



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 2, 2026 at 6:00 P.M.
ZOOM MEETING LINK:
<https://us02web.zoom.us/j/82267765879?pwd=A6B8LwhZrzmIGJvMRetW1sgWPtKfjR.1>
one Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 822 6776 5879
Passcode: 926269**

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) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – September 16, 2026 at 6:00 p.m.
 - 2) Regular Session – October 7, 2026 at 6:00 p.m.
 - 3) Regular Session – October 21, 2026 at 6:00 p.m.
 - 4) Regular Session – November 4, 2026 at 6:00 p.m.
 - b) **LaQuinta Project Building and Grading Permit Extension.** Staff Resource: Development Services Director Christian Green. Pg. 5
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(I))
Arizona law prohibits any Town resource, including staff time, equipment, and anything of value to influence an election. This prohibition applies to Call to the Public at the Council meeting. You

may discuss a Town issue but do not “advocate” for a specific candidate or ballot measure. Additionally, soliciting petition signatures or campaign contributions or distributing campaign materials is prohibited on Town property. The Town appreciates your efforts to help the Town comply with state law and avoid using taxpayer monies to influence an election.

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 September 14-18, 2026 as Finance and Accounting Professionals Week.** Staff Resource: Finance Director Michael Showers. Pg. 15

8. Discussion, consideration, and possible approval regarding Change Order 1 for the Verde Lakes Drive Sidewalk Improvements Project to extend the project limits to maximize utilization of the ADOT Transportation Improvement Program funding and not to exceed \$664,780. Staff Resource: CIP Manager Martin Smith. Pg. 17

9. Discussion, consideration, and possible action regarding Ordinance No. 2026-A516, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Code of Camp Verde, Arizona, Chapter 2 – Mayor and Council, Article 2-3 – Meeting Procedures, Section 2-3-6 Preparation of Agenda and Section 2-3-7 Order of Business, related to the preparation of council agendas and authority to place items on council agendas; providing for repeal of conflicting ordinances; and providing for severability. Staff Resource: Interim Town Manager Charlie Cassens and Town Attorney Trish Stuhan. Pg. 25

10. Discussion, consideration, and possible action regarding Resolution No. 2026-1221, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, adopting a new policy establishing guidelines for remote participation in public meetings. Staff Resource: Interim Town Manager Charlie Cassens and Town Attorney Trish Stuhan. Pg. 31

11. 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 27, 2026 at 6:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk

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**Meeting Date:** September 2, 2026**Agenda Item Type:**

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

Requesting Department: Development Services **Staff Resource:** Development Services Director
Christian Green.

Agenda Title: LaQuinta Project Building and Grading Permit Extension.**Attached Documents:** Letters dated May 28, 2026, and July 22, 2026**Estimated Presentation Time:** 0 minutes**Estimated Discussion Time:** 0 minutes**Reviewed By:**

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

Financial Review (if applicable):

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

Background Information:Building Permit

A building permit for the project (Permit No. 20240176) was issued on July 29, 2024, and, pursuant to Town Code Section 7-2-104.12, was scheduled to expire on January 29, 2025, if work did not commence within six (6) months of issuance due to inactivity.

Prior to the initial expiration, the permit holder submitted a written request on January 15, 2025, for a six-month extension in accordance with Town Code Section 7-2-104-13.1.2, citing delays in securing construction financing. The extension request was reviewed and approved.

On May 30, 2025, the Building Division completed a preliminary site inspection extending the permit for an additional six (6) months, establishing a new expiration date of November 26, 2025.

Subsequently, on November 25, 2025, an email was received from the permit holder asking for an additional extension, citing continued delays in obtaining financing as a result of the federal government shutdown. The applicant indicated that project financing was to be obtained through a U.S. Department of Agriculture (USDA) loan program, and the shutdown delayed processing of the loan application. It was determined that a second extension could be approved, pursuant to Town Code Section 7-2-104.13.2.1, pushing out the expiration date to May 28, 2026.



Town Council

Agenda Information Memorandum

Applicant Request

On April 28, 2026, the applicant requested an additional extension of the building permit, again citing financing delays as the reason construction had not progressed. Because no additional work had commenced, the Development Services Department did not have the administrative authority under the provisions of the Town Code to approve any further extensions beyond those previously granted.

Following prior directions from the Town Manager, the applicant was informed on April 29, 2026, that the requested extension could not be approved administratively. The applicant was advised that he could submit a formal Letter of Intent to the Development Services Director outlining the circumstances of the request and seeking Town Council consideration of an exception to the applicable provisions of the Town Code to allow an additional extension.

Subsequent communication occurred between May 11, 2026, and July 28, 2026, during which staff provided additional guidance regarding the contents of the Letter of Intent and the information necessary for the request to be placed on a Town Council agenda. As a result, the applicant is requesting that the Town Council approve a special retroactive extension of the building permit.

The applicant states that the delays in commencing construction were beyond their control and were directly related to the prolonged financing process associated with the USDA loan program. The applicant further states that allowing the permit to remain valid would avoid the need to submit a new permit application.

If the permit is not extended, the applicant would be required to reapply for permits and revise construction plans to comply with Town Code Section 7-2-104.13.2.1.2 and the building codes adopted by the Town effective April 1, 2026. The cost of re-permitting alone would exceed \$50,000, exclusive of any additional expenses associated with required plan revisions.

Attached for Council review are letters dated May 28, 2026, and July 22, 2026, describing the funding issues encountered and the current status of the project's financing.

Grading Permit

Subsequently, the Town Council may also wish to consider granting a retroactive second extension of the applicant's grading permit (Permit No. 20250106M), which expired on June 3, 2026. Although the cost for the applicant to obtain a new grading permit is minimal, approximately \$330, because the plans have already been reviewed and are not subject to any required code amendments or revisions, the Council may determine that extending the existing permit is appropriate given the circumstances.

Connection to the [FY27 Strategic Plan](#)

Approval of the requested permit extension would support the Town of Camp Verde's FY27 Strategic Plan by promoting economic development and facilitating the completion of an approved project that has experienced delays beyond the applicant's control, thereby contributing to the Town's long-term economic vitality.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion(s):

I move to approve the applicant's request for a retroactive extension of Building Permit No. 20240176, extending the permit expiration date from May 28, 2026, to November 24, 2026, and Grading Permit No. 20250106M, extending the permit expiration date from June 3, 2026, to November 30, 2026, as an exception to the administrative extension provisions of the Town Code, based on the documented financing delays presented to the Town Council.

OR

I move to approve the applicant's request for a retroactive extension of Building Permit No. 20240176, extending the permit expiration date from May 28, 2026, to November 24, 2026, extending the permit expiration date from June 3, 2026, to November 30, 2026, as an exception to the administrative extension provisions of the Town Code, based on the documented financing delays presented to the Town Council.

Marcus & Millichap Capital Corporation

Tyler Waller
2398 E. Camelback Rd. Ste. 300
Phoenix, AZ 85018
May 28th, 2026

Christian,

I am writing to provide additional context regarding the current status of the USDA financing process for our Camp Verde hotel development project.

At the outset, I want to be clear that the current delay is not specific to this project, the borrower, or the economics of the transaction. The project remains viable, the financing remains active, and the borrower and lending team remain fully committed to moving forward. We are in the process of getting the transaction back in front of USDA for approval, and based on the current process, we are anticipating that it will take approximately 60 days.

The delay is being driven by broader USDA processing and administrative issues that are currently impacting multiple lenders and borrowers across the country.

The first issue relates to staffing constraints at the USDA national office. As a result of limited staffing and internal processing delays, USDA loan reviews have been taking significantly longer than expected. In our case, we had already received final approval from the head reviewer at USDA several weeks ago, and the loan was expected to proceed to loan committee shortly thereafter.

The second issue is lender-specific, but not deal-specific. At the end of last week, USDA informed ReadyCapital that because the lead lender's license is scheduled for renewal this year, USDA will not present or approve any transactions from ReadyCapital at committee until the license renewal is fully completed. We understand that more than 20 lenders are currently facing the same issue. This appears to be a new and unprecedented policy position, and it is creating a system-wide problem for lenders and borrowers with active USDA transactions.

Given that the timing of the license renewal process is uncertain, we do not believe it is prudent to simply wait. In order to keep the transaction moving, the lending team is proceeding with a lender transfer. One of the participant lenders already involved in the transaction, and not subject to the same license renewal issue, will step into the lead lender position.

The benefit of this approach is that we are not starting over. The transaction will not need to be fully re-underwritten, the existing work product remains intact, and the same team will remain involved through closing. The lender transfer is intended to preserve the progress already made and allow the loan to move back into USDA's approval process as quickly as possible.

The next step is to refresh certain application materials that have become stale due to the USDA delays and formally submit the lender transfer to USDA. The goal is to get this back in front of USDA, have it approved, and move the transaction through the approval process over the next approximately 60 days.

We understand the Town's need for clarity and appreciate your patience as we work through this process. Again, the delay is not the result of a project-level issue or lack of lender support. It is the result of broader USDA administrative delays and a new agency policy affecting many lenders at the same time. The borrower and lending team remain actively engaged and are taking the necessary steps to keep the project moving forward.

Best regards,

Tyler

July 22, 2026

Verde Valley Hospitality Group LLC
Attn: Anand “Andy” Bhakta

Re: Financing Proposal

Dear Anand,

Thank you for allowing Capital Bank, N.A. (the “**Bank**”) to review your financing opportunity. Based on our discussions and review of the provided documentation, we are pleased to present this financing proposal to you (“**Proposal**”). This Proposal is not inclusive of all terms and conditions and is subject to our formal credit approval. It is, however, a strong indication of our interest and willingness to provide credit. This Proposal is contingent upon receipt of additional documentation necessary to complete our analysis as well as the USDA application.

Lender: Capital Bank, N.A.

Program: USDA Business & Industry Program (B&I)

Purpose: Finance the construction of a 79-key LaQuinta Inn & Suites by Wyndam in Camp Verde, AZ.

Borrower(s): Verde Valley Hospitality Group LLC

Guarantor(s): ABR Consulting LLC, Anand Bhakta, any individual or company with greater than 20% ownership.

Loan Amount(s): Up to \$11,790,000 but not to exceed 75% of eligible project costs.

Loan Fee: 1.00% Fee of the total loan amount to Capital Bank N.A.
3.00% USDA Guarantee fee for the B&I loan portion of the loan

Interest Rate: **Construction Phase:** During the construction phase of the project, the interest rate will be adjustable quarterly at a rate of WSJP + 2.00% (currently 8.75%) with a floor rate of 6.00%.

Permanent Loan Conversion: During the permanent phase of the project, the interest rate will be equal to either rate option at the borrower’s choice:

- Option A - 5-year CMT Rate + 4.50% (currently 8.90%) fixed for the first 5 years of the permanent phase of the loan. The rate will reset to a fixed rate utilizing the same index and margin for each subsequent 5 years of the loan based on the rates at that time. The subsequent rate will have a floor of 7.25%
- Option B - 10-year CMT Rate + 4.50% (currently 9.15%) fixed for the first 10 years of the permanent phase of the loan. The rate will reset to a fixed rate utilizing the same index and margin for each subsequent 10 years of the loan based on the rates at that time.

****Ongoing 0.55% USDA B&I fee is not built into this rate and will be billed separately each year.***

Repayment Terms:

Construction Phase: Up to eighteen (18) months of interest-only payments during the construction phase, based on funds advanced.

Permanent Loan Conversion: The USDA construction loan will convert to a permanent loan with a total term of thirty (30) years. During the stabilization period, payments for the first six (6) months will remain interest-only. Following stabilization, the loan will convert to monthly principal and interest payments amortized over twenty-eight (28) years, ensuring the loan is fully amortizing with no balloon payment.

Sources & Uses:

The preliminary sources and uses based on estimated project costs and closing fees are:

SOURCES:			USES:		
	\$	%		\$	%
USDA B&I Loan	\$ 11,790,000	70%	Land	\$ 1,063,325	6%
Sponsor Equity	5,109,051	30%	Hard costs	\$ 10,321,706	61%
			Soft Costs	\$ 430,000	3%
			Contingency	\$ 1,040,000	6%
			FF&E	\$ 1,601,000	9%
			Interest reserve	\$ 960,000	6%
			Debt Service Reserve (Replenishable)	\$ 500,000	3%
			Working capital	\$ 250,000	1%
			Construction Monitoring	\$ 135,400	1%
			USDA Guarantee Fee	\$ 330,120	2%
			Lender Fee	\$ 192,500	1%
			Closing costs	\$ 75,000	0%
Total Uses	\$ 16,899,051	100%	Total Sources	\$ 16,899,051	100%

Prepayment**Penalty:**

Construction Loan Phase: The construction loan phase shall carry an early exit fee equal to 10% of the loan commitment if paid off at any point during construction or prior to conversion to the permanent loan phase.

Permanent Loan Conversion and Beyond:

In the event of prepayment, in whole or in part, a prepayment penalty rate shall be assessed as follows on the permanent USDA Loan depending on the fixed interest rate option selected by the Borrower.

Five (5) Year Fixed Rate Prepayment Penalty: In the event of prepayment, in whole or in part, a prepayment penalty rate shall be assessed as follows on the permanent USDA Loan:

- If the prepayment occurs on or before the fifth anniversary date of the loan, the prepayment penalty will equal five percent (5%) of the principal amount prepaid.

Ten (10) Year Fixed Rate Prepayment Penalty: In the event of prepayment, in whole or in part, a prepayment penalty rate shall be assessed as follows on the permanent USDA Loan:

- If the prepayment occurs on or before the first anniversary date of the loan, the prepayment penalty will equal ten percent (10%) of the principal amount prepaid.
- If the prepayment occurs on or before the second anniversary date of the loan, the prepayment penalty will equal nine percent (9%) of the principal amount prepaid.

Capital Bank

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 Rockville, MD 20850
 301-468-8848
capitalbankmd.com

- If the prepayment occurs on or before the third anniversary date of the loan, the prepayment penalty will equal eight percent (8%) of the principal amount prepaid.
- If the prepayment occurs on or before the fourth anniversary date of the loan, the prepayment penalty will equal seven percent (7%) of the principal amount prepaid.
- If the prepayment occurs on or before the fifth anniversary date of the loan, the prepayment penalty will equal six percent (6%) of the principal amount prepaid
- If the prepayment occurs on or before the sixth anniversary date of the loan, the prepayment penalty will equal five percent (5%) of the principal amount prepaid
- If the prepayment occurs on or before the seventh anniversary date of the loan, the prepayment penalty will equal four percent (4%) of the principal amount prepaid
- If the prepayment occurs on or before the eighth anniversary date of the loan, the prepayment penalty will equal three percent (3%) of the principal amount prepaid
- If the prepayment occurs on or before the ninth anniversary date of the loan, the prepayment penalty will equal two percent (2%) of the principal amount prepaid
- If the prepayment occurs on or before the tenth anniversary date of the loan, the prepayment penalty will equal one percent (1%) of the principal amount prepaid.
- There is no prepayment penalty after the conclusion of the tenth year of the loan term.

Collateral:

- 1) First mortgage/deed of trust on the project real estate located at 215 North George Rothrock Road, Camp Verde, Arizona, including both project parcels; parcel APN 403-22-035R will be transferred to the Borrower prior to closing.
- 2) First-priority perfected UCC security interest in all business assets of the Borrower, whether now owned or hereafter acquired.
- 3) Assignment of rents and profits.
- 4) Collateral assignment of \$1,000,000 life insurance on Anand "Andy" Bhakta.
- 5) Any other collateral deemed necessary by the Bank or USDA.

Debt Service Reserves:

Construction Phase: At the closing of the loan, an interest reserve shall be funded in an account held by the Bank equal to the estimated reserve to cover the monthly interest payments for the first 18 months of the loan.

Permanent Loan Conversion: Borrower will maintain from the date of the permanent phase of the USDA loan through the life of the loan a minimum debt service reserve equal to \$500,000 in an account held at the Bank.

Financial Covenants:

Permanent Loan Conversion:

- 1) Debt Service Coverage: Borrower will maintain an annual debt service coverage ratio of at least 1.20x throughout the life of the loan to be tested on agreed upon date.
- 2) Any other financial covenants deemed necessary by the Bank or USDA.

Expenses:

USDA Guarantee Fees, Loan origination fee, Bank's Attorney fees and out-of-pocket costs for filing fees, recording fees, searches, recording, tax service, appraisals, title work, closing fees, etc. The Borrower will be responsible for all the Bank's normal and customary costs related to, and expenses associated with, closing this transaction. All out of pocket expenses of the Bank shall be paid by the Borrower whether or not the transaction closes.

Good Faith Deposit:

A check or wire in the amount of \$20,000 for the deposit (the "Good Faith Deposit") must be returned to the Bank with an executed copy of this letter of intent. The Good Faith Deposit must be made payable to "Capital Bank NA". If the Bank or the USDA does not approve the request, the unused portion of the Good Faith Deposit will be refunded less any portion used

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by Bank for items such as appraisals, environmental reports, credit reports, loan underwriting, loan packaging and any other third-party expenses.

Valuation

Requirements:

Lesser of 75% of cost or 75% of appraised value.

Financial

Reporting:

- 1) Annual corporate tax returns within 30 days of filing
- 2) Annual reviewed financial statements within 120 days of year end

Other Conditions:

A complementary banking relationship review of the additional products & services offered by Capital Bank NA to enhance your overall banking relationship.

Expiration:

This Proposal expires ten (10) business days from the date listed above.

Upon receipt by Bank of (i) the signed Proposal, (ii) the necessary application information, (iii) the necessary USDA loan package, Bank will submit the Proposed Loan for credit and USDA consideration.

Please understand this letter is not a commitment by Bank to make the Proposed Loan or provide other financing to you. It is intended to provide the general parameters by which the Bank will consider your application for financing. Any future commitment by Bank to make the Proposed Loan is subject to final approval of the USDA and Bank, in their sole and absolute discretion, plus full compliance with any and all conditions that Bank and the USDA may require in connection with the Proposed Loan.

Confidentiality:

This Proposal is provided for your information and is delivered to you with the understanding that neither it nor its substance shall be disclosed to any third person, except those who are in a confidential relationship with you, or where the same is required by law.

This Proposal shall expire ten (10) business days from the date hereof if it has not been acknowledged and returned. Any and all extensions to this Proposal may be granted by Bank at its absolute and sole discretion. After execution of this Proposal, the Proposed Loan application must be submitted to Bank within thirty (30) days hereof or this Proposal shall be null and void and of no further force or effect, unless otherwise extended by Capital Bank NA.

Sincerely;

Riddick Skinner
Senior Vice President
Capital Bank NA

Capital Bank

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Rockville, MD 20850
301-468-8848
capitalbankmd.com

Acknowledgement:

If you agree to these terms and conditions, please so indicate by signing and returning an original copy of this letter to the Bank at the address below within **10** days of the date of this letter with a check or wire transfer in the amount of \$20,000 for the aforementioned Good Faith. The check must be made payable to Capital Bank NA. Please reference Good Faith Funds and Borrower Name to ensure proper credit/

CHECK:

Capital Bank NA
Attn: USDA/SBA Department- Verde Valley
8450 Fall of Neuse Road
Suite 202
Raleigh, NC 27615

Wire Instructions

Capital Bank NA
2275 Research Blvd, Suite 600
Rockville, MD 20850
ABA# 055003340
Acct #110106409
Please reference Good Faith Funds and Borrower Name to ensure proper credit.

I have reviewed this Proposal and fully understand the contents and conditions of it and agree to proceed with the proposed financing as outlined herein.

Verde Valley Hospitality Group LLC

By: _____

Acceptance Date: _____

Capital Bank

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Rockville, MD 20850
301-468-8848
capitalbankmd.com

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Meeting Date: September 2, 2026

Agenda Item Type:

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

Requesting Department: Finance Department **Staff Resource:** Finance Director Michael Showers

Agenda Title: Proclamation declaring September 14-18, 2026 as Finance and Accounting Professionals Week.

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | |
|---------------------------------------|---|----------------------------------|---------------------------------|
| ☐ Town Manager | ☒ Legal | ☐ 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 municipal government of Camp Verde relies on the dedicated service of our finance and accounting professionals to maintain fiscal stability, ensure transparency, and safeguard public funds. Their diligent stewardship of public resources directly contributes to the effective delivery of essential town services, fosters public trust, and secures the financial future of our municipality.

Question(s) before the Council:

- Does Council have any questions for staff?



Town of Camp Verde Proclamation

WHEREAS, the municipal government of Camp Verde relies on the dedicated service of our finance and accounting professionals to maintain fiscal stability, ensure transparency, and safeguard public funds; and

WHEREAS, these professionals possess specialized skills in budgeting, financial reporting, auditing, debt management, and internal controls that are essential to the daily operations and long-term vitality of our community; and

WHEREAS, their diligent stewardship of public resources directly contributes to the effective delivery of essential town services, fosters public trust, and secures the financial future of our municipality; and

WHEREAS, the contributions of these public servants often occur behind the scenes, yet their commitment to professionalism, ethics, and accuracy impacts every resident and business within our borders.

NOW, THEREFORE, I, Marie Moore, Mayor of the Town of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim the week of September 14th-18th as

“Finance and Accounting Professionals Week”

in the Town of Camp Verde, and I urge all residents to join me in recognizing and expressing sincere appreciation for the hard work, integrity, and vital contributions of our finance and accounting team.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Camp Verde to be affixed this 2nd day of September, 2026.

Marie Moore, Mayor

Attest:

Leah Rhodes, Town Clerk

**Meeting Date:** September 2, 2026**Agenda Item Type:**

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

Requesting Department: Public Works **Staff Resource:** CIP Project Manager Martin Smith

Agenda Title: Discussion, consideration, and possible approval of Change Order 1 for the Verde Lakes Drive Sidewalk Improvements Project to extend the project limits to maximize utilization of the ADOT Transportation Improvement Program funding and not to exceed \$664,780.

Attached Documents:

- Change Order 1
- Revised itemized bid tab
- Exhibit depicting extended project

Estimated Presentation Time: 5 minutes**Estimated Discussion Time:** 15 minutes**Reviewed By:**

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

Financial Review (if applicable):

- Funding Source / GL Account Number: 03-480-20-804000
- Approved in the FY26 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

Background Information:

The Verde Lakes Drive Sidewalk Improvements Project was originally designed to construct curb, gutter, sidewalk, and associated drainage improvements beginning at State Route 260 and extending approximately 150 feet south of Dawn Drive. During project development, this project limit was established based on preliminary engineering cost estimates and the amount of funding anticipated through the Arizona Department of Transportation (ADOT) Transportation Improvement Program (TIP). The Town was awarded \$664,780 in ADOT TIP funding, and preliminary estimates indicated that this funding would be sufficient to complete the originally planned project limits.

Upon completion of the competitive bidding process, the Town received bids that were significantly lower than the engineer's estimate. The lowest responsive and responsible bid submitted for the project was \$384,991.00, with an Owner's Allowance of \$96,247.75, for a total contract amount of \$481,238.75. As a result, approximately \$183,541.25 of the available ADOT TIP funding would remain unused under the current project scope. Additionally, if none of the Owner's Allowance is utilized during construction, the remaining unexpended TIP funding could approach approximately \$280,000.

The Town's objective is to maximize the benefit of the federal transportation funding awarded for this project by utilizing as much of the available ADOT TIP allocation as practical. Extending the project limits



Town Council Agenda Information Memorandum

represents the most cost-effective and efficient use of the remaining funding because the contractor is already mobilized, traffic control measures are in place, and the work can be completed as a seamless continuation of the original project. Completing the additional improvements under the existing construction contract also eliminates the administrative costs and delays associated with designing, advertising, bidding, and awarding a separate future project.

To accomplish this objective, Town staff requested pricing from the contractor to extend the sidewalk, curb, gutter, and associated improvements south from the original project terminus to Catclaw Drive. The contractor submitted a revised proposal in the amount of \$583,244.00, with an Owner's Allowance of \$145,811.00, for a total revised contract amount of \$729,055.00. Acknowledging that the federal funding limit is \$664,780, Staff proposes to reduce the amount of Owner's Allowance to \$81,536.00 to stay within the allocated budget.

The proposed change order increases the project limits to provide additional pedestrian infrastructure, improves connectivity within the Verde Lakes neighborhood, enhances pedestrian safety and accessibility, and allows the Town to maximize the use of available ADOT TIP funding. The expanded scope represents a prudent investment of transportation funds while avoiding the significantly higher costs that would likely be incurred if the remaining improvements were constructed under a separate contract at a later date.

Staff recommends extending the current limits of the project south to Catclaw Drive to maximize utilization of the Transportation Improvement Program funding and provide increased benefit to residents in the Verde Lakes neighborhoods.

Connection to the [FY27 Strategic Plan](#)

This project complies with the Community Infrastructure focus area of the FY27 Strategic Plan.

Question(s) before the Council:

- Does Council have any questions regarding the next steps of this project?

Proposed Motion(s):

I move to **APPROVE** Change Order 1 for the Verde Lakes Drive Sidewalk Improvements Project to extend the project limits to maximize utilization of the ADOT Transportation Improvement Program funding and not to exceed \$664,780.

-or-

I move to **Approve** Change Order 1 for the Verde Lakes Drive Sidewalk Improvements Project to extend the project limits to maximize utilization of the ADOT Transportation Improvement Program funding and not to exceed \$664,780 **with the following changes...**

-or-

I move to **DENY** Change Order 1 for the Verde Lakes Drive Sidewalk Improvements Project to extend the project limits to maximize utilization of the ADOT Transportation Improvement Program funding and not to exceed \$664,780.



CHANGE ORDER

PROJECT: Verde Lakes Drive Sidewalk Improvements Project

TOCV Project No. 26-230

Contract Date: 7/15/2026

Change Order No: 1

TO: Lincoln Constructors, Inc.
1802 N. 27th Avenue
Phoenix, AZ 85009

Modify the Contract per the following Change Proposal Requests, which are attached to this Change Order.

Original CONTRACT PRICE	\$ 481,238.75
Original Owner's Allowance	\$ 96,247.75
Current Owner's Allowance adjusted by pervious Change Order	\$ 96,247.75
Reduction to Owner's Allowance per this Change Order	\$ 14,711.00
Remaining Owner's Allowance	\$ 81,536.00
Current Contract Price adjusted by previous Change Order	\$ 481,238.75
The Contract Price due to this Change Order will be (<u>Increased</u>) (Decreased) by:	\$ 183,541.25
The new Contract Price, including this Change Order will be:	\$ 664,780.00

The Contract Time to Substantial Completion will be (increased) (decreased) by 30 calendar days.

The Contract Time to Final Completion will be (increased) (decreased) by 30 calendar days.

The date for Substantial Completion of all Work will be TBD

The date for Final Completion of all Work will be TBD

Accepted for Contractor by: _____ Date: _____

Approved for Owner by: _____ Date: _____

Reason for Change Order

The Verde Lakes Drive Sidewalk Improvements Project was originally designed to construct curb, gutter, sidewalk, and associated drainage improvements beginning at State Route 260 and extending approximately 150 feet south of Dawn Drive. During project development, this project limit was established based on preliminary engineering cost estimates and the amount of funding anticipated through the Arizona Department of Transportation (ADOT) Transportation Improvement Program (TIP). The Town was awarded \$664,780 in ADOT TIP funding, and preliminary estimates indicated that this funding would be sufficient to complete the originally planned project limits.

Upon completion of the competitive bidding process, the Town received bids that were significantly lower than the engineer's estimate. The lowest responsive and responsible bid submitted for the project was \$384,991.00, with an Owner's Allowance of \$96,247.75, for a total contract amount of \$481,238.75. As a result, approximately \$183,541.25 of the available ADOT TIP funding would remain unused under the current project scope. Additionally, if none of the Owner's Allowance is utilized during construction, the remaining unexpended TIP funding could approach approximately \$280,000.

The Town's objective is to maximize the benefit of the federal transportation funding awarded for this project by utilizing as much of the available ADOT TIP allocation as practical. Extending the project limits represents the most cost-effective and efficient use of the remaining funding because the contractor is already mobilized, traffic control measures are in place, and the work can be completed as a seamless continuation of the original project. Completing the additional improvements under the existing construction contract also eliminates the administrative costs and delays associated with designing, advertising, bidding, and awarding a separate future project.

To accomplish this objective, Town staff requested pricing from the contractor to extend the sidewalk, curb, gutter, and associated improvements south from the original project terminus to Catclaw Drive. The contractor submitted a revised proposal in the amount of \$583,244.00, with an Owner's Allowance of \$145,811.00, for a total revised contract amount of \$729,055.00. Acknowledging that the federal funding limit is \$664,780, Staff proposes to reduce the amount of Owner's Allowance to \$81,536.00 to stay within the allocated budget.

The proposed change order increases the project limits to provide additional pedestrian infrastructure, improves connectivity within the Verde Lakes neighborhood, enhances pedestrian safety and accessibility, and allows the Town to maximize the use of available ADOT TIP funding. The expanded scope represents a prudent investment of transportation funds while avoiding the significantly higher costs that would likely be incurred if the remaining improvements were constructed under a separate contract at a later date.



Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

26-230 Verde Lakes Drive Sidewalk Improvements Project - Itemized Bid Tab

No.	Description	Unit	Original Bid			Updated Project		
			Quantity	Cost	Total	Quantity	Cost	Total
1	Mobilization	LS	1	\$ 2,500.00	\$ 2,500.00	1	\$ 8,000.00	\$ 8,000.00
2	Construction Survey	LS	1	\$ 20,000.00	\$ 20,000.00	1	\$ 28,000.00	\$ 28,000.00
3	Traffic Control	LS	1	\$ 25,000.00	\$ 25,000.00	1	\$ 55,000.00	\$ 55,000.00
4	Quality Control / Testing (*See notes below)	LS	1	\$ 15,000.00	\$ 15,000.00	1	\$ 24,000.00	\$ 24,000.00
5	Earthwork	LS	1	\$ 20,000.00	\$ 20,000.00	1	\$ 45,000.00	\$ 45,000.00
6	Erosion Control per approved plans	LS	1	\$ 8,500.00	\$ 8,500.00	1	\$ 14,000.00	\$ 14,000.00
7	Saw cut existing asphalt pavement.	LF	2,410	\$ 4.00	\$ 9,640.00	3,072	\$ 4.00	\$ 12,288.00
8	Remove existing asphalt pavement.	SY	595	\$ 25.00	\$ 14,875.00	671	\$ 25.00	\$ 16,775.00
9	Remove & relocate existing street sign.	EA	8	\$ 600.00	\$ 4,800.00	10	\$ 600.00	\$ 6,000.00
10	Protect existing appurtenance in place.	EA	5	\$ 1,000.00	\$ 5,000.00	5	\$ 1,000.00	\$ 5,000.00
11	Relocate existing water meter and box to back of right-of-way.	EA	1	\$ 4,000.00	\$ 4,000.00	1	\$ 4,000.00	\$ 4,000.00
12	Remove vegetation as required for sidewalk installation.	LS	1	\$ 4,000.00	\$ 4,000.00	1	\$ 4,000.00	\$ 4,000.00
13	Saw cut and remove existing drain pipe	LF	12	\$ 300.00	\$ 3,600.00	12	\$ 300.00	\$ 3,600.00
	Remove existing concrete headwall	EA	0	\$ -	\$ -	1	\$ 2,000.00	\$ 2,000.00
14	Install Type A curb and gutter per MAG Std. Det. 220-1.	LF	1,740	\$ 40.00	\$ 69,600.00	2,360	\$ 40.00	\$ 94,400.00
15	Install curb termination per MAG Std. Det. 222.	EA	12	\$ 500.00	\$ 6,000.00	12	\$ 500.00	\$ 6,000.00
16	Install curb ramp per MAG Std. Det. 236-5.	SF	1,489	\$ 15.00	\$ 22,335.00	1,489	\$ 15.00	\$ 22,335.00
17	Install 5' wide concrete sidewalk per MAG Std. Det. 230.	SF	6,325	\$ 7.00	\$ 44,275.00	9,146	\$ 7.00	\$ 64,022.00
18	Install 6" ABC compacted to 100% MDD.	SY	609	\$ 24.00	\$ 14,616.00	744	\$ 24.00	\$ 17,856.00
19	Install bituminous tack coat to all concrete and asphalt surfaces directly adjacent to the area to receive paving materials.	LF	4,147	\$ 3.00	\$ 12,441.00	5,368	\$ 3.00	\$ 16,104.00
20	Install 3" or existing (which ever is greater) ac pavement.	SY	609	\$ 75.00	\$ 45,675.00	744	\$ 75.00	\$ 55,800.00
21	Install type a thickened asphalt edge per MAG Std. Det. 201.	LF	376	\$ 50.00	\$ 18,800.00	376	\$ 50.00	\$ 18,800.00
22	Install type a sign base and sign per MAG Std. Det. 131.	EA	8	\$ 650.00	\$ 5,200.00	10	\$ 650.00	\$ 6,500.00
23	Install parallel curb ramp per detail on sheet 3.	SF	126	\$ 15.00	\$ 1,890.00	126	\$ 15.00	\$ 1,890.00
24	Adjust water valve box to finished grade per MAG Std. Det. 391-1 and 391-2.	EA	2	\$ 650.00	\$ 1,300.00	2	\$ 650.00	\$ 1,300.00
25	Install driveway entrance per MAG Std. Det. 250-2. width per plans.	SF	308	\$ 12.00	\$ 3,696.00	616	\$ 12.00	\$ 7,392.00



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26	Install 6" compacted ABC driveway.	SY	66	\$	24.00	\$	1,584.00	167	\$	24.00	\$	4,008.00
27	Restore existing landscaping granite. match existing color, size, and thickness.	SF	332	\$	2.00	\$	664.00	332	\$	2.00	\$	664.00
	Install 49" x 33" elliptical cmp culvert	LF	0	\$	-	\$	-	60	\$	220.00	\$	13,200.00
	Install concrete headwall per MAG Std. Det. 501-1 and 501-2	LF	0	\$	-	\$	-	59	\$	250.00	\$	14,750.00
	Install concrete scupper per MAG Std. Det. 206-1 thru 206-3	SF	0	\$	-	\$	-	192	\$	55.00	\$	10,560.00
			Subtotal:		\$	384,991.00						
			25% Owner Allowance:		\$	96,247.75						
			TOTAL:		\$	481,238.75						
					\$	583,244.00						
					\$	145,811.00						
					\$	729,055.00						

ORIGINAL BID PROJECT

EXPANDED PROJECT



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**Meeting Date:** September 2, 2026**Agenda Item Type:**

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

Requesting Department: Town Manager **Staff Resource:** Interim Town Manager Charlie Cassens and Town Attorney Trish Stuhan.

Agenda Title: Discussion, consideration, and possible action regarding Ordinance No. 2026-A516, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Code of Camp Verde, Arizona, Chapter 2 – Mayor and Council, Article 2-3 – Meeting Procedures, Section 2-3-6 Preparation of Agenda and Section 2-3-7 Order of Business, related to the preparation of council agendas and authority to place items on council agendas; providing for repeal of conflicting ordinances; and providing for severability. Staff Resource: Interim Town Manager Charlie Cassens and Town Attorney Trish Stuhan.

Attached Documents: Ordinance No. 2026-A516**Estimated Presentation Time:** 5 minutes**Estimated Discussion Time:** 10 minutes**Reviewed By:**

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

Financial Review (if applicable):

- Funding Source / GL Account Number: Courts special funds:
- Approved in the FY27 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information: At its June 17, 2026, regular meeting, Council discussed updating the Town Code regarding the procedures available to Council members in the development of Council meeting agendas. Among the discussion, Council was in favor of adding language to allow future items to be added at the end of an agenda. Staff and Legal were directed to return with a recommended ordinance for discussion and possible adoption by Council. The attached ordinance is presented for Council's consideration.

Connection to the [FY27 Strategic Plan](#) Transparency is a key focus of the Town's Strategic Plan.

Proposed Motion: I move to adopt Ordinance No. 2026-A516 updating the Town Code relating to Town Council agenda setting procedures.

Alternate Motion: I move to reject Ordinance No. 2026-A516.



ORDINANCE NO. 2026-A516

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE CODE OF CAMP VERDE, ARIZONA, CHAPTER 2 – MAYOR AND COUNCIL, ARTICLE 2-3 – MEETING PROCEDURES, SECTION 2-3-6 PREPARATION OF AGENDA AND SECTION 2-3-7 ORDER OF BUSINESS, RELATED TO THE PREPARATION OF COUNCIL AGENDAS AND AUTHORITY TO PLACE ITEMS ON COUNCIL AGENDAS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY.

WHEREAS, the Mayor and Council desire to establish clear, fair, and efficient procedures for the preparation of Council agendas and the orderly conduct of Council meetings consistent with Arizona law; and

WHEREAS, the Council has considered best practices for conducting Town business and hereby adopts the following code amendments as part of its comprehensive code review and update.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AS FOLLOWS:

Section 1. General. The Code of Camp Verde, Arizona, Chapter 2 – Mayor and Council, Article 2-3 – Meeting Procedures is amended by amending Section 2-3-6 Preparation of Agenda and Section 2-3-7 Order of Business to read as follows (additions in ALLCAPS; deleted text in ~~strikeout~~):

Section 2-3-6 - Preparation of Agenda

Prior to each Council meeting, or on or before a time fixed by the Council for preparation and distribution of an Agenda, whichever is earlier, the Clerk shall collect all written reports, communications, Ordinances, Resolutions, contracts and other documents to be submitted to the Council. The Town Clerk shall prepare an Agenda in consultation with the Manager and Mayor. Following finalization of the agenda, the Clerk shall furnish each Council member with a copy of the agenda and other necessary reports and materials. ~~From time to time, addenda and late additions to the agenda are required and may be authorized by the Manager and Mayor due to extenuating circumstances beyond the control of the person requesting the addendum or late addition.~~
AMENDMENTS OR ADDITIONS TO AN AGENDA MAY BE MADE WHEN NECESSARY, PROVIDED THAT THE AGENDA AS AMENDED IS POSTED WITHIN THE TIME AND IN THE MANNER REQUIRED BY LAW. MATTERS

ARISING AFTER EXPIRATION OF THE APPLICABLE POSTING DEADLINE SHALL NOT BE ADDED OR CONSIDERED EXCEPT AS AUTHORIZED BY LAW IN THE EVENT OF AN ACTUAL EMERGENCY.

~~All Council members are authorized to place item(s) on the agenda. Agenda item requests are to be submitted in written form to the Clerk.~~ ANY COUNCILMEMBER MAY REQUEST THAT AN ITEM BE PLACED ON A FUTURE AGENDA. AN ITEM REQUESTED BY TWO OR MORE COUNCILMEMBERS SHALL BE PLACED ON A FUTURE REGULAR COUNCIL AGENDA IN ACCORDANCE WITH THIS SECTION. SPECIFICALLY, IF TWO OR MORE COUNCILMEMBERS REQUEST THAT A MATTER BE PLACED ON A FUTURE AGENDA, THE MATTER SHALL BE PLACED ON A REGULAR COUNCIL MEETING AGENDA WITHIN A REASONABLE TIME. THE MAYOR AND MANAGER, IN COORDINATION WITH THE TOWN CLERK, SHALL DETERMINE THE MEETING AT WHICH THE MATTER WILL BE CONSIDERED, TAKING INTO ACCOUNT AGENDA LENGTH, STAFF PREPARATION, LEGAL OR NOTICE REQUIREMENTS, AND OTHER TOWN BUSINESS. THE MATTER SHALL NOT BE UNREASONABLY DELAYED.

The Town may use a consent agenda to address routine matters coming before the Council, EXCEPT AS PROHIBITED BY LAW, AND THE ORDER OF BUSINESS ON THE AGENDA SHALL BE AS PROVIDED IN SECTION 2-3-7 BELOW.

Section 2-3-7 - Order of Business

The business of the Council shall be the following items, not necessarily in that order:

A. Call to Order: The Mayor shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Council to order. In the absence of the Mayor, the Vice Mayor shall call the Council to order. In the absence of both the Mayor and Vice Mayor, the Clerk shall call the Council to order and an acting Mayor shall be selected to chair the meeting. Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or the acting Mayor shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. The Mayor shall preserve order and decorum and decide all questions of order and conduct. Questions from the staff or public are addressed to the Mayor and Council.

B. Pledge of Allegiance.

C. Roll Call: Before proceeding with the business of the Council, the Clerk or the Clerk's designee shall record the roll of the members and the names of those present shall be entered in the minutes. If a quorum is not present, the members present may adjourn pursuant to Section 2-3-5 of this code.

D. Consent Agenda: The Council may consider any business that is considered to be routine and non-controversial items (minutes, meeting

dates, Resolutions, disbursements, etc.) on a Consent Agenda. Items on the consent agenda may be approved by one motion, unless a member of the Council requests that an item be pulled for consideration.

E. Call to the Public for Items Not on the agenda: At this time, the public may address the Council on matters that are not listed on the agenda. All such remarks shall be addressed to the Council as a whole, and not to any member thereof, or the staff. Such remarks shall be limited to three (3) minutes. During the meeting, Council Members may not answer questions of the speaker or discuss the concerns raised with staff or other members, but at the conclusion of the Call to the Public, Council Members may respond to criticism, ask staff to review the matter, or ask that the matter be placed on a future agenda.

F. Ordinances/Resolutions/Other Actions Requiring Council Approval: The Council shall consider any Ordinances or Resolutions or other actions requiring Council approval as may be listed on the agenda.

G. Reports by Officers: Town Officials and Committees/Commissions/Boards shall present any reports required by the Council.

H. FUTURE AGENDA ITEMS: EACH REGULAR MEETING AGENDA SHALL INCLUDE AN ITEM ALLOWING COUNCILMEMBERS TO REQUEST MATTERS FOR CONSIDERATION AT A FUTURE MEETING. DISCUSSION UNDER THIS ITEM SHALL BE LIMITED TO IDENTIFYING THE PROPOSED SUBJECT MATTER, CLARIFYING THE SCOPE OF THE REQUEST, DETERMINING WHETHER THE REQUIRED NUMBER OF COUNCILMEMBERS SUPPORTS PLACING THE MATTER ON A FUTURE AGENDA, AND DETERMINING AN APPROPRIATE FUTURE MEETING DATE. THE COUNCIL SHALL NOT DISCUSS THE MERITS OF OR OTHERWISE DELIBERATE CONCERNING THE PROPOSED MATTER UNDER THIS AGENDA ITEM.

I. MOTIONS FOR RECONSIDERATION: A MOTION TO RECONSIDER MAY BE MADE ONLY BY A COUNCILMEMBER WHO VOTED ON THE PREVAILING SIDE OF THE ORIGINAL ACTION. THE MOTION MAY BE MADE AT THE MEETING AT WHICH THE ACTION OCCURRED OR AT THE NEXT REGULAR MEETING OF THE COUNCIL, PROVIDED THAT RECONSIDERATION IS PROPERLY NOTICED ON THE AGENDA. A MOTION TO RECONSIDER SHALL NOT BE USED AFTER RIGHTS HAVE VESTED OR CONTRACTUAL OBLIGATIONS HAVE BEEN INCURRED IN RELIANCE ON THE ORIGINAL ACTION.

~~H.~~J. Information and Updates.

~~I.~~K. Adjournment.

Section 2. Providing for Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference are hereby repealed.

Section 3. Providing for Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance or any part of the Code adopted herein by reference is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED, ADOPTED AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 2nd DAY OF SEPTEMBER, 2026.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

I, _____, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE ON THE _____ DAY OF _____, 20____, WAS POSTED IN THREE PLACES ON THE _____ DAY OF _____, 20____.

Leah Rhodes, Town Clerk

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Meeting Date: September 2, 2026

Agenda Item Type:

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

Requesting Department: Town Manager **Staff Resource:** Interim Town Manager Charlie Cassens and Town Attorney Trish Stuhan.

Agenda Title: Discussion, consideration, and possible action regarding Resolution No. 2026-1221, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona, adopting a new policy establishing guidelines for remote participation in public meetings. Staff Resource: Interim Town Manager Charlie Cassens and Town Attorney Trish Stuhan.

Attached Documents: Resolution No. 2026-1221 and related policy

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

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

Financial Review (if applicable):

- Funding Source / GL Account Number: Courts special funds:
- Approved in the FY27 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information: At its June 17, 2026, regular meeting, Council discussed establishing formal policy regarding the remote, or “virtual” attendance by members in official public meetings. After the discussion, Staff was directed to return with a clear policy for adoption by Council. The attached resolution and accompanying policy are presented for Council’s review and possible adoption.

Connection to the [FY27 Strategic Plan](#) Transparency is a key focus of the Town’s Strategic Plan, including the use of technology.

Proposed Motion: I move to adopt Resolution No. 2026-1221 establishing policy relating to remote participation in public meetings

Alternate Motion: I move to reject Resolution No. 2026-1221.



RESOLUTION NO. 2026-1221

**A RESOLUTION OF THE MAYOR AND COMMON
COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI
COUNTY, ARIZONA, ADOPTING A NEW POLICY
ESTABLISHING GUIDELINES FOR REMOTE
PARTICIPATION IN PUBLIC MEETINGS.**

WHEREAS, the Camp Verde Town Council desires to provide standards for the conduct of public meetings and participation by members of public bodies; and

WHEREAS, the Camp Verde Town Council recognizes the importance of maintaining transparency, efficiency, and compliance with Arizona's Open Meeting Law while allowing for flexibility in member participation; and

WHEREAS, the Camp Verde Town Council finds that adopting a new policy for remote participation in meetings will promote consistency across the Town and ensure that participation by remote means is conducted in a manner that preserves public trust and meeting integrity;

NOW THEREFORE, BE IT RESOLVED by the Common Council of the Town of Camp Verde, Arizona, hereby adopts "Guidelines for Remote Participation in Public Meetings", attached hereto as **Exhibit A** and incorporated herein by this reference;

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

PASSED AND ADOPTED by the Common Council of the Town of Camp Verde, Arizona, this 2 day of September, 2026.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney

Exhibit A

Guidelines for Remote Participation in Public Meetings

1. **Purpose:** To establish guidelines for remote participation in Public Meetings by telephone, video conference, or other similar real-time electronic means.
2. **Scope:** This policy applies to all public bodies of the Town of Camp Verde. In this Policy, “public bodies” shall mean the Town Council and all boards, commissions and committees of the Town.
3. **Attendance Policy:**
 - 3.1. Members of the Town’s public bodies are expected to attend meetings in person to foster transparency, engagement, and effective deliberation.
 - 3.2. If circumstances prevent in-person attendance, a Member may participate remotely via telephone, video conference, or other real-time electronic means that allow the Member to hear and be heard by the public body and the public. Remote participation is permitted for up to **five (5) meetings per calendar year**, including special meetings scheduled immediately before a regular meeting, provided the special meeting was scheduled during a regular meeting. Additional remote participation may be permitted upon approval by a majority vote of the Council.
 - 3.3. A Member participating remotely by a continuous, reliable connection shall be counted toward the quorum and may vote as if physically present. A remote Member must be able to be clearly heard throughout the meeting, including during all votes. If a remote Member does not participate in a vote, the Member will be considered absent for that vote. If three (3) or more Members are attending remotely, a roll-call vote is required for each motion.
 - 3.4. A Member participating remotely may not preside as Mayor or Acting Mayor unless it is a Special Meeting or Emergency Meeting, or unless otherwise explicitly authorized by Council.
4. **Open Meeting Law Compliance Policy:**
 - 4.1. The definition of “meeting” in the Open Meeting Law of the State of Arizona includes participation in a meeting of the public body by telephone and video conference.
 - 4.2. Notice of all meetings of Town public bodies shall include notification of the possible attendance of a member by telephone or video conference (unless the Council prior to the meeting determines that no remote participation will be available).
 - 4.3. Facilities will be used at the public body meeting to permit the public to observe and hear all telephone or video communications.
 - 4.4. Members participating in an executive session by telephone or video conference shall strictly observe the confidentiality requirements of the Arizona Open Meeting Law. Members must participate from a private and secure location where the discussion cannot be seen or heard by anyone not authorized to attend the executive session.
 - 4.5. The minutes of the public body meeting shall clearly set forth which members were present in person, and which were present by telephone or video conference. The minutes shall also describe the procedures followed to provide public access to all communications during the meeting.