of the downtown area of Town of Camp Verde as required.

2.2 Participating AZ Rangers of this Agreement must be in good standing in terms of the Arizona Ranger organization and the Law of any legal subdivision (Community, County, State, Federal Government) of the United States of American. AZ Ranger candidates for law enforcement assistance with the Camp Verde Marshals Office shall be in good standing with the Arizona Ranger organization and have passed a background check as conducted by the Arizona Rangers organization.

2.3 The AZ Rangers shall not exercise any law enforcement authority unless specifically directed or authorized to do so by sworn peace officers of the Camp Verde Marshals Office, and only while under such authorities' supervision.

2.4 AZ Rangers may assist the Camp Verde Marshals Office with marked vehicles when specifically authorized. AZ Rangers use of personal vehicles with red and blue lights while conducting voluntary law enforcement assistance for the Camp Verde Marshals Office only when authorized during Traffic Control. Use of red and blue lights is restricted while in route to an assignment or duty with the Camp Verde Marshals Office. The Camp Verde Marshals Office may authorize and grant special permission for their use by AZ Rangers for a specifically directed purpose, or event. However, such authorization shall be understood to apply with the permission of the Camp Verde Marshals Office, can only be used within the geographical scope of this Agreement and for a specific purpose/event, and applies to AZ Ranger's stationary vehicle only. Each use of red and blue lights for assignments within the Camp Verde Marshals Office shall require a separate and distinct authorization.

2.5 The AZ Rangers shall provide voluntary law enforcement assistance while in uniform and with appropriate Personal Protective Equipment including authorized weapon(s) as outlines in the Arizona Rangers Reference Manual. Alternate Uniform dress may be permitted, when authorized by the Camp Verde Marshals Office and approved by the AZ Ranger Company Commander or Northern Area Commander.

2.6 AZ Rangers shall, at all times work in pairs while providing voluntary law enforcement assistance. AZ Rangers shall never work alone, unless they are paired with a Camp Verde Marshal Officer.

SECTION III -ADMINISTRATION

This Agreement is principally administered by the Camp Verde Marshals Office Chief of Police and the AZ Ranger Northern Area Commander. Any issues affecting police, recommendation, and/or subsequent change that after the purpose of the voluntary law enforcement assistance will be implemented only after a consensus is reached by the Parties to this Agreement. Issues affecting policy, recommendation and/or other matters of relevance to this Agreement shall be implemented on an ongoing change basis. Such changes shall be incorporated into this Agreement by written modification only as outlined by Section 6.11 of this Agreement.

SECTION IV -TRAINING AND EQUIPMENT

4.1 AZ Rangers shall be fully trained in the use of any/all Personal Protective Equipment, or weapons carried on their person. Each Ranger for voluntary law enforcement assistance assignment shall be trained and certified in the use of firearms consistent with the Arizona Peace Officer Standards and Training Board (AZPOST). Acceptable training for Rangers personal protective equipment/weapons is the Arizona Rangers Training Academy (ARTA) program and the routine monthly training in areas such as firearms, weapons, self-defense, handcuffing, criminal law, or other training promoting a participant's knowledge and capabilities of law enforcement assistance activities. The above-mentioned basic and minimum training shall be provided by the AZ Rangers, except as expressly required and otherwise directed by the Camp Verde Marshals Office.

4.2 The AZ Rangers will be individually responsible for equipping personnel. To meet the needs of a specific assignment(s), the Camp Verde Marshals Office may loan or temporarily assign use of property and/or equipment as may be required to complete the assignment. Such equipment shall be properly used and cared for and returned at the end of each specific assignment.



Town Council

Agenda Information Memorandum

Meeting Date: September 3, 2025

Agenda Item Type:

- ☒ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Finance

Staff Resource: Finance Director, Mike Showers

Agenda Title: Consideration and possible approval for the Town Finance Director to make the four separate budget adjustments on the attached document labeled BAFY25-05 for the FY25 budget year.

Attached Documents: BAFY25-05 Budget Adjustments for FY25

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- ☒ Town Manager ☒ Legal ☐ Risk Management ☒ Finance ☐ Other:

Financial Review (if applicable):

- Funding Source / GL Account Number: N/A / See attached
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The attached budget adjustments accomplish the following:

- 1) In FY20, a federal program allowed municipalities to request reimbursement for COVID related expenses. The Town turned in requests of just under \$6,165.00 for reimbursement in FY20. In FY25, a payment was finally received. The expenses took place in the General Fund but the payment, as a federal grant, was received in the Federal Grants Fund. This adjustment will allow for the movement of these funds back into the General Fund.
- 2) In FY24, the Town billed the Federal E-rate program for various expenses and accrued that revenue in FY24. However, a few of the expenses were denied. Since this was identified after the audit was complete, the Federal Grants Fund is now short just under \$2,215.00. This adjustment will allow for the General Fund to cover that shortage in the Federal Grants Fund.
- 3) In FY25, the Town budgeted \$225,000 in the Non-Departmental Fund under Miscellaneous Expenses to cover the possibility of raises being given out in the middle of the year. In February of 2025, raises were approved across all departments. At the same time, several actual positions changed and a few new positions were approved by Council. This adjustment would increase the wage budget for divisions that saw an increase in their respective budgets due to both of these events combined. The total allocation is only \$178,770 of the



Town Council Agenda Information Memorandum

original \$225,000. The remaining \$46,230 will remain in the Non-Departmental Fund.

- 4) In FY25, the Debt service fund was under budgeted for Enterprise Lease payments. The shortage comes from missed admin fees and sales tax. This was originally discovered in FY24, but by that time was too late to change for FY25. This has been corrected for FY26. To cover the budget increase, \$29,775.00 will be taken from the Non-Federal Grants budget, unanticipated grant expense line. The true impact will be utilizing General Fund reserves of \$29,775.00 which is included in the fund transfer portion of the budget adjustment. The last part of the adjustment is to move the total Enterprise Lease budget from one generic expense account to all of the actual expense lines. While this portion of the adjustment does not need Council approval, it is included anyway for Council to see the totality of the adjustment.
- 5) The Town takes Auto Impound deposits in under ARS code 3511 at \$150 each. These revenues were originally accounted for in the General Fund. In FY23, these revenues were moved to the Restricted Fund going forward, as it had been determined that these revenues have restrictions on how they can be used. This \$57,300 adjustment will allow the Finance Director to move revenues prior to this time that were previously coded into the General Fund, over to the Restricted Fund to show the continuing restricted balance.

Question(s) before the Council:

- Does Council approve the requested budget adjustments?

Proposed Motion:

Approve the Town Finance Director to make the four separate budget adjustments on the attached document labeled BAFY25-05 for the FY25 budget year.

Date: June 30, 2025

Account Number	Description	Increase (+)	Decrease (-)
	Budget Adjustments		
08-999-49-550100	Op Trans Out to GF	\$ 6,165.00	
01-000-49-500800	OP Trans In fm Fed Grants	\$ 6,165.00	
	* - Adjust budget to allow transfer for Fed COVID funds to the Gen fund reimbursing FY20 exps recorded in the Gen Fund.		
	Federal funds billed for in FY20 were finally received in FY25.		
	Period: June 2025		
01-000-49-550800	Op Trans Out to Fed Grants	\$ 2,215.00	
08-000-49-500101	Op Trans In fm Gen Fund	\$ 2,215.00	
	* - FY24 billed E Rate exps were not approved for payment. Transfer funds from the General fund to cover the balance of exps. Period: June 2025		
01-110-20-600000	Wages - Manager	\$ 1,340.00	
01-130-20-600000	Wages - Finance	\$ 5,360.00	
01-140-20-600000	Wages - HR	\$ 11,280.00	
01-160-20-600000	Wages - Risk MGT	\$ 900.00	
01-170-20-600000	Wages - Economic Development	\$ 4,900.00	
01-300-20-600000	Wages - Court	\$ 4,770.00	
01-400-20-600000	Wages - PW Admin	\$ 8,270.00	
01-410-20-600000	Wages - Stormwater	\$ 860.00	
01-420-20-600000	Wages - Maint	\$ 6,750.00	
01-500-20-600000	Wages - Comm. Development	\$ 17,850.00	
01-600-20-600000	Wages - CVMCO	\$ 57,000.00	
01-700-20-600000	Wages - Library	\$ 30,010.00	
01-830-20-600000	Wages - P&R Programs	\$ 430.00	
31-490-20-600000	Wages - Wastewater	\$ 21,700.00	
33-495-20-600000	Wages - Water	\$ 7,350.00	
01-999-20-799900	Misc Exps		\$ 178,770.00
	* - Allocate amounts to divisions based on Feb Raises and staffing adjustments. Period: June 2025		
Journal Entry Totals		\$ 195,530.00	\$ 178,770.00

Journal Entry #: BAFY25-05

Approved By/Date: _____

Packet #: GLPKT -

Entered By/Date: _____



Meeting Date: September 3, 2025

Agenda Item Type:

- | | | |
|--|---|--|
| ☒ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Utilities/Finance

Staff Resource: Utilities Director, Jeff Low and Finance Director, Mike Showers

Agenda Title: Consideration and possible approval to purchase a 2025 Caterpillar 420 Backhoe Loader as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$170,000.

Attached Documents:

- Quote for the requested equipment
- CIP Project sheet

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- | | | | | |
|--|---|--|---|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☒ Finance | ☐ Other: |
|--|---|--|---|---------------------------------|

Financial Review (if applicable):

- | | | | | |
|---|---|-----------------------------|------------------------------|---------------------------------|
| • Funding Source / GL Account Number: Debt / Water Fund | | | | |
| • Approved in the FY26 Budget? | ☒ Yes | ☐ No | ☐ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☒ Yes | ☐ No | ☐ N/A | ☐ Other: |

Background Information:

The equipment requested above is approved within the FY26 5-yr Capital Improvement Plan with Debt funding. This purchase is budgeted for at a cost of \$180,000. US Bank has agreed to honor this quote at the same rate as the Public Works lease at 4.66%.

The Water Department evaluated multiple equipment options, including those from John Deere and Case. After a thorough review, the Caterpillar model offered by Empire Cat was selected based on overall value. The Empire Cat unit provides superior performance, a better warranty, and a more robust support network. Additionally, the Town has an existing service agreement with Empire Cat for other equipment, which allows for streamlined maintenance and continued vendor consistency.

The purchase is being made through the City of Tucson/OMNIA Cooperative contract #212816, which provides competitively bid pricing as per Town policy. The total cost



Town Council Agenda Information Memorandum

of the Empire Cat equipment comes in at \$169,117.48, which is under the approved budgeted amount.

Connection to the [FY25-FY30 Strategic Plan](#)

Efficient Government Operations

Question(s) before the Council:

- Does Council approve the requested purchase?
- Does Council authorize the Finance Director to complete the loan documents?

Proposed

Approve the purchase a 2025 Caterpillar 420 Backhoe Loader as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$170,000.

Motion:



2/24/2025

TOWN OF CAMP VERDE
395 South Main Street
Camp Verde, AZ 86322

On behalf of EMPIRE MACHINERY, we certainly appreciate the opportunity to provide this proposal on a new Caterpillar 420 Backhoe Loader for Town of Camp Verde. This proposal is provided as a cooperative purchase in accordance with City of Tucson / OMNIA Cooperative Contract #212816 awarded to Caterpillar Inc.

**2025 New Caterpillar 420 - 07A 4EC Plumbed
Standard Equipment**

BOOMS, STICKS, AND LINKAGES

BACKHOE

- 14'4" Center pivot backhoe
- 4.3 Meters
- Boom and swing transport locks
- Pilot operated backhoe and electro hydraulic stabilizer controls
- Street type stabilizer shoes
- Anti-drift hydraulics (boom, stick, and E-stick)
- Cat Cushion Swing(tm) system

LOADER

- Single Tilt Loader
- Lift cylinder brace
- Self-leveling loader with single lever control
- Return-to-dig (automatic bucket positioner)
- Transmission neutralizer switch
- Bucket level indicator

POWERTRAIN

- Water separator
- Thermal starting aid system
- Dry type axial seal air cleaner with integral precleaner
- Automatic dust ejection system
- Filter condition indicator
- Hydraulically boosted multi-plate wet disk brake with dual pedals & interlock
- Differential lock
- Torque converter
- Transmission-four speed manual shift
- Neutral safety switch

- Hydraulic oil cooler
- Pilot control shutoff switch
- Flow-sharing hydraulic valves
- Hydraulic suction strainer

ELECTRICAL

- 12 volt electrical start
- Horn, front and rear
- Backup alarm
- Hazard flashers/turn signals
- Halogen head lights (2)
- Halogen rear flood lights (2)
- Stop and tail lights
- Audible system fault alarm
- Key start/stop system
- 850 CCA maintenance free battery
- Battery disconnect switch
- External Power Receptacle (12v)
- Diagnostic ports for engine and machine Electronic Control Modules

OPERATOR ENVIRONMENT

- Interior rearview mirror
- ROPS canopy, Rear Fenders
- 2-inch (50mm) retractable seat belt
- Tilt steering column
- Steering knob
- Hand and foot throttle
- Automatic Engine Speed Control
- One Touch Low Idle
- Floor mat and Coat Strap
- Lockable storage area
- Air suspension seat

FLUIDS

- Spin-on filters for
Fuel
Engine oil
Transmission oil

- Outboard Planetary Rear Axles
- Diesel particulate filter
- Hydrostatic power steering

HYDRAULICS

- Pilot hoe and mechanical loader
controls
- Load sensing, variable flow system
with 43 gpm (162 L/min) axial piston
pump
- 6 micron hydraulic filter
- Caterpillar XT-3 hose

- Antifreeze - Extended Life Coolant
-20F (-30C)

OTHER STANDARD EQUIPMENT

- Standard Storage Box
- Transport tie-down points
- Ground line fill fuel tank with
42.3 gal (160L) capacity & 5 gal (19L)
diesel exhaust fluid
- Rubber impact strips on radiator
guard
- Safety Manual
- Operations and Maintenance Manual
- Lockable hood
- Tire Valve Stem Protection

Additional Configured Included in the Sales Price:

Ref #	Description	Price
5427992	420	\$112,330
6429588	TRIM PACKAGE 3	\$51,190
	TRIM PACKAGE 3 INCLUDES	\$0
5440883	CAB, DELUXE	\$0
5441066	PT, 4WD/2WS, POWERSHIFT	\$0
5434284	STICK, EXTENDABLE, 14FT	\$0
5455048	DISPLAY, TOUCH SCREEN	\$0
4916736	WORKLIGHTS (8) LED LAMPS	\$0
6110339	SEAT, DELUXE FABRIC	\$0
5427810	AIR CONDITIONER, T4F	\$0
3379696	COUNTERWEIGHT, 1015 LBS	\$0
5516453	RIDE CONTROL	\$0
5402298	STANDARD RADIO (12V)	\$0
5516940	COLD WEATHER PACKAGE, 120V	\$0
5675090	AUTO-UP STABILIZERS	\$0
4237607	PLATE GROUP - BOOM WEAR	\$0
3531389	GUARD, STABILIZER	\$0
	END OF TRIM PACKAGE INCLUDES	\$0
5419540	ENGINE, 74.5KW, C3.6 DITA, T4F	\$12,360
2061748	SEAT BELT, 3" SUSPENSION	\$187
3792161	TIRES, 12.5 80/19.5L-24, GY	\$2,810
9R6007	STABILIZER PADS, FLIP-OVER	\$435
3377401	BUCKET-GP, 1.5 YD3, PO	\$4,257
9R5320	CUTTING EDGE, TWO PIECE, WIDE	\$329
4616839	SHIPPING/STORAGE PROTECTION	\$266
4621033	RUST PREVENTATIVE APPLICATOR	\$141
5441901	COUPLER, PIN LOCK, BL F	\$1,528
2471947	BUCKET, 12" PL	\$1,868
2471950	BUCKET, 24" PL	\$2,159

Pricing Summary:

	List Price:	\$189,860.00
City of Tucson / OMNIA Cooperative Contract #212816	Discount (22%):	(\$41,769.20)
	Less Additional Empire Southwest Governmental Discount:	(\$4,708.00)
	Arrow Material / CTI Forks:	\$2,326.00
	Sub Total:	\$145,708.80
	Sales Tax (8.35%):	\$12,166.68
	Total:	\$157,875.48
	<u>Additional Non-Taxable Items :</u>	
	New Machine Prep for Delivery :	\$3,992.00
	Delivery Freight :	\$2,000.00
	Extended Warranty see details below :	\$5,250.00
Total Sales Price, taxable configuration, and non-taxable items:		\$169,117.48

Warranty

Seven Year/5000 Hour Governmental Premier Total Machine Warranty – EMPIRE will provide total machine warranty coverage, 100% parts and labor, for 84 months or 5000 hours, whichever occurs first.

We thank you for your consideration of this proposal and look forward to the successful business partnership with Town of Camp Verde.

Sincerely,
Dan Allen
Account Manager
Empire Machinery
928-713-2915
Dan.Allen@empire-cat.com
2/24/2025

2/24/25
This quote is good for thirty days and prices are subject to change

Budget: 180,000
OMNIA Contract: no further bids
Financing:

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Backhoe- Extend-a-Hoe- 4X4- Enclosed Cab*

FY26 Impact: \$180,000

5-Yr Project Cost: \$180,000

New Project or Rollover: *Rollover/Update*

Dept/Div: *Utilities/Water*

Contact: *Rick Tackitt*

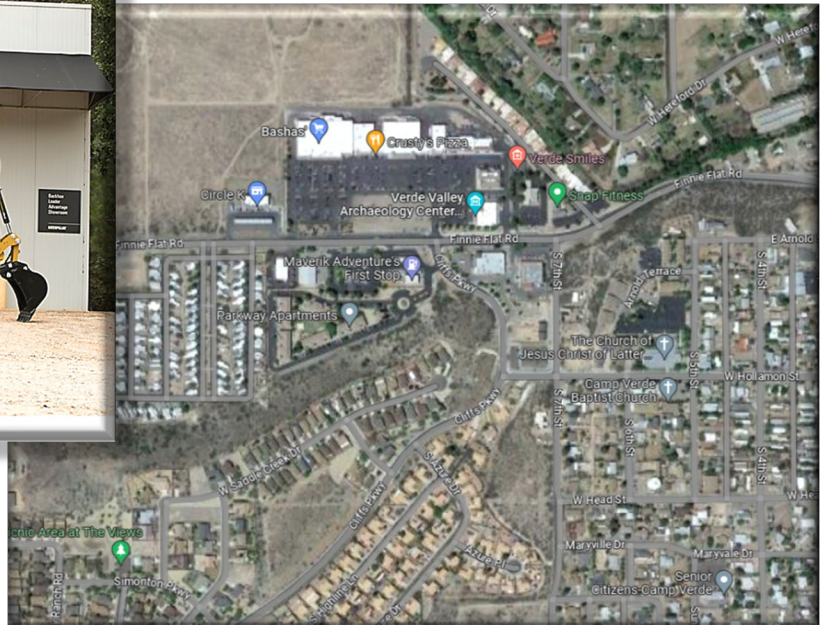
Requested by: *Rick Tackitt*

Date Completed: *3/12/25*

Project Summary:

Replacing aging Backhoe.

Location: 395 S Main St



Community Impact:

We maintain a 6.5- mile distribution main along Hwy 260. Pipe depths and steep terrains are beyond the capability of present backhoe. We are in need of a backhoe that can provide for our current needs and allow staff to be able to service our distribution main along Hwy 260 and get water to our customers.

Project Title: *Backhoe- Extend-a-Hoe- 4X4- Enclosed Cab*

Operational Impact:

Impact on Staffing: Provide ability to traverse steep terrain where our distribution mains are located. Provide ability to excavate, repair, and maintain our water mains, which are deeper than standard.

Impact on operational costs: Add additional monthly cost to budget.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Backhoe Purchase		\$180,000
	Total		\$ 180,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Maintenance	\$500
	Fuel	\$500
	Total	\$1000

Project Funding:

Tracking Fund: Water Fund

Funding Source: Debt Funding – 5-year Lease.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.0	2.4	1.5	1.2	7.1

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Meeting Date: September 3, 2025

Agenda Item Type:

- ☒ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Public Works/Finance

Staff Resource: Public Works Director Ken Krebbs and Finance Director, Mike Showers

Agenda Title: Consideration and possible approval to purchase a Toro Field Pro 6040, a Toro Workman HDX 4WD Diesel Kubota and Crafcro Supershot Diesel Crack Sealer as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$172,500.

Attached Documents:

- Quotes for the requested equipment
- US Bank Lease Quote
- CIP Project sheets for all three items.

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- ☒ Town Manager ☒ Legal ☐ Risk Management ☒ Finance ☐ Other:

Financial Review (if applicable):

- Funding Source / GL Account Number: Debt / CIP Fund
- Approved in the FY26 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

Background Information: All following pieces of equipment are approved within the FY26 5-yr Capital Improvement Plan and all with Debt funding:

- Toro Field Pro 6040
- Toro Workman HDX 4WD Diesel Kubota
- Crafcro Supershot Diesel Crack Sealer

This listed equipment is budgeted for at a cost of \$200,000.

Connection to the [FY25-FY30 Strategic Plan](#)

Efficient Government Operations

Question(s) before the Council:

- Does Council approve the requested purchases?
- Does Council authorize the Finance Director to complete the loan documents?



Town Council Agenda Information Memorandum

Proposed**Motion:**

Approve the purchase a Toro Field Pro 6040, a Toro Workman HDX 4WD Diesel Kubota and Crafcro Supershot Diesel Crack Sealer as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$172,500.



Quotation for Town of Camp Verde

Date: 06/30/2025
OMNIA - City of Mesa
QMS No:Q187208

Prepared For:	Jeff Kobel	Quote No:	Q187208
	Town of Camp Verde	Expires Date:	09/28/2025
		Delivery Date:	
		Contract:	OMNIA – 2023261
		Payment Terms:	
		Sales Person:	Fred Balzarini fred.balzarini@simpsonnorton.com (602) 708-6950

Summary

Qty	ID	Name	MSRP	% OFF MSRP	Ext Award
1	08839	Field Pro 6040	\$42,789.00	22%	\$33,375.42
1	07387	Workman HDX - 4WD Diesel (Kubota)	\$53,196.00	22%	\$41,492.88



Quotation for Town of Camp Verde

Date: 06/30/2025
OMNIA - City of Mesa
Quote No: Q187208

Configuration Product Details

Qty	ID	Name	MSRP	% OFF MSRP	Ext Award
1	08839	Field Pro 6040	\$29,420.00	22%	\$22,947.60
1	08854	Field Pro MultiTool	\$10,863.00	22%	\$8,473.14
1	08756	QAS Drag Mat Carrier System	\$2,059.00	22%	\$1,606.02
1	08757	Steel Drag Mat	\$447.00	22%	\$348.66
Sub Total					\$33,375.42
1	07387	Workman HDX - 4WD Diesel (Kubota)	\$49,213.00	22%	\$38,386.14
1	07372	Canopy	\$1,039.00	22%	\$810.42
1	07316	High Flow Hydraulics Kit	\$2,944.00	22%	\$2,296.32
Sub Total					\$41,492.88

Totals

Equipment Total (Toro – Trades + Allied)	\$74,868.30
Set Up Total	\$1,871.71
Freight Total	\$1,871.71
State Sales Tax	\$5,615.12
Material Surcharge	\$3,743.42
Grand Total	\$87,970.26

5.62 %

60 Month \$1 Buyout Lease – \$1762.92 / Month

= \$105,775.20

QUOTE # BBBQ74324-01

Date Quoted 8/18/2025
 EXPIRATION DATE 9/30/2025

*Due to extreme market volatility of raw materials, quotes are reviewed and revised after 30 days.
 Products ordered for shipment after the expiration date on this quote will be adjusted to the price in
 the quote valid at the time of the shipment.*

Quote To: Account Code: 2029832
TOWN OF CAMP VERDE

1498 WEST PETERSON ROAD
 CAMP VERDE, AZ 86322
 US

Mobile:

Phone:

Fax:

Email:

Ship To: Account Code: 2029832
TOWN OF CAMP VERDE

1498 WEST PETERSON ROAD
 CAMP VERDE, AZ 86322
 US

Project Title: Town of Camp Verde - SS250D Retail Quote - 8.18.25

Bid Date:

Bid Number: Shane Allen

Project Start Date: 8/19/2025

Ship Before: 9/30/2025

Quote Effective Dates: 8/18/2025 TO 9/30/2025

Terms: NET 30

F.O.B.: COL- Customer Pickup

Ship Via: Customer p/up

Sales Group:

Quoted By: Devin Huehl

Sales Office: WR7- D. Darling/S. Garcia

Estimated Time to Ship After Receipt of Order:

Customer: TOWN OF CAMP VERDE

Quote Number BBBQ74324-01

Project Title: Town of Camp Verde - SS250D Retail Quote - 8.18.25

Date 08-18-25

**SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE
 ADDED TO YOUR ORDER**

Part #	Description	Unit	Qty.	Quote Price	Ext. Price
44100-SRC	SUPERSHOT 250 DIESEL	EA	1	\$73,350.0000	\$73,350.0000
20014-SRC	3" PINTLE HITCH	EA	1	\$126.4000	\$126.4000
24227-SRC	SEVEN PIN FLAT BLADE CONNECTOR	EA	1	\$0.0000	\$0.0000
20150-SRC	39" HITCH EXTENSION	EA	1	\$640.0000	\$640.0000
24190K-SRC	OVERNIGHT HEATER 110V W/ US PLUG	EA	2	\$352.0000	\$704.0000
26058-SRC	10# FIRE EXTINGUISHER (MUST ORDER 26059 TO MOUNT)	EA	1	\$236.0000	\$236.0000
26059-SRC	FIRE EXTINGUISHER BRACKET	EA	1	\$84.0000	\$84.0000
26119-SRC	3/8" SAFETY HOOK W/ LATCH (2 REQUIRED)	EA	2	\$58.0000	\$116.0000
43416-SRC	GRAVITY FEED KIT	EA	1	\$284.0000	\$284.0000
43549-SRC	SPARE TIRE KIT (SINGLE AXLE)	EA	1	\$548.0000	\$548.0000
45535-SRC	ENGINE COVER	EA	1	\$1,276.0000	\$1,276.0000
38750K-SRC	WIRELESS CAMERA SYSTEM (INSTALLED NOT COMPATIBLE W/ 24506S OR 24507S)	EA	1	\$1,100.0000	\$1,100.0000

Customer: TOWN OF CAMP VERDE

Quote Number BBBQ74324-01

Project Title: Town of Camp Verde - SS250D Retail Quote - 8.18.25

Date 08-18-25

SALES TAX EXEMPT CERTIFICATE MUST BE PROVIDED AT THE TIME OF ORDER OR SALES TAX WILL BE ADDED TO YOUR ORDER

Part #	Description	Unit	Qty.	Quote Price	Ext. Price
38700N-SRC	DRIVER ALERT SYSTEM, COMPLETE KIT	EA	1	\$780.0000	\$780.0000

Sales Tax	\$4,992.40
Sub Total	\$79,244.4000
Shipping Charges	\$0.00
Total	\$84,236.8000

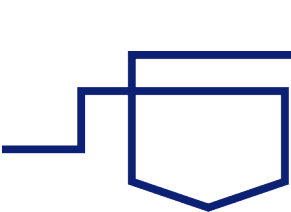
Due to extreme market volatility, all prices and availability are subject to change without notice, all quotes to be confirmed at time of order and subject to inventory status.

COMMENTS:

Attn: Shane Allen
928-239-0360
shane.allen@campverde.az.gov

Here is your quote on a new SS250 with select options under Source Well Contract 050625-CFC.

If you have any questions please contact
Devin Huehl
480-996-2505
Devin.huehl@crafco.com



Government Leasing and Finance, Inc.

July 2, 2025

Town of Camp Verde:

U.S. Bancorp Government Leasing and Finance, Inc. ("USBGLF") has prepared the following proposal ("Proposal"), for your consideration **This is only a proposal and does not represent a commitment by U.S. Bancorp Government Leasing and Finance, Inc.**

Lessor: U.S. Bancorp Government Leasing and Finance, Inc.

Lessee: *Town of Camp Verde*

Equipment: Street and Maintenance Equipment

Expiration: *90 days from proposal date*

Proposed Structure and Payment Options:

Cost	Interest Rate	Payment	Term	Pmts / Yr	Adv / Arr
\$190,000.00	4.66%	\$21,520.56	5 years	2	Arrears

Escrow: If an escrow is required, a one-time fee of \$375.00 will be included to establish an escrow account with U.S. Bank, N. A.

Structure: The Lease will be structured as a tax-exempt municipal lease, with title in the Lessee's name and USBGLF holding a security interest in the equipment during the term. The lease is "triple-net" with the Lessee responsible for taxes, maintenance and insurance.

Pre-payment: Permitted after 13 months at 103% of remaining principal.

Documentation: Provided by USBGLF, including (i) standard representations, warranties and covenants by the Lessee pertaining to the accuracy of information, organization, authority, essential use, compliance with laws, pending legal action, location and use of collateral, insurance, financial reporting and financial covenants; and (ii) standard USBGLF provisions pertaining to events of default and remedies available upon default. This offer is subject to the execution of all documentation by the Lessee within a reasonable time and in form and substance acceptable to Lessee, USBGLF and USBGLF's counsel, including terms and conditions not outlined in this Proposal. *Note – A validity opinion (approved by USBGLF) from Lessee Counsel is required for funding.*

The terms and conditions outlined herein are subject to final review and approval (including collateral and essential use review) by USBGLF's business, legal, credit, and equipment risk management personnel.

Sincerely,

Francine Neville

Francine Neville
Internal Sales Representative
P: 720-391-7243
Email: francine.neville@usbank.com

ACCEPTED BY:

Name / Title

dated

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Toro Pro 6040 Infield Groomer*

FY26 Impact: *\$45,000*

5-Yr Project Cost: *\$45,000*

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/21/23*

Project Summary:

Purchase a new Toro Pro 6040 infield groomer with laser grading attachment

Location: 523 S Nichols St.



Community Impact:

The Toro 6040 will provide the Maintenance ground crew with multiple infield grounds care applications. The Toro 6040 has many different aftermarket attachments that will be used for everyday jobs and repairs. This equipment will help cut maintenance time for the three baseball fields.

Project Title: *Toro Pro 6040 Infield Groomer*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: Standard maintenance costs and purchasing attachments over time.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Toro Pro 6040 & Lazar Leveler		\$45,000
	Total		\$45,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Annual Maintenance	\$700
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.3	2.3	0.7	9.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Toro Workman HDX-D 4WD*

FY26 Impact: *\$40,000*

5-Yr Project Cost: *\$40,000*

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/21/23*

Project Summary:

Purchase a new Toro Workman HDX-D 4WD with Kubota Diesel and High-Flow Hydraulics

Location: 523 S Nichols St.



Community Impact:

A new Toro Workman HDX-D 4WD will be used for all park and facilities for everyday use in grounds career/maintenance. The Workman can be used with all the grounds equipment such as aerator, lily spreader, vac, herbicide sprayer etc.

Project Title: *Toro Workman HDX-D 4WD*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: Standard maintenance costs and purchasing attachments over time.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Toro Workman HDX-D 4WD with roof and windshield		\$40,000
	Total		\$40,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Annual Maintenance	\$700
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.1	3.9	2.0	1.3	10.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Crack Seal Machine*

FY26 Impact: *\$115,000*

5-Yr Project Cost: *\$115,000*

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *1/30/25*

Project Summary:

Purchase a new Crack Seal Machine to replace the old unit, which is continuously down for repairs.

Location: 1498 W Peterson Rd



Community Impact:

Replacing the old Crack Seal Machine with a new, reliable unit will allow regular maintenance to continue without interruptions. This machine is a vital piece of equipment to the road maintenance program.

Project Title: *Crack Seal Machine*

Operational Impact:

Impact on Staffing: No anticipated impact for staffing.

Impact on operational costs: N/A

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	New Crack Seal Machine		\$115,000
	Total		\$115,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.6	3.0	2.1	12.8

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Meeting Date: September 3, 2025

Agenda Item Type:

- | | | |
|--|---|--|
| ☒ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Consideration and possible approval to release the Request for Qualifications #25-217 for the Town's Prosecutorial Services.

Attached Documents:

- Request for Qualifications

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable): The annual fiscal budget includes funds for Prosecutorial services.

- Funding Source / GL Account Number: General Fund
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The Town of Camp Verde contracts for municipal prosecutorial services to represent the Town in criminal misdemeanor cases before the Camp Verde Municipal Court. The Town's current agreement with Attorney Carrie Montavon expired on June 30, 2025 and is now operating month-to-month. In preparation for continuity of services, staff has prepared a Request for Qualifications (RFQ) to solicit proposals from experienced attorneys or law firms to serve as the Town Prosecutor under an independent professional services agreement.

The selected provider will be responsible for reviewing police reports, preparing and filing charges, managing criminal misdemeanor cases from initiation through trial and appeal, representing the Town in all related court proceedings, and providing legal guidance to the Camp Verde Marshal's Office. Additional duties include periodic reporting, coordination with court staff and defense counsel, attendance at Town Council meetings as requested, and training for law enforcement personnel.

The RFQ outlines the scope of services, minimum qualifications, and evaluation criteria. The evaluation process will be based on qualifications, understanding of the scope of work, references, availability, cost proposal, and compliance with insurance and statutory requirements.



Town Council Agenda Information Memorandum

Connection to the [FY25-FY30 Strategic Plan](#)

This initiative is part of our ongoing commitment to fiscal responsibility and operational excellence.

Question(s) before the Council:

- Does the Council have any questions about the RFQ?

Proposed Motion:

I move to **APPROVE** publishing RFQ #2025-217 for Prosecutorial Services.



Request for Qualifications (RFQ)

Town of Camp Verde

Prosecutorial Services

RFP #25-217

Work Summary	The Town of Camp Verde is seeking Statements of Qualifications from qualified attorneys or law firms to provide municipal prosecution services on a contractual basis. The selected firm/individual will act as the Town Prosecutor for all criminal misdemeanor cases and related legal matters filed in the Camp Verde Municipal Court.
Award Terms	The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.
Issue Date	Thursday, September 4, 2025
Due Date	Thursday, October 2, 2025; 1:00 PM (AZ Time)
Inquiries	The deadline for inquiries is Thursday, September 25, 2025 at 1:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov . Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question and answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	Wednesday, September 17, 2025; 1:00 PM (AZ Time). Microsoft Teams meeting Meeting Link Meeting ID: 216 878 127 874 7 Passcode: TF35wn3m
Submittal Process	Proposals will be emailed Town Manager Miranda Fisher on or before 1:00 PM (AZ TIME) Thursday, October 2, 2025. The proposal shall be in pdf format and all required information must be included. Once your proposal is received you will receive email confirmation from Town Manager Fisher.
Document Availability	Documents can be downloaded at www.PublicPurchase.com or by contacting Town Manager Miranda Fisher by emailing Miranda.Fisher@campverde.az.gov or calling (928) 451-3670.
Contact	Town Manager Miranda Fisher Miranda.Fisher@campverde.az.gov (928) 451-3670.
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Introduction

The Town of Camp Verde is seeking Statements of Qualifications from qualified attorneys or law firms to provide municipal prosecution services on a contractual basis. The selected firm/individual will act as the Town Prosecutor for all criminal misdemeanor cases and related legal matters filed in the Camp Verde Municipal Court.

This solicitation is issued pursuant to A.R.S. Title 34 and Town procurement policies. The Town intends to enter into a professional services agreement for an initial three-year term, with the possibility of extensions.

2. Scope of Services

The selected Prosecutor will be expected to perform services including but not limited to:

- Representing the Town in all misdemeanor criminal prosecutions in the Camp Verde Municipal Court.
- Reviewing police reports, preparing charging documents, and prosecuting cases from filing through disposition, including appeals where applicable.
- Attending all hearings, trials, and other court proceedings.
- Providing legal advice and training to the Camp Verde Marshal's Office and Town staff regarding prosecution-related matters.
- Coordinating with defense counsel, judges, probation officers, and other stakeholders to ensure effective case management.
- Providing periodic written case status reports and quarterly summaries of prosecutorial activities.
- Attending Town Council meetings, as requested, on prosecution-related matters.
- Ensuring compliance with ethical standards, legal requirements, and recordkeeping obligations.
- Coordinating with outside counsel for conflict cases.

3. Minimum Qualifications

- Must be an attorney in good standing licensed to practice law in the State of Arizona.
- Minimum three (3) years of criminal prosecution experience (municipal or county level preferred).
- Demonstrated knowledge of Arizona criminal law, rules of procedure, and applicable statutes.
- Ability to work independently as an outside consultant and not as a Town employee.
- Ability to maintain insurance coverages required by the Town (professional liability, general liability, auto, workers' compensation as applicable).

4. Contract Terms

The selected Prosecutor will be engaged as an independent consultant, not as a Town employee. Key terms include but are not limited to:

- **Compensation:** Anticipated flat monthly fee with cost-of-living adjustments; extraordinary casework may be billed hourly upon pre-approval.
- **Insurance:** Professional liability, general liability, and other coverage.
- **Term:** Three (3) years, subject to termination by either party with 60 days' notice.

- **Compliance:** Must comply with A.R.S. §§ 41-4401 (immigration laws), 35-393 (Israel boycott prohibition), and 38-511 (contract cancellation).

5. Submittal Requirements

5.1. Statement of Qualifications

5.1.1 Interested firms/individuals shall submit one (1) digital PDF of their Statement of Qualifications including:

- Cover Letter – Introduce the proposer, summarize interest, and identify contact person.
- Qualifications – Demonstrate compliance with minimum qualifications.
- Relevant Experience – Provide examples of prosecution or related legal services performed for municipalities or other public entities.
- Approach – Brief description of how services will be provided, including availability and case management methods.
- References – Provide at least three (3) references from public sector clients.
- Fee Proposal – Provide proposed compensation structure (flat monthly fee, hourly rates for extraordinary work, etc.).

5.2. Submittal Instructions

5.2.1 *Format.*

Proposers shall email their proposal to Town Manager Miranda Fisher on or before 1:00pm (AZ TIME) Thursday, October 2, 2025.

Any bid received after the time specified will be returned rejected. It is the bidder's responsibility to assure proposal are received via email Town Manager Miranda Fisher (Miranda.Fisher@campverde.az.gov) on or before the specified time. The email must be clearly marked with the bidder's name and the title "Camp Verde Prosecutorial Services".

5.2.2 *No Modifications.*

Modifications shall not be permitted after proposals have been opened except as otherwise provided under applicable law.

5.3. Requirements for Proposers

- 3.3.1. ***Town's Right to Reject Proposals:*** The Town of Camp Verde reserves the right to reject any and all proposals and to waive technicalities.
- 3.3.2. ***Late Proposals:*** Late submittals will not be considered under any circumstances. It is the sole responsibility of the Proposer to see that his/her proposal is emailed and received by the proper time and at the proper place.
- 3.3.3. ***Proposal Amendment or Withdrawal:*** A proposal may be withdrawn any time before the proposal due date and time. A Proposal may not be amended or withdrawn after the proposal due date and time except as otherwise provided by applicable law.

- 3.3.4. **Public Record:** All proposals submitted in response to this solicitation and all evaluation related records shall become property of the Town of Camp Verde and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town of Camp Verde in proposals submitted, and the information sought to be protected clearly marked as proprietary. The Town of Camp Verde will not ensure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. The Town of Camp Verde will provide 48 hours notice before releasing materials identified by the Proposal as confidential or proprietary in order for the Proposer to apply for a court order blocking the release of the information.
- 3.3.5. **Solicitation Transparency Policy:** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by the Town of Camp Verde, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subconsultants, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Town Manager and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Mayor, or any member of the Camp Verde Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with the Town of Camp Verde.
- 3.3.6. **Persons with Disabilities:** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Town Manager Miranda Fisher. Requests shall be made as early as possible to allow time to arrange the accommodation.
- 3.3.7. **Proposal Acceptance Period:** All proposals shall remain open for 180 days after the day of the opening of proposals, but the Town of Camp Verde may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his/her proposal during this period without written permission from the Town of Camp Verde. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, the Town of Camp Verde may retain the security (as applicable), not as a penalty, but as liquidated damages.
- 3.3.8. **Clarifications.** The Town of Camp Verde reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer’s product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its

proposal.

- 3.3.9. ***Waiver and Rejection Rights.*** The Town of Camp Verde reserves the right to reject any or all proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.
- 3.3.10. ***Solicitation Addendum Acknowledgement.*** Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the proposal on the proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the proposal.
- 3.3.11. ***Evidence of Intent to be Bound.*** The proposal form within the Solicitation shall be submitted with the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Proposer's intent to be bound by its proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the proposal.
- 3.3.12. ***Non-Collusion and Non-Discrimination.*** By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.
- 3.3.13. ***Inquiries***
- 3.3.13.1. ***Duty to Examine.*** It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any Consultant claim.
- 3.3.13.2. ***No Right to Rely on Verbal Responses.*** A proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

6. Evaluation and Award

6.1. Evaluation Criteria

General Evaluation Standards

The Town of Camp Verde seeks to obtain prosecutorial services as outlined in the Scope of Work. Proposals will be evaluated on the selection criteria set forth below. The Town will

be the sole judge of whether the services offered are acceptable. Proposals from individuals or firms that have provided inadequate or unsatisfactory services to municipalities or other public entities in the past may be rejected and not considered.

The Town reserves the right to reject any or all proposals, or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that such action is in its best interest.

A proposer (including its principals) who is lawfully prohibited from any public procurement activity may have its proposal rejected.

7.2 Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

- **Qualifications and Experience (50%)**
 - Relevant prosecutorial and/or municipal legal experience.
 - Years of practice in Arizona and familiarity with municipal court operations.
 - Experience representing municipalities or similar public-sector clients.
- **Understanding of Scope of Work (25%)**
 - Demonstrated understanding of responsibilities outlined in the RFQ.
 - Quality of proposed approach to managing casework, workload balance, and communication with Town staff.
- **References (15%)**
 - Quality of references from municipal or public-sector clients.
- **Cost Proposal (10%)**
 - Competitiveness and clarity of proposed fee structure.
 - Flat monthly fee and proposed rates for extraordinary casework.

7.3 Award

The Town of Camp Verde intends to award a contract to the proposer whose qualifications are most advantageous to the Town, taking into consideration the evaluation criteria set forth above. The Town reserves the right to conduct interviews with finalists prior to award.

5. Solicitation Terms and Conditions

GENERAL CONDITIONS

The Agreement time commences upon execution of the Agreement and issuance of the Notice to Proceed. Services shall not commence until issuance of a Notice to Proceed or Purchase Order by the Town of Camp Verde.

Protests: An interested party may protest a solicitation by filing a protest in writing to the Town Manager not fewer than five (5) days before the closing date and time of the solicitation. An unsuccessful Proposer or Bidder may protest a determination of non-responsiveness or non-responsibility by the Town by filing a protest in writing with the Town Manager not more than five (5) days after issuance of notice of such determination by the Town. An unsuccessful

Proposer or Bidder may protest a contract award by filing a protest in writing with the Town Manager not more than five (5) days after issuance of a notice of apparent low responsive and responsible Bidder, or a notice of intent to award. The protest shall include the following information: (1) The name, address, and telephone number of the protester; (2) Identification of the contracting activity and the number of the solicitation; (3) The signature of the protester or its authorized representative; (4) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) The specific relief requested.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**



Meeting Date: September 3, 2025

Agenda Item Type:

- | | | |
|--|---|--|
| ☒ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Consideration and possible approval of Resolution #2025-1192 ratifying the suspension of all reclaimed water fee charges for FY26

Attached Documents: None

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The Town of Camp Verde has historically included a reclaimed water fee in its adopted Fee Schedule for use at the Wastewater Treatment Plant. Although the fee was established, the Town has not previously charged users.

For FY25-26, staff proposed an increase from \$2.25/1,000 gallons to \$2.50/1,000 gallons. This proposed increase was reviewed by Council on February 19, 2025, and formally adopted on May 21, 2025. Public notification requirements were met through the posting of a Notice of Intent on March 2, 2025, more than 60 days prior to adoption.

The effective charge of \$2.50/1,000 gallons equates to less than one cent per gallon (\$0.0025/gallon). However, when staff began notifying users of the August 1st implementation date, multiple concerns were raised by organizations and individuals.

Internal Review and Fiscal Impact

Following outreach, staff recognized that the Town itself had not budgeted for these charges in internal departments that utilize reclaimed water. For example, the Sports Complex alone would incur an estimated \$70,000 annually under the adopted rate. This unanticipated financial impact led staff to convene an internal review.



Town Council Agenda Information Memorandum

Upon consideration, staff determined that it is fiscally prudent to defer charging reclaimed water fees during FY25-26. This postponement allows sufficient time to evaluate the financial implications for both external users and internal departments.

Next Steps

Staff are currently working on amendments to the Financial Operations Guide and will include language about administrative approvals for suspension of approved fees. The Town Manager will only have authorization to suspend fees. Any increase or decrease will have to be approved by Council with the proper noticing if applicable.

Staff recommends that during the FY26-27 budget and Fee Schedule discussions, Council consider:

- Whether Town facilities and Town projects should be exempted from reclaimed water charges (as is common practice in other municipalities).
- Whether modifications should be made to the rate structure to balance affordability, conservation, and cost recovery.

Question(s) before the Council:

- Does the Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** publishing Resolution #2025-1192 ratifying the decision to postpone charging reclaimed water fees for FY25-26 and adopt the following resolution.



RESOLUTION NO. 2025-1192

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, RATIFYING THE DECISION TO POSTPONE THE COLLECTION OF RECLAIMED WATER FEES FOR FISCAL YEAR 2025-2026

WHEREAS, the Town of Camp Verde has adopted a Fee Schedule that includes fees for reclaimed water use; and

WHEREAS, Town staff identified unanticipated fiscal impacts to Town facilities and departments that were not budgeted for in FY25-26; and

WHEREAS, Town staff have determined it is in the best interest of the Town and its residents to postpone the implementation of reclaimed water fees until FY26-27.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA:

Section 1: That the Mayor and Common Council hereby ratify and approve the decision of staff to defer collection of reclaimed water fees for FY25-26.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 3RD DAY OF SEPTEMBER 2025.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

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Town Council Agenda Information Memorandum

Meeting Date: September 3, 2025

Agenda Item Type:

- ☐ Consent Agenda ☒ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Library

Staff Resource: Nicolas Resteiner, Library Manager

Agenda Title: Proclamation declaring the month of September 2025 as Library Card Sign Up Month

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- ☒ Town Manager ☒ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Library Card Sign Up Month will mark a push to connect people to all of the resources that the library offers, from books and video games to digital resources and programs for people of all ages. Unique offerings, like telescopes, give cardholders a chance to experience and appreciate Camp Verde's stunning dark skies. For many, a library card is more than just access to books. It is a lifeline for those without reliable internet, the means to purchase reading materials, or access to other valuable community resources.

Connection to the [FY25-FY30 Strategic Plan](#)

Library Card Sign-Up Month enhances community engagement, expanding access to educational and cultural resources, and promoting quality of life for all residents.

Question(s) before the Council:

- Does Council have any questions for staff?



Town of Camp Verde Proclamation

WHEREAS, libraries are foundational to education, imagination, and opportunity, offering everything from early literacy programs to digital tools that support lifelong learning and personal growth; and

WHEREAS, libraries welcome all people, serving as inclusive and accessible community hubs that connect individuals across cultures, generations, and experiences; and

WHEREAS, libraries curate collections and design programs that reflect the diversity of the populations they serve, ensuring equitable access to information, technology, and culture for all; and

WHEREAS, libraries help individuals navigate life's challenges by providing trusted information, digital access, job search support, and connections to essential services; and

WHEREAS, libraries contribute to thriving local economies by equipping job seekers, entrepreneurs, students, and creators with tools and training to succeed; and

WHEREAS, in times of both crisis and calm, libraries and their staff remain steadfast in supporting and strengthening their communities; and

WHEREAS, library resources help households save money, reduce waste, and make sustainable choices, all through the simple power of a shared public good; and

WHEREAS, a library card opens doors to endless possibilities, from books and technology to lifelong learning and imagination.

NOW, THEREFORE, I, Marie Moore, Mayor of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim the month of September as:

“Library Card Sign-up Month”

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 3rd day of September 2025.

Marie Moore, Mayor

Attest:

Leah Rhodes, Town Clerk



Town Council

Agenda Information Memorandum

Meeting Date: September 3, 2025

Agenda Item Type:

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible appointment of one (1) applicant to the Planning and Zoning Commission with a term ending January 1, 2028.

Attached Documents: Applications

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

At the June 11, 2025 meeting, the Town Council selected Planning and Zoning Commission Member Patricia Seybold to serve as a newly appointed Council Member until the next election. With the appointment of Patricia Seybold serving as a Council member, this resulted in a vacancy on the Planning and Zoning Commission. The resulting vacancy was posted on June 16, 2025, with applications due by 5:00 p.m. on July 17, 2025. The Town received four applications by the deadline:

- Dave Inman
- Jessica Renee Hall
- Jerry Morris
- Tonya Freeland Wiertzema

Interviews were conducted on Tuesday, August 5, 2025, by an Interview Committee consisting of Council Members Seybold and Bolton, Town Manager Fisher, and Acting Senior Planner Cory Mulcaire. Each applicant was asked a series of structured questions, with responses scored individually. Final scores were then tabulated and averaged to identify the top candidate.

Following this process, the Interview Committee recommends the appointment of Jessica Renee Hall to the Planning and Zoning Commission to serve the remainder of Commissioner Seybold's term, which expires January 1, 2028.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council have any questions for the applicant?
- Does the Council support the recommendation that Jessica Renee Hall be appointed to the Planning and Zoning Commission to serve until January 1, 2028?

Proposed Motion:

Move to **APPROVE** appointing Jessica Renee Hall to the Planning and Zoning Commission with a term ending January 1, 2028.

Letter of Interest to Town of Camp Verde

*** Date and Time**

07/02/2025

*** Full Name:**

David A. Inman

*** Home Address:**

Camp Verde Arizona 86322

Mailing Address, if different:

SKIPPED

Email Address:

*** Home Phone or Cellphone:**

Work Phone:

SKIPPED

*** Are you a resident of the Town of Camp Verde?**

YES

Length of residency in the Town of Camp Verde (if applicable):

7 Years

*** Do you own commercial property in the Town of Camp Verde?**

NO

Name and address of business (if applicable):

SKIPPED

If you are not in business in the Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:

Specifications and Employee Development Manager (Lighting Designer) Lighting Unlimited

*** Are you serving, or have you ever served, on a Town of Camp Verde board or commission?**

NO

If yes, please list names of board/commission and dates served:

SKIPPED

Board & Commission preference: Parks & Recreation Commission, Planning & Zoning Commission or Board of Adjustments & Appeals

Planning & Zoning Commission

Education and Community Service:

List schools attended (include degree and year):

Venice Senior High School 1995

List Civic Activities or Service Organizations (include office held, year began and year ended):

IES (Illuminating Engineering Society) Event Chair 2019 (Current Member) / NAH D Sustainability Committee 2022-2024 Dark Sky International Delegate 2019 (Current) / Dark Sky Verde Valley Chair 2025 (Current) / Camp Verde Dark Sky Community (Chair) 2019-2020 / IECA (Independent Electrical Contractors of Arizona) Lighting Educator / ELA (Electric League of Arizona) Lighting Educator.

*** Please state why you would like to be appointed to a Town Board, Commission, or Committee:**

I believe in service to community, and further believe that my skills lend well to this commission.

*** Have you ever been charged and convicted of a crime:**

YES

If yes, please explain.

DUI 2010

JUL 02 2025

RECEIVED

* What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde, (c) other Board, Commission or Committee members?

(a) Provide advice and information on issues, such as planning and zoning changes, use permits, and development-related ordinances. Research and make recommendations that help guide Council decisions. (b) Represent community interests by engaging with the community for input and to advocate for (within the confines of commission) (c) Foster collaboration and respect, work towards shared goals, maintain transparency and accountability and respect differing viewpoints

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

Lighting Design requires a deep understanding of code, whether it be electrical, fire, life safety. It also requires the ability to navigate the various AHJ's requirements as they are not static. Because of the nearly 30 years spent within this space I strongly believe that I can provide benefit and insight.

Terms and Conditions

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0024, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Attachment

SKIPPED

* I understand that selecting this box constitutes a legal signature confirming I acknowledge and agree that all statements in this form are true and correct.
I agree

* **Electronic Signature**

Dave Inman

* **Application Date:**

07/02/2025

Letter of Interest to Town of Camp Verde

*** Date and Time**

04/02/2025

*** Full Name:**

Jessica Renee Hall

*** Home Address:**

Camp Verde Arizona 86322

Mailing Address, if different:

Ornville AZ 86325

Email Address:

*** Home Phone or Cellphone:**

Work Phone:

SKIPPED

*** Are you a resident of the Town of Camp Verde?**

YES

Length of residency in the Town of Camp Verde (if applicable):

5 months

*** Do you own commercial property in the Town of Camp Verde?**

NO

Name and address of business (if applicable):

430 valle escondido

If you are not in business in the Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:

Verde brewing company

*** Are you serving, or have you ever served, on a Town of Camp Verde board or commission?**

NO

If yes, please list names of board/commission and dates served:

SKIPPED

*** Board & Commission preference: Select the Board or Commission you are interested in:**

Planning & Zoning Commission

Education and Community Service:

List schools attended (include degree and year):

Concorde Institute medical assistant 2011 Lake Tech culinary 2004

List Civic Activities or Service Organizations (include office held, year began and year ended):

Cub scout leader 4 years

*** Please state why you would like to be appointed to a Town Board, Commission, or Committee:**

I am committed to this amazing community and I am looking forward to serving in any way that I can!

*** Have you ever been charged and convicted of a crime:**

YES

If yes, please explain.

Dui 2016

*** What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde, (c) other Board, Commission or Committee members?**

Listen to the citizens of camp verde. Always maintain integrity and honesty.

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I will do my research and take everything very seriously. I want to get back to my community and I feel this is the best way currently that I can do that!

Terms and Conditions

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0024, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Attachment

SKIPPED

* I understand that selecting this box constitutes a legal signature confirming I acknowledge and agree that all statements in this form are true and correct.
I agree

*** Electronic Signature**

Jessica Renee Hall

*** Application Date:**

04/02/2025

Letter of Interest to Town of Camp Verde

Planning and Zoning Commission

Date and Time

7/1/2025

Full Name:

Jerry Morris

Home Address:

Camp Verde Arizona 86322

Email

Home Phone or Cellphone:

Are you a resident of the Town of Camp Verde?

YES

Length of residency in the Town of Camp Verde (if applicable):

4 yrs

Do you own commercial property in the Town of Camp Verde?

NO

Name and address of business (if applicable):

If you are not in business in the Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:

Retired, Project Management, Facility Maintenance, Photographer

Are you serving, or have you ever served, on a Town of Camp Verde board or commission?

Yes

If yes, please list names of board/commission and dates served:

Parks and Rec Commission 01/23 -4/25

Board & Commission preference: Select the Board or Commission you are interested in: Planning and Zoning Commission

Education and Community Service:

List schools attended (include degree and year):

High School, School of Visual Arts, Parsons School of Design: Photography

List Civic Activities or Service Organizations (include office held, year began and year ended):

Volunteer fireman, EMT, Balation Chief

Served on Flagstaff Public Schools, board finance committee for seven years.

Leader in Flagstaff / United States Pony Club.

President of Homeowners Association.

Regional Planning Committee for City of Flagstaff and Coconino County

Produced Children's Literacy Program in Arizona.

Board member Journey Home Animal Care Center Rifle Colorado

Camp Verde Archeology Center: Imaging Specialist / Facility Manager

Please state why you would like to be appointed to a Town Board, Commission, or Committee:

To contribute to the quality of life in our town is at the highest level possible and support the codes and regulations

Have you ever been charged and convicted of a crime:

NO

If yes, please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde, (c) other Board, Commission or Committee members?

a) To guide staff on the towns vision, to be accountable to the tax payers for the towns action

b) To voice the public input opinions good or bad and support on the codes and regulations of the Town

c) To gather input from and make recommendations as a group to via the chairperson and the Town Manager to Town Council

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I want to offer my understanding and experience with development and building codes and regulations. I help develop the first Dark Skies ordinance in Flagstaff with the Naval Observatory staff. Successfully secure the annexation of property to the City of Flagstaff and managed the masterplan planning, design and construction of city service the site. I was the development contact between W.L. Gore & Associates and the City of Flagstaff and Coconino County for all development.

Terms and Conditions

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0024, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Attachment

I understand that selecting this box constitutes a legal signature confirming I acknowledge and agree that all statements in this form are true and correct.

I agree

Signature

Jerry Morris

Application Date:

4/17/2025

JUL 1 '25 15:39

Miranda Fishers, DPA

Town Manager/Interim Community Development Director

Town of Camp Verde

473 S. Main Street

Camp Verde AZ 86322

Office 928-554-0001

Planning & Zoning Commission Position

Town of Camp Verde

Tonya Freeland Wiertzema – Nashwa Farms Camp Verde Arizona

Cell [REDACTED]

Experience with Project Planning & Project Management

New Business Startups Medical practices / Veterinary practices

Construction Management Commercial & Residential

Agri & Equine Businesses

Thank you for your consideration

Tonya Freeland Wiertzema