



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
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, JANUARY 5, 2026 at 6:00 P.M.**

ZOOM MEETING LINK

<https://us02web.zoom.us/j/83343034962?pwd=uFfOC2q8M4hyUYCtW65tdlEL7Q46lz.1>

One Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 833 4303 4962

Passcode: 849353

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

- 1) **Call to Order**
- 2) **Roll Call.** Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Zach McKay, Commissioner Victoria O'Malley, and Commissioner Shane Gerhardt.
- 3) **Pledge of Allegiance**
- 4) **Oath of Office of Newly Appointed Parks and Recreation Commissioner Doug Ashley and Reappointed Commissioner Victoria O'Malley.** Staff Resource: Deputy Town Clerk Laura Kessler. Pg.3
- 5) **Acknowledgement of appreciation for David Grondin's three years of service as the Chair of the Parks & Recreation Commission.** Staff Resource: Town Manager Miranda Fisher. Pg.13
- 6) **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 Commission requests.
 - a) **Approval of Minutes:**
 - 1) Regular Session – December 1, 2025 Pg.15
 - b) **Set Next Meeting Date and Time:**
 - 1) Regular Session Monday, February 2, 2026 at 6:00 p.m.
 - 2) Regular Session Monday, March 2, 2026 at 6:00 p.m.
- 7) **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to Town Staff).** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission 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))

- 8) **Appointment of one Commissioner to serve as Chairperson and one Commissioner to serve as Vice Chairperson until January 2027.** Staff Resource: Town Manager Miranda Fisher. Pg.21
- 9) **Discussion, consideration, and possible reassignment of Commission liaison responsibilities to include liaison assignments for newly appointed Commissioners.** Staff Resource: Town Manager Miranda Fisher. Pg.23
- 10) **Update on the Heritage Pool including a review of the Public Pool Survey results.** Staff Resource: Town Manager Miranda Fisher. Pg.25
- 11) **Update on the Draft 2026 General Plan Outreach Efforts.** Staff Resource: Town Manager Miranda Fisher. Pg.37
- 12) **Update on the Parks & Recreation Master Plan.** Staff Resource: Parks & Recreation Supervisor Tiffany Smith. Pg.39
- 13) **Parks and Recreation Commission Refresher Orientation.** Staff Resource: Town Manager Miranda Fisher. Pg.41
- 14) **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
- 15) **Update on Parks and Recreation current programming and events.** Staff Resource: Parks & Recreation Supervisor Tiffany Smith. Pg.81
- 16) **Adjournment**

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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 Bhashas on December 30, 2025 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



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Laura Keesler, Deputy Town Clerk

Agenda Title: Oath of Office of Newly Appointed Parks and Recreation Commissioner Doug Ashley and Reappointed Commissioner Victoria O'Malley.

Attached Documents:

- Doug Ashley Commission Letter of Interest- Redacted
- Victoria O'Malley Commission Letter of Interest - Redacted

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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:

Every December, the Town opens recruitment for its Boards and Commissions. For this cycle, the Parks and Recreation Commission had two vacancies due to the end of David (Dave) Grondin and Victoria O'Malley's terms on January 1, 2026. By the November 17, 2025, application deadline, the Town received seven applications for the Parks and Recreation Commission, submitted by:

- Doug Ashley
- Pam Barton
- Robert (Bob) Benson
- Susan Fisher (also applied for Planning and Zoning Commission)
- David Gressley (also applied for Planning and Zoning Commission)
- David (Dave) Grondin
- Victoria O'Malley

The applicants were interviewed by a committee consisting of three Council Members, Parks and Recreation Manager Shawna Figy and Town Manager Miranda Fisher. 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.



Parks and Recreation Commission Agenda Information Memorandum

Following this process, the Interview Committee recommended the reappointment of Victoria O'Malley and appointment of Doug Ashley to a three-year term with the Parks and Recreation Commission effective January 1, 2026.

The Town Council voted to approve those appointments at their December 17, 2025 meeting. At the January 5, 2026 Parks and Recreation Commission meeting, Doug Ashley and Victoria O'Malley will complete their oath of office and Commissioner Ashley will be seated at the dais.

Question before the Commission:

- Does the Commission have any questions for staff?



LETTER OF INTEREST

Name: Doug Ashley		Date: 11/17/2025	
Home Address: [REDACTED]			
Mailing Address, if different:			
Email Address: [REDACTED]			
Home Telephone: [REDACTED]		Work Telephone:	
Are you a resident of the Town of Camp Verde? ☐ Yes ☐ No		Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No	
Length of residency in the Town of Camp Verde: 18 years		Do you operate a business in Camp Verde? ☐ Yes ☒ No	
Name and address of business (if applicable): [REDACTED]			
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: Construction at NCS Inc.			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Parks and Recreation Commisson		3.	
2.		4.	
Education and Community Service			
Schools Attended:		Degree:	
Camp Verde High School		2013	
Civic Activities-Service Organizations		Office Held:	
		Year Begun:	
		Year Ended:	
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>To participate in community/ civic duty. I have children who participate in various youth sports. I would like to be involved/ help the town in any areas needed.</u>			
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) Be prepared for meetings.			
(b) Discuss/ learn about issues within the community.			
(c) Talk with other committee members and town citizens on ways ways to resolve/ amend issues.			

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

I'm involved with youth sports and have been following some of the related issues.

I feel there are areas within our parks and rec that we could improve on, as a community,
in order to establish a more active and available outlet for our youth.

I've recently been following developments regarding our General Plan and want to help
shape the future of our town.

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) 554-0025, 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.

Email or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322 or clerk@campverde.az.gov

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.

Applicant's Signature: Doug Ashley Date: 11/17/2025

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

OVERVIEW OF THE TOWN OF CAMP VERDE BOARDS AND COMMISSIONS

Planning & Zoning Commission		
Duties: Analyzes reviews and makes recommendations to Council regarding land use and development-related issues.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town		
Membership: Seven members	Term: Three Years	Meetings: Second and Fourth Thursday at 6:00 p.m.
Board of Adjustments & Appeals		
Duties: Hears and decides appeals made by individuals regarding construction codes and decisions made by the Town Building Official. Hears and decides appeals or decisions made by the Zoning Administrator.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town		
Membership: Seven members	Term: Three Years	Meetings: Third Tuesday at 3:00 p.m. as needed.
Parks & Recreation Commission		
Duties: Recommends to Council regulations, policies and fees for the use, control and improvements of public parks.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause.		
Membership: Seven members	Term: Three Years	Meetings: First Tuesday at 6:00 p.m.



Camp Verde, Arizona

LETTER OF INTEREST

Name: Victoria O'Malley		Date: 10/20/2025	
Home Address: [REDACTED]			
Mailing Address, if different: N/A			
Email Address: [REDACTED]			
Home Telephone: [REDACTED]		Work Telephone: [REDACTED]	
Are you a resident of the Town of Camp Verde? ☐ Yes ☐ No		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☐ No	
Verde: [REDACTED]		Do you operate a business in Camp Verde? ☐ Yes ☐ No	
Name and address of business (if applicable): [REDACTED]			
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: Social Services Coordinator			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☐ No If yes, please list names of board/commission and dates served: Parks And Recreation Commission 6/2025 to Present			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Parks And Recreation		3.	
2.		4.	
Education and Community Service			
Schools Attended:		Degree:	
High School		Diploma	
		Year:	
		Grad 1996	
Civic Activities-Service Organizations		Office Held:	
		Year Begun:	
Nacog Head Start Paarent Committee		Chairperson	
		Year Ended:	
		2015	
		2016	
Please state why you would like to be appointed to a Town Board, Commission, or Committee: Please see attached letter. _____			
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) Parks & Rec Commission responsibility is to provide guidance and recommendations to the Town Council on how to improve and manage parks, recreational programs, public spaces, and community activities			
(b) The Commission works on behalf of Camp Verde residents to help shape parks, recreation programs, and community spaces that support health, connection, and quality of life.			

**(c)Parks and recrework cooperatively with fellow commissioners,
Respect diverse viewpoints and engage in constructive dialogue.
Support shared goals and decisions made by the group.**

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: As a Social Service Coordinator working closely with Camp Verde's senior population, I bring a community-focused perspective to the Parks and Recreation Commission. My role involves advocating for older adults, promoting wellness, and connecting residents to resources that improve their quality of life. This experience has given me insight into the recreational needs of seniors and other vulnerable groups, and I am committed to helping ensure our parks and programs are inclusive, accessible, and enriching for all. I believe my background in service coordination, community engagement, and health promotion makes me a strong asset to the Commission.

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) 554-0025, 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.

Email or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322 or clerk@campverde.az.gov

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.

Applicant's Signature: _____

Date: _____

10/20/2025

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

OVERVIEW OF THE TOWN OF CAMP VERDE BOARDS AND COMMISSIONS

Planning & Zoning Commission		
Duties: Analyzes reviews and makes recommendations to Council regarding land use and development-related issues.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town		
Membership: Seven members	Term: Three Years	Meetings: Second and Fourth Thursday at 6:00 p.m.
Board of Adjustments & Appeals		
Duties: Hears and decides appeals made by individuals regarding construction codes and decisions made by the Town Building Official. Hears and decides appeals or decisions made by the Zoning Administrator.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town		
Membership: Five members	Term: Three Years	Meetings: Third Tuesday at 3:00 p.m. as needed.
Parks & Recreation Commission		
Duties: Recommends to Council regulations, policies and fees for the use, control and improvements of public parks.		
Residency Requirement: 2003-A261 must reside within the corporate limits of the Town. Council may waive the residency requirements with good cause.		
Membership: Seven members	Term: Three Years	Meetings: First Monday at 6:00 p.m.

Victoria O'Malley

Camp Verde, AZ

[REDACTED]
[REDACTED]
10/20/2025

Subject: Letter of Interest – Parks and Recreation Commission Reappointment

Dear Town of Camp Verde Representative,

I am writing to express my sincere interest in continuing to serve on the Camp Verde Parks and Recreation Commission. Since my appointment in June 2025, I have greatly appreciated the opportunity to contribute to the community and support the development of recreational resources that benefit residents of all ages.

While my current term is set to end in January, I feel I have settled into the rhythm of the Commission and feeling more confident in my role. The past few months have allowed me to get my toes wet, and I am eager to dive deeper into the work. I believe there is much more I can contribute, and I am committed to learning, collaborating, and supporting the goals of the Parks and Recreation Department.

I would be honored to be considered for reappointment and to continue serving alongside others who share a passion for enhancing the quality of life in Camp Verde.

Thank you for your time and consideration.



Victoria O'Malley



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Acknowledgement of appreciation for David Grondin's three years of service as the Chair of the Parks & Recreation Commission.

Attached Documents: N/A

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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 Parks & Recreation Commission was started in January of 2023. Mr. Grondin was one of our original Commissioners and was voted into the Chair position each year of his service. He has been a great, vocal leader and continues to contribute to the Town and community with his knowledge and time. We appreciate his willingness to serve and know that he is not done contributing to the community even though his term has come to an end.

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, DECEMBER 1, 2025 at 6:00 P.M.

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

- 1) **Call to Order**
Chairman Grondin called the meeting to order at 6:00 p.m.
- 2) **Roll Call.** Chairperson Dave Grondin, Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Victoria O'Malley and Commissioner Zach McKay.
- 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 Commission requests.
 - a) **Approval of Minutes:**
 - 1) Regular Session – November 3, 2025
 - b) **Set Next Meeting Date and Time:**
 - 1) Regular Session Monday, January 5, 2026 at 6:00 p.m.
 - 2) Regular Session Monday, February 2, 2026 at 6:00 p.m.

Motion: Vice Chairperson Faulkner made a motion to approve the upcoming meeting dates, times, and meeting minutes. Commissioner Hughes seconded the motion.

Roll Call:

Commissioner Hughes: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner O'Malley: Aye
Vice Chairperson Faulkner: Aye
Chairperson Grondin: Aye

Motion Passed: 6-0

- 5) **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to Town Staff).** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission 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))

There were no speakers.

- 6) **Swearing in of the new Parks & Recreation Commissioner: Shane Gerhardt.** Staff Resource: Deputy Town Clerk Laura Keesler.

Deputy Town Clerk Laura Keesler swore in the newly appointed Parks and Recreation Commissioner Shane Gerhardt. Commissioner Gerhardt was then seated at the Dias for the remainder of the meeting.

- 7) **Introduction to new and current Parks & Recreation Staff.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy introduced the new and current Parks & Recreation staff members: Parks and Recreation Supervisor Tiffany Smith, Recreation Coordinator Sarah Woodson, Recreation Leader II Roquelyn Parker, Recreation Leader II Marat Shkandin.

- 8) **Discussion, consideration, and possible recommendation of approval of Resolution 2025-1198 to the Mayor and Common Council on the Verde Lakes Community Park parcel transfers from Verde Lakes Recreation Corporation to the Town of Camp Verde.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that the Town of Camp Verde has been collaborating with the Verde Lakes Recreation Corporation (VLRC) to enhance recreational amenities and ensure long-term stewardship of Verde Lakes Park. As part of the Verde Lakes Community Park Strategic Plan, the proposed transfer of park parcels implements the Town's strategic goal regarding ownership or long-term control. Town Manager Fisher stated the Resolution authorizes the Mayor, Town Manager, and Town Attorney to execute all necessary documents to complete the acquisition.

The Commission members expressed their support for the transfer of the Verde Lakes Community Park from Verde Lakes Recreation Corporation to the Town of Camp Verde.

Commissioner Duncan stated she would abstain from voting due to her involvement serving on the Verde Lakes Recreation Corporation Commission.

Deborah Moody, one of the original owners of the Verde Lakes Community Park,

provided a history of the Verde Lakes ponds and park.

Town Manager Fisher and Parks and Recreation Manager Figy responded to questions from the Commission.

Motion: Vice Chairperson Faulkner made a motion to recommend approval of Resolution 2025-1198 to the Mayor and Common Council on the Verde Lakes Community Park parcel transfers from the Verde Lakes Recreation Corporation to the Town of Camp Verde. Commissioner O'Malley seconded the motion.

Roll Call:

Commissioner Hughes: Aye

Commissioner Duncan: Abstained

Commissioner McKay: Aye

Commissioner O'Malley: Aye

Vice Chairperson Faulkner: Aye

Chairperson Grondin: Aye

Commissioner Gerhardt: Aye

Motion Passed: 6-0

- 9) **Update on the Heritage Pool and Public Pool Survey.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that the Camp Verde Unified School District met and unanimously voted to renegotiate the Intergovernmental Agreement regarding the Heritage Pool with the Town, rather than proceed with the sale of the property. Town Manager Fisher stated that the Town Council will meet in Executive Session in January to discuss contract negotiations.

Additionally, Town Manager Fisher reported that Town staff released the pool survey to the community. Town Manager Fisher noted there has been significant engagement on the topic on social media, and that the survey results will be reviewed with the Parks and Recreation Commission at the January 5, 2026 meeting.

Town Manager Fisher responded to questions from the Commission.

- 10) **Update on the Parks & Recreation Master Plan.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Town Manager Fisher stated that Town staff, in coordination with Kimley-Horn, are continuing work on the Parks and Recreation Master Plan, and emphasized that community input is a vital component of the process. Town Manager Fisher, Parks and Recreation Manager Figy, and Town staff are meeting with community organizations, youth and senior groups, sports leagues, and other Town stakeholders. Town Manager Fisher encouraged residents to participate in the online survey.

Chair Grondin stated he would like to see the Commission participate in more stakeholder meetings and at a future meeting review the survey results.

- 11) **Update on the Town's 40th Anniversary planning.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy reported that a committee has been established and is continuing to meet to plan the Town's 40th anniversary celebration, which will coincide with the 2026 State of the Town address.

- 12) **Review and Feedback on the Draft 2026 General Plan.** Staff Resource: Town Manager Miranda Fisher

Town Manager Fisher stated staff are still seeking feedback between now and December 31, 2025, to ensure the final plan reflects the needs, priorities, and values of our community. Town Manager Fisher anticipated holding open houses for the community feedback in January.

Town Manager Fisher answered questions from the Commission.

- 13) **Discussion, consideration, and possible recommendation for a new community engagement website, See My Legacy.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy reported that while exploring options to further develop the Memorial Tree and Bench Program, she reviewed the See My Legacy platform. The program would enhance community engagement and offers additional functionality, including project-specific fundraising, advertising, sponsorships, interactive tours, volunteer management, and vendor registration.

Parks and Recreation Manager Figy responded to questions from the Commission.

Motion: Commissioner McKay made a motion to recommend approval for Parks and Recreation Staff to move forward with the See My Legacy subscription. Commissioner Gerhardt seconded the motion.

Roll Call:

Commissioner Hughes: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner O'Malley: Aye
Vice Chair Faulkner: Aye
Chair Grondin: Aye
Commissioner Gerhardt: Aye

Motion Passed: 7-0

- 14) **Update on ActiveNet, the new facility and program registration software.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy addressed the Commission regarding phase 2 of the registration software launch for summer camp, facility reservations, and other programming reservations. ActiveNet launch is scheduled for February 2026.

Park and Recreation Manager Figy responded to questions from the Commission.

Town Manager Fisher spoke to the Commission about the various software used by different departments in the Town.

- 15) **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.

Vice Chairperson Faulkner, Commissioner Hughes and Chairperson Grondin reported on events they attended.

- 16) **Update on Parks & Recreation current programming and events.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy reported on upcoming events and provided the monthly report.

Parks & Recreation Manager Figy answered questions from the Commission.

- 17) **Adjournment**

Chair Grondin adjourned the meeting at 7:13 p.m.

Vice Chairperson Candra Faulkner

Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 1st day of December, 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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Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Appointment of one Commissioner to serve as Chairperson and one Commissioner to serve as Vice Chairperson until January 2027.

Attached Documents: N/A

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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 first meeting of the year, the Parks & Recreation Commission must select a Chairperson and Vice Chairperson (Town Code Article 4-2). The Commission shall accept nominations from its membership for a chairperson and vice-chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.

As outlined in the Town Code Article 4-2-B, the duties and powers of the various officers and members of the Commission are as follows:

Chairperson. The chairperson shall preside at all meetings and hearings of the board or commission, decide all points of order or procedure, and perform any duties required by law, ordinance or the requirements established in this chapter. The term of the chairperson shall be one year, unless reelected to succeeding terms by a majority vote of the membership. The chairperson shall be responsible for becoming familiar with and adhering to the provisions of the open meeting law. The chairperson shall also become familiar with the provisions of Roberts Rules of Order, and although general informality in such rules of order may prevail, shall adhere to such rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The chairperson may, to the extent necessary, work with the department head assigned to the board or commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports and preparation of agendas. The chairperson will determine whether he/she, staff liaison, or designee, will provide a written report to the Mayor and Council summarizing the board or commission activities during the prior quarter, identifying upcoming activities



Parks and Recreation Commission Agenda Information Memorandum

and reviewing any problems, concerns or proposals. Such reports are to be submitted to the Town Clerk for distribution to the Council. Meetings may be scheduled with Council as needed and/or on a regular quarterly basis. In addition, the chairperson shall sign all minutes and resolutions of the board or commission.

Vice-Chairperson. The vice-chairperson shall have the responsibility of assuming all of the duties and responsibilities of the chairperson in the event that the chairperson should be absent or the position vacant. Additional duties or activities may be assigned by the chairperson upon majority approval of the board or commission as determined necessary.

Dave Grondin was serving as the Chairperson and Candra Faulkner currently serves as the Vice Chairperson. Vice Chairperson Faulkner has shared with Town staff that she is willing to serve as Chairperson for 2026.

Question(s) before the Commission:

- Who does the Commission want to serve as Chairperson?
- Who does the Commission want to serve as Vice Chairperson?

Proposed Motion:

Separate Motions:

I move to appoint [NAME] as the Chairperson.

I move to appoint [NAME] as the Vice Chairperson.

Combined Motion:

I move to appoint [NAME] as the Chairperson and [NAME] as Vice Chairperson.



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible reassignment of Commission liaison responsibilities to include liaison assignments for newly appointed Commissioners.

Attached Documents: N/A

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

Background Information:

There was a suggestion made at the May 2025 meeting that Commissioners be appointed to attend various committees and working groups as liaisons. This gives the Commissioners an inside look at what is happening in many areas involving Parks and Recreation and report back to the Commission. This is the same concept as the Town Council members use, representing the Town at various meetings and groups.

With new Commissioners, the liaison list needs to be reviewed to ensure that all liaison roles are filled.

There are a wide variety of committees, working groups, and meetings which include the following:

- **Verde Valley Dark Sky Chapter** (Current Liaison: Commissioner O'Malley - meets quarterly)
- **Heritage Pool** (Current Liaison: Commissioner Hughes – meets as needed)
- **Sports Complex** (*Needs a liaison – meets on the first Wednesday @ 10am*)
- **Verde Lakes Recreation Corporation** (Current Liaison: Commissioner Duncan – meets as needed)
- **Parks & Recreation Master Plan** (Current Liaisons: Vice Chairperson Faulkner and Commissioner McKay – meets every other Monday at 1:30pm)
- **40th Anniversary Celebration** (Current Liaisons: Vice Chairperson Faulkner and Commissioner Hughes – meets monthly)
- **Tourism Working and Engagement Group** (*Needs a liaison – meets on the 3rd Tuesday 3:30pm-5pm*)



Parks and Recreation Commission Agenda Information Memorandum

Former Chairperson Dave Grondin served on the 2026 General Plan Technical Advisory Group as the Parks and Recreation Commission liaison. Since we are nearing the end of the General Plan, Town staff recommend having Mr. Grondin remain as the liaison.

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

This connects to the Strategic Plan by helping to cultivate a community-driven culture of civic engagement and public participation.

Question(s) before the Commission:

- Do you have any questions about being a liaison?
- Who wants to serve as the liaison(s) for the Sports Complex and the Tourism Working and Engagement Group?
- Are there any changes the Commission wants to make in terms of who serves as the liaison for each group?

With this being a discussion item, the Commission will simply just select who will serve as liaisons. No formal vote is needed.



Parks & Recreation Commission

Agenda Information Memorandum

Meeting Date: January 5, 2026

Agenda Item Type:

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

Requesting Department: Parks & Recreation **Staff Resource:** Town Manager, Miranda Fisher

Agenda Title: Update on the Heritage Pool including a review of the Public Pool Survey results.

Attached Documents:

- Survey Results

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:

At their meeting on November 12, 2025, the Camp Verde Unified School District (CVUSD) voted unanimously to renegotiate the Intergovernmental Agreement with the Town instead of selling the property to the Town. CVUSD did not provide a reason for their vote. Town Council will meet in Executive Session on January 14, 2026 for contract negotiations.

On November 21, 2025, Town staff released the pool survey to the community with an end date of December 21, 2025. The results from the survey will be reviewed with the Parks and Recreation Commission at the January 5th meeting.

It is important to note that there was a lot of engagement on Facebook regarding the pool. Town staff cannot confirm that those who commented on the posts completed the survey. As such, we are providing links below to the Facebook posts that had comments for the Commission to review.

- November 21st Town Post: <https://www.facebook.com/share/p/1ZYNqJXfro/>
- November 21st Parks & Recreation Post: <https://www.facebook.com/share/p/1ZYNqJXfro/>
- December 1st Town Post: <https://www.facebook.com/share/p/1DjAwCbzXA/>

Question(s) before the Commissions:

- Does the Commission have any questions for staff?
- Based on the survey results, does the Commission have any recommendations for Council on how to proceed with regard to future planning for the pool?



Town of Camp Verde Community Survey: The Future of Our Community Pool

Survey Results
FINAL

12/28/2025

How often do you or members of your household use the Heritage Pool during the summer season?

Number of votes per option:

Frequently (10+ visits per season)	34% (132)
Occasionally (3–9 visits per season)	26% (100)
Rarely (1–2 visits per season)	19% (74)
Never	20% (77)

How important is it to you that Camp Verde continues to have a community pool?

Number of votes per option:

Very important	76% (295)
Somewhat important	17% (65)
Not very important	4% (17)
Not important at all	3% (13)

Which of the following options do you most support?

Number of votes per option:

Invest in renovating the Heritage Pool to extend its life	28% (107)
Build a new pool at the Sports Complex as part of a long-term recreation plan	29% (112)
Support both, if funding is available	38% (148)
I do not support investment in any pool at this time	6% (22)

If building a new pool or renovating the existing one required additional community funding (through a bond or small tax increase), would you be:

Number of votes per option:

Supportive	36% (140)
Possibly supportive, depending on cost	36% (140)
Unsure	10% (37)
Not supportive	17% (67)

5. What funding approach would you most support? (Select all that you support)

Number of votes per option:

General Obligation (GO) Bond (voter-approved, long-term investment)	16% (133)
Dedicated sales tax or property tax for recreation improvements	12% (103)
Use of development impact fees charged to new construction	14% (114)
Public-private partnership (Town + private or nonprofit partner)	19% (161)
Grant funding only—no local funding	19% (161)
Town funded Capital Improvement Project	18% (152)
Other	1% (12)

Text Responses:

Private donation

None! No taxes

I'm not sure what category this would be placed in, but I am in favor of finding the funds for this project within the fiscal year budget (currently ~64 million).

Finish what we have

I support the fields you promised as priority one. Our little league can't even use! I support the arena. I support our trail systems being cleaned that you advertise as a destination without maintenance.

Donations and other public crowdfunding options

N/A

Other wasted money the town spends on dead ends or new office furniture every year.

My best friend Mark Balfour died in front of that pool. There is a memorial for him in front of that pool. Do not desecrate his memorial by destroying this pool fix it repair it add to it but do not absolutely do not desecrate a memorial.

I don't live in CV (just outside) so funding does not directly affect me.

Dedicated sales tax, no property tax involved.

Do you have any additional comments or suggestions about the future of pool facilities in Camp Verde?

Text Responses:

We need to keep swimming

My family and I LOVE the heritage pool size and set up, the beach entry makes it perfect for toddlers and babies to be able to play safely. Please keep this great pool for the local families.

Please upgrade the bathrooms also

Our family LOVES our pool!!!! PLEASE DONT CHANGE ANYTHING!! THANK YOU!!!!

No

We don't use the pool, but we feel it is an important asset to the community

I would love a new pool but what all the lifeguards that work there and thats the source of income. Just upgrade the pool we have.

We have a pool - please build the pickleball courts as the gym's 3 courts for 40 plus players doesn't support the need

I would rather see the current pool renovated or not used further and have a splash pad or similar installed

Obviously the heritage pool is very important to a lot of people in this town but a new pool would be a great investment and itself as well. I do believe we need more things for kids and teenagers to do around town. All year round, not just for the summer. So I believe a indoor pool in camp ready would be a great investment.

Swim team

Building a new pool with splash pad so smaller children can be involved as well

Please keep the pool open it will take more years than I have left to raise funds and build a new pool at the sc which doesn't even have a restroom at this time. Please be realistic

No

Recreational activities should come from private business funded through membership

Make it an all year pool with solar heating.

No

Private donations

Be nice to enclose it, to use in winter

It doesn't make sense to choose the new construction option when the sports complex is already so far behind and over budget.

It would be cool to be able to have a swim team/diving team in Camp Verde.

A splash pad for younger children

Save our money for something important, Not the arena, not the pool

The reason I never go to the pool I think it should be bigger to reduce crowding and dedicated swim lanes for those who like to swim and not play

I trust that the Town will make the right decision for the community.

I think the pool is an important part of the community, but like anything else, going into debt to build it is unwise.

I was an aquatics director for many years. A saltwater system would be much healthier and it's cost effective. It would also be nice to have a dedicated space for swim lessons/shallow water play and a zero depth entry for younger children and families, as well as a lap lane space.

I am also in favor of reviewing the budget to see if we can keep the heritage pool open, as well as build the new proposed pool.

Maybe before starting new developments, you prove to the citizens you can manage what we have... I cannot believe your contemplating starting a new development, when we do not have 1 single finished development!!!! How about you just focus on finishing the sports complex, which by the way would be used significantly more than a pool at this point.

I think it's important to invest in our current facility to extend its life. Then plan to start planning financially for a new facility down the road at the Sports Complex. I do not think we should be without a pool for any period of time.

I don't go to the pool as it is way too small. If you have a competition pool then kids could learn to swim and be in competition with other schools

It will be years before a pool will be at the sports complex, keep our current pool working and able to use until you build a new one. We lack so many things here for our community citizens to use, please keep the current pool open.

Being without a pool for a number of years in order to build a new one would be highly detrimental to the senior community who utilizes the current pool for exercise, heat, relief, and camaraderie

Whatever you choose, please implement a kiddy pool. I'm tired of finding out when i want to go that the the pool is closed because a little kid peed or pooped in it.

Yesssss camp verde has families who have children and we want something that we can do a place to take our children that's fun. There is very little to do in camp verde and we want more.

We need the pool! With our Az summers! Let's get this one fixed and functional. There are a lot of folks with physical problems that the pool alleviates! It is both healing and calming! Praises to Rose who leads our water aerobics!

Keep the pool! It gives kids something to do and families!

No

Making the new pool or updating Heritage so it could be year round useful is likely the best option; more jobs for the people moving here, more activities for the community and year round revenue to help maintain or bring other benefits to the community

If you move it to the sports complex it will be harder for kids to get there..can't walk to it

Let's finish the ball fields before we start a new project. When's the bathroom going to be put in???

An indoor pool option that runs all year would keep people recreating here in Camp Verde instead of having to go to Cottonwood.

Indoor pool as well- small fitness facilities- we need a better gym option in town.

Build a complex like Cottonwood has. I frequent there & have talked to lots of people from Camp Verde there. It is always busy & appears to be self supporting. If you want Camp Verde to grow & move forward with things to do for people of all ages then bite the bullet & build an indoor pool & sports complex!!!

We have the pool and bowling is really all we have for the kids and family. This is very important. We have so much destructive things going on, too much time on kids hands, with nothing to do. If I had the money, I would have turned the old Alco into a roller skating rink

An increase in property tax to fund this in anyway would be ridiculous. Not everyone who lives in town uses the pool.

Thanks for asking! I hope we keep a pool either way.

If the High School puts in a new Football Facility on CV hill the pool would be in the way. With the pool being where the sports facility is, during the season, I feel it would be more useful and busier with all the sports going on. Plus the parking is already there.

Indoor pool would be great

Go bigger than Cottonwood

How is it that much \$ to build a new pool. My son's family owns Midkiff Pools. My son is also a GC. They do it for a living right here in the Verde Valley and he said there is absolutely no way it is that much. You already own the land. He said new construction tops would be \$2.5 million... and that's pushing it. Sounds like you need more quotes.

Keep old pool

We drive to cottonwood for the rec center pool because it's indoor and our family burns too easily. Would LOVE an indoor pool that's local

While our usage was not great this year, we think having a town pool is very important. So many kids would have no access to a pool if we lose this. No matter your activity level, this really is a great asset for young and old folk alike. I support keeping the existing location over a new pool as it's a much bigger price tag and doesn't sound like it will offer significantly more. Plus, the existing location allows for a school sponsored swim team (if that could ever gain traction).

I would support a new pool if it were indoor so it could use year round if not just improve what we have

How about we finish the fields, concession stand, bathrooms and some shaded areas and picnic ramadas at the sports complex. How about some space for a dog park and remove the stupid disc golf course no one uses.

No

Both is needed

I don't support anything raising taxes or tax payers having to pay extra for when they don't use it.

STOP biting off more than you can chew!

The sports complex has already been an audacious comedy of blunders and broken promises all muddled up in greed and ineptitude. Fix the pool we know and love, the town of Camp Verde doesn't need new. Build affordable housing, not a promise of a new pool to get tied up in litigation and empty promises for 20 years.

Thanks for asking residents what they want! I'd like to see you baby the Heritage Pool until a new pool is built. If you're not going to bring in some big box stores for residents to shop locally at least give us a decent pool so we don't have to drive to Cottonwood and spend money on gas. I'm one the subject. You know you could keep it.

and revitalize Main Street AND develop better shopping for the whole verde Valley. Everything from Fast Food Alley to Verde Lakes can stay rural. Horse property, acreage, on Salt Mine, Quarterhorse and down Pecan Lane to the casino. Land past the Yav Apache Reservation on 260 could be developed with a Target, TJ Maxx and a chain restaurant. IF YOU ENTICED THEM TO BE HERE!!' As for Main Street, someone reach out to the Haunted Group in Cottonwood and ask them to consider bringing in a few restaurants that will be inviting to Cottonwood and Sedona residents like MOSCATO'S has done. A few profitable restaurants will maybe encourage a vineyard or two to put a tasting room on Main Street which could lead to a few little stores opening and staying open late. You'd have people strolling town after a wonderful meal they drove 30-45 minutes for BECAUSE IT'S WORTH THE TRIP. Incentivize more small businesses to open. A book store, a small pub with open mic night. Hold Friday Night Lights encouraging a meal then a Hogh School football game in the fall and Friday Night Lights in the summer; opening up Main Street on Friday nights with outdoor music, the new restaurants and stores and maybe invite a food truck of the week to showcase. How bout a car show on Fridays at the gazebo or Town Parking Lot? There is so much promise in little Main Street camp verde. And I would gladly volunteer to help if you just make an effort! Please, I'm begging you. Give this little town everything it deserves.

The verde valley is a very small area so it would be nice to have something for the kids to do in the summer

It is important for the families of our town, like the library.

We love having a pool. Whatever the case please ensure that we have a pool.

Whatever you do make sure it is truly accessible

How about we actually finish the sports complex first. Then start another project.

A lot of the seniors use the pool for exerise in the summer.

No

A rec Center poor and gym

The heritage pool is too small, it's over crowded and outdated. I drive to Phoenix in the summer to swim. A new pool at the Sports complex with new slides, a splash pad area and a water jungle gym would be fantastic. It would also draw people to actually go to the Sports Complex.

I believe that there needs to be an affordable place to take kids in the summer and for the past five years ove been taking my 5 year old daughter to the heritage pool, we are a very low income family and the fact that we didn't have to break the bank to go to the heritage pool really was a blessing. I am all for a new and improved but please make it still affordable for the families that can't afford to do much in the summer, this could be a very awesome idea for a new facility but if its not affordable for the community it wont matter how much you spend on it, it will leave the minority out, thank you for helping and improving our community 😊

Important for youth recreation

Good luck!!

I'm for repairs of the Heritage community pool. Makes no since to make a new one that is the same size and outdoors. If a new one is built at the Sports Complex honestly how many operational days will we have because of it being to dirty to swim with all the dirt fields there.

Renovate and make better!

Git 'er done.

Shade over pool

Keep old pool with renovating during new construction of new pool

No

Since renovating the current pool, would be financially much less, this seems a better option, unless a new pool at the sports complex could be part of a recreation center.

Keep it where it is and just expand.

Your price estimations seem inflated and somewhat nefarious. You guys never even built the splash pad that so many anxiously waited for. Sounds like another hollow promise, and just an excuse to hike up taxes.

Lazy river

The location of the pool is nice, located right by the schools. I'd rather spend less and have something just as nice then spend more just to move locations! This seems silly to me, especially if we have to pay for it!

A community pool is exceedingly important to Camp Verde

We need something for all of are kids to do with out having to go all the way to cottonwood

I feel if the school district is not going to sell heritage pool property to the town then a new facility should definitely be built. I would love to see a rec center with an indoor and outdoor pool but I'm not sure how feasible this is.

If the heritage pool is redone the school could have a swim team also if you build a new pool it better be like a water park and if you remake the heritage one it better be fun, kids in this town have nothing to do but get in trouble with drugs and alcohol for fun think about the youth

Please make a new one indoors so it can be used all year around. We have a large older population, and swimming is such great exercise for everyone.

Exciting!

It would be nice to have a pool that was indoors like in Cottonwood. If they can do it, why can't we?

Please make sure bathrooms are clean, well lit, with multi-stall separate shower and restroom areas.

It would be worth the wait! Our community is establishing roots in the area, and we are in dire need of improved community resources to keep pace with the area's growth and support the next generation.

I do not feel a community pool in Camp Verde should be a priority, especially if it involves more funding and resources. Rather, The Town of Camp Verde should focus on the towns infrastructure e.g. small business's, wayfinding project, Main St. Curb appeal, Attracting tourists etc.. Camp Verde is home to many creeks and swim holes i do not see a need for a community pool at this time.

Stop using all our towns money on new vehicles for law enforcement. Our crime rate in this town doesn't justify the amount of money you spend on vehicles and gas for them to be running around

It is not the children need a pool for sure get a new pool

A pool is wonderful, but I think it being only seasonal doesn't serve the community base. It would be nice instead of making a seasonal outdoor pool, make an indoor pool with a rec center. Our community has a high retired population. They would benefit and use the pool year round, along with families. If there was a community workout facility attached it would definitely draw more people. The initial cost would be more, but you can yield continual fund year round.

A local pool is important to the residents of this valley

Build a pool where competitions can be held to bring in income to our town.

If we can make the new pool all season, that makes the most sense as it = year 'round income off the substantial investment.

If new pool is built more than one slide

I think renovating the pool and making improvements would be best. If the decision is to make a whole new pool, maybe keeping the old one open while the new one is being built will make the community happy. Also, having an indoor pool would definitely encourage my family to go to the pool more frequently. Sometimes we don't go is because the sun is too much and there is no shade at the pool. But we do enjoy going when the weather permits.

No

Let's improve and eventually work on a way to build a new one at the sports complex.

My children & Grands all took swim lessons there & we went A Lot for Years. Vital for community! & Rimrock

I hope with the funds saved (doing renovation as opposed to new build) a large area can be added for small children to safely play. The Verde Valley is severely lacking in affordable things for parents of very young children to do, and there are more and more young families every year!

How about you finish the sports complex! When other towns come here to play our teams. The complex is a laughing sorry excuse case we can't get decent bathrooms, shade, concession stand or even decent walk way to pull heavy wagons up hill! Finish the sports complex!!!

We need a community center that can be used in other forms of fitness and health all year round for all ages.

Indoor heated pool with splash pad

To me, it seems that having a proper indoor pool option for our community would be the best option. If there are going to be millions of dollars spent on any kind of renovations or new construction, it seems most logical to have a structure or facility that can be accessed year-round instead of only a few months out of the year. That's a lot of money for something that will not generate any kind of revenue for many months in a row. If the investment was made in an indoor facility that included a pool, splash pad, rec center, etc., I could see the community (as well as neighboring communities) taking advantage of that all year long. If the plan is for another outdoor pool at the Sports Complex, then it seems to make the most sense to just fix up Heritage Pool, because it doesn't sound like much would be gained or improved if you just make another outdoor pool at the Sports Complex.

I don't think using tax revenue is fair. That'd be charging us twice to use the pool.

Our with the old, in with the new.

Complete the sports park first, then go forward with development. The equestrian center got completed, what happened with the complex that more people of the community would enjoy?

A Recreation fitness center with a pool would be huge for our community. I pay 500+ a year for gym membership at snap, no pool, sauna, track ect. I think the majority of people in town that work out wouldn't mind paying a respectable monthly fee for a nice facility.

I think ever town in Verde valley due to our extreme summer.

Build a new pool but keep this old one open until the new one is done! Make it more of an indoor pool if possible or work on getting an rec center all together!

I'm too old now; however the pool was very important to me. Thus continued support!

None. Thank you for doing this.

We love the pool and visiting it. A pool would be fun at the Sports Complex, but it's further from our family, personally, and it would likely be jam packed and crowded as sports are going on there through Spring and Summer. I feel like it could also be a potential safety hazard for younger siblings whose parents are distracted watching older siblings practice and games.

Keep it close to homes

An indoor Rec Center like Cottonwood has, would be amazing. We drive over to Cottonwood three days a week to work out in the indoor pool in the fall, winter and spring. Would be an amazing space for us seniors to exercise closer to home.

Okay, \$3 million and you can rebuild the present pool and make it nicer and have it done sooner. Or you could build the pool at the Sports Complex and we are without a pool for a few years, is more expensive, and you end up with about the same asset. Unless I am missing something, it seems to me we need to get to fixing up the present pool and making some good improvements.

N/A

It would be nice to have a couple slides. One for younger and one for older kids.

No business funding a new pool.

Bathrooms 100% need to be redone they are very old and grungy. Pool needs more to it, like a better working slide , small slide for little kids , more room for little kids to swim. Splash pad add on.

I would say yes to a new pool if it was indoor. To build the same thing we have is not cost effective

Keep a covered pool year round. Expand community activities.

We drive often to the cottonwood pool over ours. Selecting that we only use it occasionally feels misleading because we would utilize it far more if it were in better shape & open consistently. Thank you for making it a priority for our young families.

I believe a recreation complex in general would be healthy for the community. I understand it doesnt need to be on the same scale as Cottonwood's, but a gym, pickle ball courts, and the pool would support healthier lifestyles. Parents could exercise while children play or have swim meets, seniors could have affordable fitness, and kids can stay out of trouble (also playground/skate park etc).

Pickleball courts would be a better use of the funds!

Big high dive. More slides. Kids splash area. Rope swing.

If a new pool is built. Make it covered and large enough for regional swim meets and other events that would bring in income.

The town needs a pool.

Please please build an indoor pool. We need a pool year round. My first choice is to keep both pools, but if it's not feasible because of costs, I would say build the indoor pool. We need this for our community. We need to stay healthy all year round and swimming is one of the best exercises for all ages! Thank you!

Make 1 large rec ctr with indoor pool, workout equipment, basketball court, yoga or dance room multi-use. Open year around. The extra dollars to build would be valuable for the community. Please don't sell the old pool prematurely and make everyone suffer without anything for years to come. Sink only enough money onto the old pool to keep it open, until you are close to opening new. Please! Thank you for asking us to do a survey. I hope you take the time to read the comments on Facebook.

New pool . Cover over it and heated for winter

A rec center such as cottonwood has would be used by the community and could generate revenue with memberships to certain utilities at said rec center.

Larger kid friendly areas

An indoor pool that could be year round would be absolutely amazing.

I grew up here. I remember when the pool was built I remember the first day it opened me and my brothers and a lot of of our friends raised the money to build the skate park next-door and we were there for the ground breaking. We poured the concrete we broke our backs in the summer heat to build that skate park. The same can be done for our swimming pool. My best friend Mark Balfour died right there in front of the swimming pool and there is a memorial stone for his grave in front of that pool do not desecrate someone's memorial by destroying the pool. I go there often to visit his memorial. I go there often to visit the pool most of the time it's closed sadly fix what we have, don't destroy it to build something new if I have to start a protest I will.

Why is an outdoor pool the only option? If the townspeople are potentially investing in something costing millions of dollars, it should be available to use year round.

It needs to be indoors.

Finish the bathrooms and handicap access at the sports complex before starting another project

We don't even have a finished sports complex and you guys wanna fix a pool? This town has way too many issues to fix first before "fixing" a pool it's not even gonna be fixed it'll sit in development for so damn long it becomes an eyesore just like the "sports complex" get your priorities straight and actually listen to the community because we need more useful things than a damn pool

As camp verde has a larger elder population than the US average, I am interested to know if the new community pool will be shaped to accommodate more lap lanes for adult swim times and include a second adult only lap swim session perhaps in the late afternoon and not just the early morning session currently offered? Or possibly midday adult lap swim during weekdays when school is in session? Or BEST option of all would be a separate adult only lap pool that is clean and free of suntan oils, etc? I bet an adult only lap pool which could also be used for water aerobics, etc. would be a very popular idea with our large Camp Verde elder community!

I missed the slide. This past year. Hope it gets fixed.

Possibly more like Cottonwoods pool with slides and different things for the kids.

Only been here 20 years and in that time more and more younger families are moving in which is great, give the kids something to do and the community will be better off for it, A bored kid (as I was) will find things to do that may not always be positive. Grow community for today and the future it can be done!

Why create an outdoor pool facility instead create an indoor facility pool including a gym so you can collect year round money non seasonal and gives a better environment for people to in better yet finish the sports complex before starting another project by the time it's ready to be used at this rate I'll be too old to benefit from it

No

Looking forward to the improved development plan for the sports complex along with possible fitness centers, I love the sports complex and we are there every day for walking and running exercise.

CV needs affordable recreation for our youth!

I feel like you should finish all the projects at the Sports Complex first! Ball fields, bathrooms, concession stand etc.

If it's going to be an indoor pool that can be used for more than 3 months out of the year, invest in new, if not leave it alone!!

Figure it out and do it.

Keep the current pool and if you want a new pool fine, but keep the old pool

Keep one open while building the other. The Health benefits are not an option especially for seniors. We have helped pay for all other things our town has needed for years. Now we need you and our pool! Please don't let us down!

Definitely keep and upkeep the Heritage Pool. A new Pool at the sports complex would be awesome ONLY if the Heritage Pool is kept going. It would be a hardship to be without a community pool for several years if Heritage pool got shut down while building same pool out at sports complex. That would not make financial sense comparing the cost of upkeep for Heritage pool vs. the cost of a new pool that is the same size at sports complex. Any new pool should be bigger and covered/indoors for year round use. The community would greatly benefit from year round swimming exercise. Please don't take away the Heritage Pool. It would be worth it to maintain that facility. Thank you.

The pool is an amazing asset to this community. The loss of the pool for any amount of time would be devastating. Would like to see greater accessibility for the community and having the pool open seven days a week.

Big difference here in dollars. Also stacy can **** off.

Drowning is a leading cause of death for children. Swim lessons save lives children need to learn to swim.

No

Keep prices affordable. Try fund raising.

Build a pool And rec center so the community can use it year round, like the one in Cottonwood.

N/a

Finish what was started and complete the project then maybe add splash pad and good bathrooms

I always enjoyed Heritage pool but thought to myself it had so much more potential. Mt kids took swim lessons there when they were little, I took Zumba classes there as well.... But it's just too small. Building a larger pool area similar to the one in Cottonwood, indoor and outdoor, adding classes, adding a swim team and having competitions, add concessions areas,, better showers, having year round access would be an real income generator if done right with the right people managing it. Teens are ok to work there but adult management is a requirement.

The Mesquite Water Park in Chandler would be a great model to look at. Several lap lanes, diving board area, and a kids shallow play area. I would also like to see the pool open May-September with lap swim for adults open most of the year. I am an avid lap swimmer and would like to swim before or after work, the cold weather doesn't bother me much.

The heritage pool should stay where it is more near a population center and schools for easy access. The new apartments and Verde Ranch have their own pools and new proposed housing is toward Cottonwood. With the new proposed athletic stadium by the pool, the pool could have better visibility for usage for athletes. Maybe there is some synergy for a face lift with this new stadium. The pool needs more shade, even for the pool itself. Involve the community with events at the pool. Get free help from art students and community in a face lift decorating the interior, like painting the picnic tables, decorating the fences and inside facilities.

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Parks & Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

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: Update on the Draft 2026 General Plan Outreach Efforts.

Attached Documents: Click here to access the General Plan & Survey: [Camp Verde, AZ](#)

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:

Over the past three months, the Town of Camp Verde has received a tremendous amount of thoughtful and valuable feedback from residents, stakeholders, and community partners as part of the 2026 General Plan update. Now, we want to close the loop with the community.

The Town will be hosting a series of General Plan Open Houses to:

- Share what we heard from the community
- Highlight changes that have been made to the draft General Plan based on that feedback
- Provide an opportunity for additional comments and discussion before the plan moves forward

These open houses are informal, come-and-go events where residents can review materials, ask questions, and talk directly with Town staff.

Open House Dates/Times

All open houses will take place at the Camp Verde Community Library (130 Black Bridge Loop, Camp Verde, AZ)

- Saturday, January 17th** | 3:00 – 5:00 PM
- Tuesday, January 20th** | 9:00 – 11:00 AM
- Saturday, January 24th** | 9:00 – 11:00 AM



Parks & Recreation Commission Agenda Information Memorandum

- **Tuesday, January 27th** | 5:00 – 7:00 PM
- **Thursday, January 29th** | 1:00 – 3:00 PM

Whether you've already participated or are just getting involved, we encourage you to attend one of these sessions. Your continued feedback is essential as we refine the 2026 General Plan to reflect Camp Verde's vision for the future.

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

Gathering stakeholder feedback on the Draft 2026 General Plan ensures that future growth and development in Camp Verde align with the community's shared vision, values, and long-term strategic objectives.

Question(s) before the Commissions:

- Does Commission have any questions for staff?



Parks & Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

Agenda Item Type:

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

Requesting Department: Parks & Recreation **Staff Resource:** Parks & Recreation Tiffany Smith

Agenda Title: Update on the Parks and Recreation Master Plan.

Attached Documents: N/A

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

Background Information:

Town staff and Kimley-Horn continue to work on the Parks & Recreation Master Plan.

Community input is a vital part of this process, and we're encouraging everyone to share their ideas, priorities, and vision for Camp Verde's future recreation opportunities. Residents can participate by completing the online survey and dropping pins on the interactive map to show where they'd like to see new parks, trail connections, or facility improvements.

Get Involved: Visit www.envisioncampverde.com to complete the survey and share your ideas today!

In addition to the online engagement tools, staff are coordinating stakeholder engagement sessions to ensure a wide range of perspectives are captured. These sessions include input from community organizations, youth and senior groups, sports leagues, and other key users of the Town's recreation facilities. Parks & Recreation staff also made a visit to the Senior Apartments to assist residents with taking the survey and providing their input on Dec. 16th.

Kimley-Horn is working in developing the statistically valid survey that we anticipate being released mid-to-late January 2026.

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

Through this master plan, Camp Verde is advancing its commitment to building a connected, active, and vibrant community.

Question(s) before the Commissions:

- Does Commission have any questions for staff?

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Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

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: Parks and Recreation Commission Refresher Orientation.

Attached Documents:

- PowerPoint Presentation
- Policies and Procedures Manual
- Code of Conduct & Ethics Policy

Estimated Presentation Time: 30 minutes

Estimated Discussion Time: 15 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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:

Town Manager Miranda Fisher will lead the Commission in a refresher orientation. This session will ensure that all Commission members have clear understanding of their roles and responsibilities, the Town's meeting procedures, and key policies such as open meeting laws, ethics, and conflict of interest guidelines. By providing this foundational knowledge, the orientation will promote consistency in decision making, ensure compliance with legal requirement, and support a collaborative relationship between Commission and staff.

Connection to the [FY25-30 Strategic Plan](#)

By completing an orientation for the Parks and Recreation Commission, the Town is advancing its focus on good governance.

Question(s) before the Commission:

- Does the Commission have any questions for staff?



TOWN OF CAMP VERDE REFRESHER ORIENTATION



AGENDA

- Words of Wisdom
- Open Meeting Laws
- Meeting Types
- Executive Sessions
- Meeting Management
- Call to the Public
- Motions
- Code of Conduct & Ethics
- Conflict of Interest
- Ethics, Liability & Best Practices
- Personal Devices & Social Media
- Best Practices



WORDS OF WISDOM

- What advice do the Commissioners who have been serving for a while have for the newer Commissioners?
- What qualities or behaviors do you think are essential for a successful Commission?
- Are there any specific resources or tools that you believe would enhance the Commission's effectiveness?



OPEN MEETING LAW *(A.R.S. § 38-431 ET SEQ.)*

- Official deliberations & proceedings conducted openly.
- Maximize public access & participation.
- Any uncertainty resolved in favor of openness.
- If there's a question about whether something needs to be done in public, you should assume it needs to be public unless told otherwise.
- Public has the right to:
 - Know what the public body will discuss, and when.
 - Hear all discussions, deliberations, and decisions on a matter.
- Public body may not discuss, consider, or decide matters outside of a public meeting.
- Rather, meetings must usually be noticed 24 hours in advance and discussions must be held in public.

WHAT IS A MEETING?

- A.R.S. § 38-431(4)
 - A gathering
 - In person or through technological devices
 - Of a quorum of the members of a public body
 - At which they discuss, propose or take legal action, including any deliberations by a quorum with respect to that action.
- Quorum doesn't even have to meet or discuss the matter all at the same time.
- Could have an issue even if the meeting isn't your own but someone is making a proposal that will come before your public body for consideration.

OPEN MEETING LAW & EMAILS

- Cannot use e-mail to circumvent the Open Meeting Law.
- Cannot use e-mail among a quorum to:
 - Propose legal action
 - First example is not a proposal; second one is.
 - “Here’s an article on a program the State of Oregon has put in place”
 - “We need to adopt a program like the one discussed in the attached article.”
 - Discuss legal action
 - Deliberate on legal action
 - Take legal action
- In practice, this means you should be very careful about using “reply all” or “forwarding” when on an email chain with other public body members.

OPEN MEETING LAWS - FACTS VS. OPINIONS

- There is no distinction between discussing facts vs. discussing opinions among a quorum.
- Deliberation = “collective acquisition and exchange of facts preliminary to a final decision”.
- Therefore, a 2-way discussion of facts (among quorum) regarding potential public business can be a **violation of the OML**.



OPEN MEETING LAW – SPLINTERING QUORUM

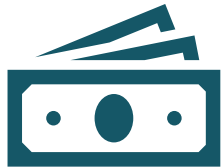
A “meeting” does not require presence of quorum all at the same time. It doesn’t even require that the quorum really “meet” at all.



This is called “splintering” the quorum, and it may happen through:

Email	Phone calls or text messages	Social media messages or posts	Polling	Staff, if directed to communicate in violation of OML
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CONSEQUENCES FOR VIOLATION OPEN MEETING LAWS



Investigation by AG's Office - \$\$\$



First Offense

Commonly Requires Training by Town Attorney
Other penalties as determined by AG's Office



Second Offense

\$500 civil penalty
Attorney fees assessed against the Town
Removal for intentional violation

MEETING TYPES

Regular Meetings

Meetings are the first Monday of the month at 6:00 p.m. Meetings will conclude at 10:00 p.m. unless a majority of Commission votes to continue the meeting to a later time.



Special Meetings

The Chairperson, after a public vote of the Commission may schedule a special session within the jurisdiction of the Town or the Chairperson and Town Manager may jointly schedule a special session to be held in appropriate facilities within Town limits.



Work Sessions

The Commission may schedule work or study sessions for the purpose of presentations and discussions on such issues that require more in-depth consideration by the Commission. No formal action may be taken at such meetings, other than a general consensus or conveying direction to Town Staff for further action.



Executive Sessions

The Commission may hold an Executive Session pursuant to A.R.S. §§ 38-431.01. All information distributed and all discussions during an executive session shall remain confidential indefinitely and are not to be divulged or provided to or discussed with persons who were not parties to the executive session, except as permitted or required by A.R.S. § 38-431.03 or a court order.



Emergency Meetings

As provided for in ARS § 38-431.02(D) and (E), Special Emergency Meetings may be called to discuss or take action on an unforeseen issue where time is of the essence and there is not sufficient time for posting of a meeting notice 24-hours or more before the meeting.

EXECUTIVE SESSIONS

Executive
Sessions
are for
Limited
Purposes
Only
A.R.S. §
38-431.03

Personnel

Confidential Records

Legal Advice

Contracts in Negotiations and/or Litigation

Negotiations with Employee Organizations

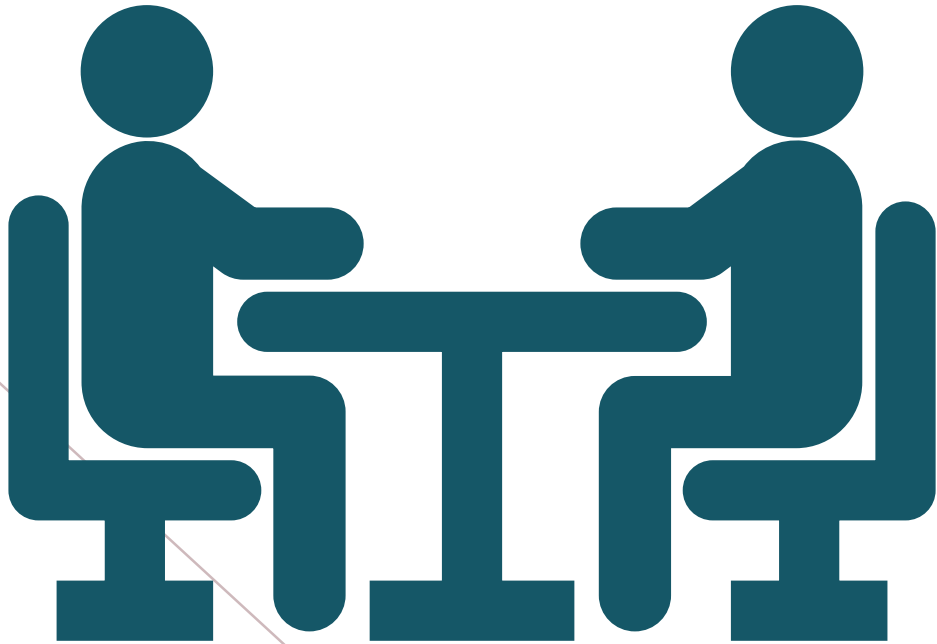
Interstate/International/Tribal Negotiations

Purchase/Sale/Lease of Real Property

School Safety

Facilities & IT Safety/Security

EXECUTIVE SESSIONS



- Information discussed in executive session must be kept confidential.
- Only those necessary for the discussions should be in the room – *e.g.*, members of body, necessary staff, & attorney.
- Do not take home executive session materials. Always return them to the clerk after executive session.

MEETING AGENDA, MINUTES & AUDIO POLICY & PROCEDURES

At the November 20th meeting, the Town Council approved the attached Policies and Procedures Manual, which establishes standardized practices for:

- Preparing agenda packets,
- Adopting action-oriented minutes, and
- Managing video and audio quality for Town meetings.

The goal of this manual is to ensure that all Town of Camp Verde meetings are conducted with consistency, clarity, and accessibility, and applies to the Town Council, Planning & Zoning Commission, Parks & Recreation Commission, Board of Adjustment and Appeals, and any new boards or commissions formed by the Town Council.

MEETING MANAGEMENT

- Applicable provisions of the Arizona Revised Statutes ("A.R.S."), including, but not limited to:
 - The Arizona Open Meeting Law (A.R.S. §§ 38-431 *et seq.*, as amended) and the Arizona Conflict of Interest Law (A.R.S. §§ 38-501 *et seq.*, as amended); and
 - The Town of Camp Verde Town Code.
 - Where not inconsistent with these rules and procedures, the Arizona Revised Statutes and the Town of Camp Verde Town Code, and the current version of Robert's Rules of Order will be used as a supplementary guideline.
- **Parliamentarian:** The Town Clerk and/or Deputy Town Clerk shall serve as Parliamentarian for all Town meetings.
- **Quorum:** Four or more Commission members shall constitute a quorum for transacting business. In any meeting where a quorum is present, it shall take a majority vote of the entire Commission, or a minimum of four (4) votes, to enact any measure, resolution, ordinance, or other business on the agenda.
- **Chairperson as Presiding Officer:** The Chairperson is the Presiding Officer of all meetings of the Commission. In the Chairperson's absence, the Vice Chairperson shall serve as the Presiding Officer.

In the absence or disability of both the Chairperson and the Vice Chairperson, the meeting shall be called to order by the Town Clerk, whereupon the Town Clerk shall immediately call for the selection of a Presiding Officer Pro Tem. The Commissioners present shall, by majority vote, select a Presiding Officer Pro Tem for that meeting.



CALL TO THE PUBLIC

- Permitted, but not required by law. A.R.S. 38-431.01(H). A call to the public allows for discussion of matters within the jurisdiction of the Town/public body but that are not on the agenda for separate discussion.
- If matter raised is not on the agenda, members of public body, at conclusion of call to public, may only:
 - (1) respond to criticism;
 - (2) ask staff to review matter; or
 - (3) ask that matter be placed on future agenda.
- Public is permitted to attend, observe, take notes, & record. Public is not permitted to interrupt the meeting.

MOTIONS

Motion to Approve or Deny: After the motion is made and seconded, it shall require an affirmative majority vote to pass, unless the matter is subject to a super majority vote (two-thirds or three-quarters majority). If the motion fails, the Agenda item shall be deemed defeated, unless a new motion is introduced and seconded.

Motion to Withdrawn: A motion can be withdrawn prior to a vote. If the motion was seconded, the person who seconded the motion must consent to it being withdrawn.

Motion to Table: Set aside an item currently under discussion for a more pressing item. Once the more pressing item has been discussed, a “motion to take from the table” will be made. If there is not enough time to discuss the tabled motion, the item will be moved to the next meeting.

Motion to Postpone Indefinitely: “Kills” the item and no further discussion can be held.

Motion to Close, Limit, or to Extend Discussion: Used to limit or close debate on, or further amend, the main motion. This motion cuts off debate. The Presiding Officer shall immediately ask the Members to vote on whether to call for a vote on the main motion.

Motion to Amend: Inserting and/or striking out words or other materials from or to the proposed motion or action.

Motion to Continue: Motions to continue shall be to a definite time. Such motions shall be amendable and debatable only as to the propriety of postponement and the time set.

Division of Question: If the question or motion contains two or more propositions that could be divided, the Presiding Officer may, upon his or her own initiative or upon the request of a Member, divide the question or motion into multiple questions or motions for separate consideration and action.

CODE OF CONDUCT & ETHICS

The attached policy underscores the Town's commitment to maintaining public confidence in the integrity and accountability of its Public Officials.

The purpose of this policy is to establish clear standards of conduct to ensure that actions, words, and decisions reflect the highest level of integrity, fostering public trust. This Code is designed to complement existing State laws governing the conduct of Public Officials.

Who Does This Policy Apply To?

- Town Council
- Planning & Zoning Commission
- Parks & Recreation Commission
- Board of Adjustment and Appeals
- Any future boards, commissions, or committees formed by the Camp Verde Town Council



CONFLICT OF INTEREST

A.R.S. § 38-503(A)-(B) Prohibits a public official who has, or whose relative has:

- (1) a substantial interest in any interest in any contract, sale, purchase, service or decision before the public body
- (2) From voting or participating in any way, in the contract, sale, purchase, service, or in the decision.

Who is a relative?

- A spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse
- Aunts, uncles, and cousins are not included

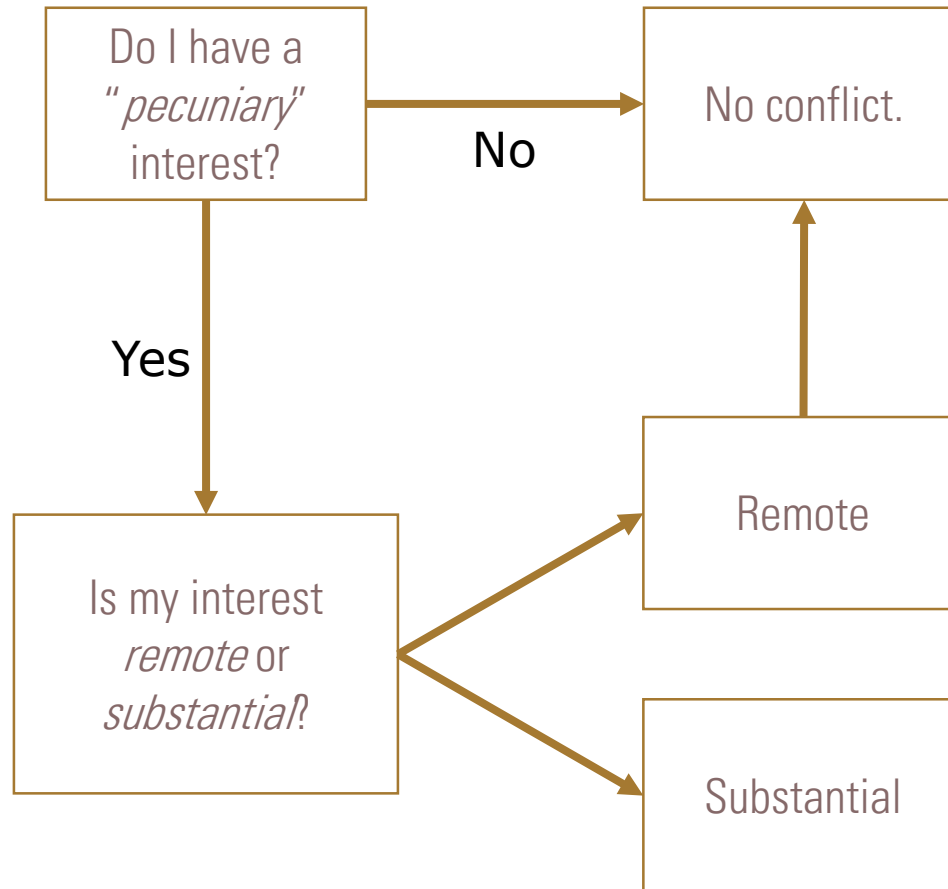
What is substantial interest?

- "Any non-speculative pecuniary or proprietary interest, either direct or indirect, other than a remote interest"
- Non-speculative: The official (or the official's relative) stands to gain or lose something in the decision – more than just a feeling of bias or partiality

What is remote interest?

- An interest that might appear to create a conflict but doesn't by statute
- Examples:
 - Recipients of public services on the same basis as other citizens
 - Member of a trade, business, occupation, profession or class consisting of at least 10 members, which is no greater than interests of other members
 - Owning stock or other publicly traded investments in a retirement/investment fund

Do I have a conflict of interest?



You have a *pecuniary* interest when you, or someone fairly closely related to you, stand to gain or lose something of value from the decision.

WHAT TO DO IF YOU THINK A CONFLICT EXISTS

Ask	Ask the Town Attorney
Disclose	Make interest known in the public record if a conflict exists
Refrain	Refrain from participating in any way

CONFLICT OF INTEREST PENALTIES

(A.R.S. § 38-510)

Intentional or
knowing violation –
Class 6 felony

Reckless or negligent
violation – Class 1
misdemeanor

Mandatory removal
from office

Contract or action
voidable

ETHICS, LIABILITY & BEST PRACTICES

- Your ethical obligations:
- Obeying all applicable laws.
- Upholding integrity and independence.
- Faithfully performing duties of your position.
- Conducting board business in open and public manner.
- Preserve and protect the present and future of the community.





PERSONAL DEVICES

- Assume that if you're talking about commission/board business, it's a public record.
- It makes no difference if using a personal cell phone or computer, a personal email account, etc. *See* A.G. Op. I17-004.



SOCIAL MEDIA

- If you want your social media account to remain “personal,” don’t use it for official purposes.
- If you are going to post a political opinion, please make it clear that you are posting as an individual, not a Commissioner.
- Establish a clear, viewpoint neutral policy for deleting offensive comments and avoid blocking users with whom you disagree.
- Think twice about what you retweet, like, or share.

BEST PRACTICES

Attend all meetings and arrive on time.

Read the agenda packet thoroughly in advance of the meeting.

Maintain politeness, impartiality, and attentiveness throughout.

Allow each speaker to have their turn without interruption.

Avoid disrupting presentations and let them conclude before responding.

Respect the Chairperson's authority and seek recognition before speaking.

Steer clear of arguments or taking sides in neighborhood disputes.

Cultivate resilience, remain composed, and avoid holding grudges.

Seek assistance from staff whenever needed.

Carefully review and consider staff recommendations.

Stay within your role and expertise; avoid answering technical questions outside your purview.

Ensure a clear and accurate record is created for every vote you cast.

Provide thoughtful reasoning for your decisions.

Remain neutral and professional, avoiding reactions to outcomes or criticism of staff fulfilling their duties.

Familiarize yourself with Arizona laws relevant to Public Bodies.

A photograph of wooden blocks spelling out 'THANK YOU' on a wooden shelf. The blocks are light-colored wood with dark, bold, sans-serif letters. They are arranged in two groups: 'THANK' and 'YOU'. The shelf is a thick, natural wood plank. The background is a soft, out-of-focus green, suggesting foliage. A thin, light-colored diagonal line runs from the top right corner towards the bottom right.

THANK YOU



RESOLUTION NO. 2024-1158

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE POLICIES AND PROCEDURES MANUAL FOR AGENDA PACKET PREPARATION, ACTION-ORIENTED MINUTES, AND VIDEO/AUDIO MANAGEMENT.

WHEREAS, the Town of Camp Verde recognizes the importance of standardizing meeting procedures to ensure transparency, consistency, and clarity in government operations; and

WHEREAS, the Town Council, along with the Planning & Zoning Commission, Parks & Recreation Commission, Board of Adjustment and Appeals, and other boards or commissions established by the Town Council, are committed to fostering accessible and efficient public meetings; and

WHEREAS, the "Policies and Procedures Manual for Agenda Packet Preparation, Action-Oriented Minutes, and Video/Audio Management" has been developed to outline uniform procedures for agenda preparation, action minutes, and video and audio quality management, thereby improving public access and meeting documentation.

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

Section 1: The Town of Camp Verde hereby adopts the "Policies and Procedures Manual for Agenda Packet Preparation, Action-Oriented Minutes, and Video/Audio Management," as set forth in Exhibit A, attached hereto and incorporated by reference.

Section 2: Town staff is directed to begin implementing the Manual's procedures immediately upon adoption, with specific provisions, such as action-oriented minutes, taking effect on January 1, 2025, to allow for adequate preparation and training.

Section 3: Town staff shall periodically review and recommend updates to the Manual to maintain its alignment with technological advancements, best practices in public meeting management, and the evolving needs of the Town of Camp Verde.

Section 4: All agenda packets, minutes, and video/audio recordings will be made available to the public in a timely manner, and the Town Clerk shall ensure that all materials are organized and accessible as specified in the Manual.

Section 5: While state law requires maintaining meeting videos for a minimum of three (3) years, the Town Council commits to retaining all video and audio recordings of public meetings indefinitely, as outlined in the Manual, to enhance public record accessibility.

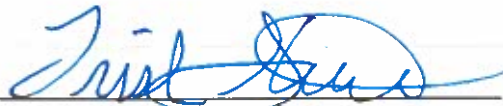
PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 20TH DAY OF NOVEMBER, 2024.


Dee Jenkins, Mayor

ATTEST:


Leah Rhodes, Town Clerk

APPROVED AS TO FORM:


Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



Town of Camp Verde

Policies and Procedures Manual for Agenda Packet Preparation, Action-Oriented Minutes, and Video/Audio Management

Adopted by Resolution 2024-1158 on November 20, 2024

Purpose

This policy manual establishes standardized procedures for preparing agenda packets, implementing action-oriented minutes, and managing video and audio quality for Town meetings. This policy applies to the Town Council, Planning & Zoning Commission, Parks & Recreation Commission, Board of Adjustment and Appeals, and any new boards or commissions formed by the Town of Camp Verde Council. The goal is to ensure consistency, clarity, and accessibility across all Town of Camp Verde meetings.

Agenda Management

Agenda packets are prepared for all Town Council, Planning & Zoning Commission, Parks & Recreation Commission, and Board of Adjustment and Appeals meetings and are typically released five (5) to seven (7) days in advance of the meeting. The procedures outlined below for agenda management are designed to streamline the format and content of each packet, ensuring consistency and clarity across all meetings.

Agenda Structure

1. **Header** – Include the Town logo and the Town of Camp Verde Vision Statement.
2. **Call to Order**
3. **Roll Call** – List names of elected/appointed officials.
4. **Pledge of Allegiance** – Led by a member of Council.
5. **Consent Agenda** – Include description language for this agenda item. Town Manager to recommend order; Mayor's approval required.
 - a) Approval of Minutes (if applicable)
 - b) Set Next Meeting Date and Time (if applicable)
 - c) Additional agenda items eligible to be considered for approval on the Consent Agenda
6. **Call to the Public** – Items not on the agenda. Include description language for this agenda item.
7. **Summary of Current Events** - Include description language for this agenda item.

8. **Special Announcements and Presentations** (if applicable) - Include description language for this agenda item.
9. **Additional Agenda Items** – Town Manager to recommend order; Mayor’s approval required
 - a) Action/Decision Items
 - b) Public Hearings
 - c) Discussion Items
 - d) Executive Session Requests
10. **Adjournment**
11. **Footer** – Include the following:
 - a) Left side: Name of the meeting (e.g., Town Council Regular Session)
 - b) Middle: Meeting date
 - c) Right side: Page number (e.g., Page # of #)

Agenda Information Memorandum (AIM)

Each agenda item will be accompanied by an Agenda Information Memorandum (AIM) containing the following information:

- **Meeting Date** – Date of the meeting the agenda item is for.
- **Agenda Item Type** – Type of agenda item the AIM corresponds to (Consent Agenda, Informational Presentation, Discussion Item, Action/Decision Item, Executive Session Request, Other).
- **Requesting Department** – The department presenting the agenda item.
- **Staff Resource** – Name of title of the person presenting the agenda item.
- **Agenda Title** – Clear and concise description matching the language on the agenda.
- **Attached Documents** – List of all supplemental materials included with the AIM, in the order the staff prefers they appear in the agenda packet.
- **Estimated Presentation Time** – Anticipated time for staff to present the agenda item.
- **Estimated Discussion Time** – Anticipated time for discussion among the council, board, or commission.
- **Reviewed By** – Indicates if the agenda item was reviewed by the Town Manager and relevant departments (e.g., Legal, Risk Management, Finance).
- **Financial Review** – Notation of financial implications, including budget account details, budget status, and CIP status if relevant.
- **Background Information** – Overview of the agenda item and rationale for its presentation. This section should be detailed to preemptively address potential questions.

- **Strategic Plan Connection** – Ensures alignment with the Town’s strategic priorities by connecting each agenda item to the FY25-FY30 Strategic Plan. Additionally, following the adoption of the updated General Plan, a prompt will be added to the AIM template to illustrate how each agenda item relates to the goals and initiatives outlined in the General Plan.
- **Question(s) before the Council** – Specific questions for discussion, particularly for discussion-only items, to guide the conversation.
- **Proposed Motion** – Proposed language should the Council decide to move forward with making a motion for approval, approval with changes, or denial

Agenda Packet Preparation

Once the agenda is finalized and Town staff have prepared the AIMs and compiled all supplemental documentation, the agenda packet should be organized as follows:

- **Page Numbering** – Designated page numbers for each agenda item, listed on the agenda itself. All pages will be numbered.
- **Blank Page Separation** – A blank page will separate agenda items when a new agenda item starts on an even page to clearly indicate transitions.
- **Headers on AIMs** – Each AIM will include headers identifying the agenda item it corresponds to.

Action Meeting Minutes Structure

The Town will be transitioning to action minutes effective January 1, 2025.

Action minutes capture the essence of the conversation and the decisions or actions taken, without documenting every detail of the discussion. The goal of action minutes is to provide a clear, concise summary of the meeting’s outcomes, including motions, votes, and key decisions. While it is important to reflect the essence of the conversation and any relevant context for the decisions made, the minutes will not transcribe every word or detailed dialogue. This approach ensures that the minutes remain focused on the results of the meeting, allowing for a more efficient review process while still capturing the key points of each agenda item.

Video and Audio Quality Management

The Town records every meeting via Zoom, and these recordings will be made available alongside the meeting minutes, providing a verbatim record of discussions if needed. Additionally, the Town will have access to a digital recorder to ensure a backup is available in case of issues with the Zoom platform or audio system. Executive sessions, however, are not recorded.

While the Town has identified some past issues with video and audio quality, staff have taken the necessary steps to address and resolve these concerns. The procedures outlined below will ensure the continued high quality of both video and audio for all future meetings.

Video Quality Enhancements

- **System Upgrades:** Sunstate (the Town's IT provider) has recently upgraded the video system, resulting in improved video quality for both live streams and recorded meetings.
- **Monthly Audits and Updates:** To maintain optimal performance, Sunstate will conduct monthly audits of the Council Chambers system and apply updates to the equipment as needed.

Audio Settings and Microphone Management

- **Improved Microphone Settings:** Microphone levels have been adjusted to enhance sound clarity, minimizing audio issues for both in-person attendees and those accessing the recordings.
- **Participant Microphone Control:** While attendees are encouraged to turn on their microphones when speaking, settings can be adjusted to have microphones automatically enabled if needed to ensure everyone is heard clearly.

Video Storage and Accessibility

- **Video Maintenance:** All recorded meeting videos will be maintained on the Town's server and website indefinitely, ensuring permanent access to meeting records for the public. It is important to know that while the Arizona Revised State only requires the Town to maintain these videos for three (3) years, under this policy, the Town is deciding to maintain all videos indefinitely.
- **Exploring Timestamp Options:** Town staff will evaluate additional media platforms that will allow the Town to create timestamps marking when specific agenda items begin, making it easier for viewers to navigate to relevant sections of the meeting.

Naming and Organization of Meeting Documents

To ensure that all meeting documents are easily searchable and organized, the Town Clerk has implemented the following naming system for agenda packets, minutes, and meeting videos:

- **Agenda Title:** Date of meeting/Name of Packet (Example: 11-20-2024 Regular Session Meeting Packet)
 - **Minutes Title:** Date of Meeting/Title of Minutes (Example: 11-20-2024 Regular Session Meeting Minutes)
 - **Zoom Recording:** Date of Meeting/Title of Meeting (Example 11-20-2024 Regular Session Recording)
-



RESOLUTION NO. 2024-1159

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE CODE OF CONDUCT AND ETHICS POLICY FOR PUBLIC OFFICIALS.

WHEREAS, the Town Council of the Town of Camp Verde values trust, honesty, personal responsibility, professionalism, service, and accountability; and

WHEREAS, members of the Town Council and its boards, commissions, and committees (collectively referred to as "Public Officials") have an obligation to the residents of the Town, its customers, and its partners to uphold the highest standard of ethics; and

WHEREAS, the Town Council seeks to establish standards of conduct for the Town's Public Officials to maintain public confidence and trust through their actions, words, and deeds; and

WHEREAS, the Code of Conduct and Ethics Policy for Public Officials has been reviewed and adopted to guide the conduct of Public Officials in fulfilling their responsibilities to the Town and its citizens.

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

Section 1. The Town Council hereby adopts the attached Code of Conduct and Ethics Policy for Public Officials ("Exhibit A"), effective November 20, 2024, to establish ethical standards of conduct for Public Officials in the Town of Camp Verde.

Section 2. The Code of Conduct and Ethics Policy articulates the Town's commitment to the highest standards of integrity, honesty, professionalism, and accountability, as expected of all Public Officials. This Code is designed to instill public trust and ensure that Public Officials uphold the highest ethical standards in their duties.

Section 3. This Code complements the requirements of State law governing the conduct of Public Officials and is intended to reinforce ethical behavior in all areas of public service.

Section 4. Public Officials will be required to attend ethics training, as scheduled by the Town Manager, to ensure the successful implementation of this Code and to further the understanding of ethical obligations in public service.

Section 5. A reporting process is established to ensure violations of the Code are addressed. Alleged violations will be reviewed and may result in penalties, including removal from appointed positions, censure, or other corrective measures as deemed necessary by the Town Council.

Section 6. If any provision of this Resolution or the attached Code of Conduct and Ethics Policy is found to be invalid or unenforceable by a court of law, the remaining provisions shall remain in full force and effect.

Section 7. This Resolution shall take effect immediately upon its adoption.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 20TH DAY OF NOVEMBER, 2024.


Dee Jenkins, Mayor

ATTEST:


Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

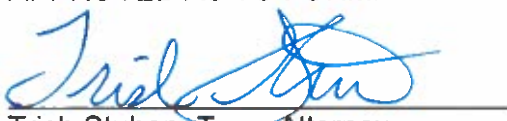

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



EXHIBIT A

Town of Camp Verde

Code of Conduct and Ethics Policy for Public Officials

Adopted by Resolution 2024-1159 on November 20, 2024

PURPOSE AND ETHICS STATEMENT

The Town Council of the Town of Camp Verde values trust, honesty, personal responsibility, professionalism, service, and accountability. Members of the Town Council and its boards, commissions, and committees (collectively, "Public Officials") have an obligation to the residents of the Town, its customers and its partners to uphold the highest standard of ethics.

The purpose of this Code is to establish standards of conduct for the Town's Public Officials in order to maintain public confidence in the integrity of the Town's Public Officials and to instill public trust through the actions, words, and deeds of the Public Officials. The requirements of this Code are in addition to and are intended to complement the requirements of State law governing the conduct of Public Officials.

POLICY

1. ***Responsibilities of Public Service.*** Recognizing the special responsibilities of serving the Town and its citizens and customers, Public Officials shall maintain the highest standards of integrity and honesty and shall treat all members of the public and fellow colleagues with respect, courtesy, concern, and responsiveness.
 - 1.1 ***Fairness and Respect.*** All issues and citizens shall be handled with fairness, impartiality and respect. Public Officials have an obligation to treat all citizens fairly, such as by dividing time reasonably among potential speakers on an issue at a public hearing or meeting, by having an open mind on issues presented, and by being willing to listen to different points of view.
 - 1.2 ***Meeting Attendance.*** It is the responsibility of Councilmembers to attend Council meetings and the responsibility of other Public Officials to attend meetings of their respective board, commission or committee to which they have been appointed in order to fairly conduct the business of the Town. It is also the responsibility of Public Officials who have been appointed as voting members representing the Town on other boards, commissions or committees to attend meetings of those boards, commissions or committees. Absence from meetings should be avoided if at all reasonably possible.
 - 1.3 ***Abstaining from Voting.*** A Public Official should not abstain from voting on a matter before the Public Body they serve unless they have a conflict of interest or believe they may have a conflict of interest or a personal interest as set forth in Paragraph 3.4. No Public Official shall be excused from voting absent declaration of a conflict of interest or personal interest.

EXHIBIT A

2. **Open Meeting Law.** The intent of the open meeting law is to assure that government is transparent and that the public's business is conducted in public.
 - 2.1 Compliance with Open Meeting Law. Public Officials shall comply with the open meeting law of the State of Arizona and shall not attempt to circumvent the requirements of the open meeting law.
 - 2.2 Polling. Practices such as polling individual members to reach a decision outside a public meeting is prohibited.
 - 2.3 Serial Meetings. A discussion among less than a quorum may lead to a violation of the open meeting law if eventually a quorum is involved in the discussion. This is a violation of the open meeting law and is prohibited. For example, if three members of the Council discuss a matter that is before the Council or may come before the Council for discussion or action, and one of those members discusses the matter with another member of the Council, a serial meeting has been held without notice and agenda required by the open meeting law. Serial meetings may occur through telephone conversations, written correspondence, e-mail or other means of communication about a matter of Town business.
 - 2.4 Use of Staff or Others. Use of the Town's staff or others to promote discussion among other members of the Public Body to circumvent the purposes of the open meeting law is prohibited.
 - 2.5 Open Meeting Law Violations. The Town endeavors to address misunderstandings regarding the open meeting law or inadvertent errors through training and staff support. Public officials are encouraged to ask questions, seek guidance, and report violations using the reporting process set forth in paragraph 6.4 below. Notwithstanding the reporting process set forth below, reports of violations of the open meeting law may also be made directly to the Attorney General's office or the County Attorney's office.
3. **Conflicts of Interest.** The purpose of the conflict of interest laws is to prevent self-dealing by Public Officials and to remove or limit any improper influence which might bear on a Public Official's decision. A conflict of interest occurs when (i) a Public Official or a relative of the Public Official has a pecuniary interest in a matter that may come before the Public Body during the Public Official's term of office on which the Public Official sits and that interest is not a remote interest as defined in ARS Section 38-502(10), or (ii) or when the Public Official has an interest that results in the Public Official not being able to act impartially on a matter before the Public Body. "Relative" means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.
 - 3.1 Compliance with Conflict of Interest Laws. Public Officials shall comply with the conflict of interest laws of Arizona. If a Public Official is not sure if they have a conflict of interest on a matter before the Public Body of which the Public Official is a member, the Town Attorney should be contacted. Requests related to conflicts of interest are confidential; however, official opinions of the Town Attorney are required by law to be a public record.
 - 3.2 Disclosure of Conflict of Interest. If a Public Official has a conflict of interest, they shall make known that interest in the official records of the Town. The Public Official shall not participate in any manner as a Public Official in the matter.
 - 3.3 Loyalty. Public Officials have an obligation to put the interest of the Town over personal considerations and to make the public's interest their primary concern.

EXHIBIT A

- 3.4 **Personal Interests; Non-Statutory Conflicts of Interest.** Occasionally a Public Official may find that they have a personal interest in a matter, even though a conflict of interest would not exist under the conflict-of-interest laws. Public Officials are encouraged to adhere to strongly held ethical values which are exercised in good faith and to refrain from discussing or voting on a matter if they believe their personal interest precludes making a fair and impartial decision. The Member should consider disclosing the personal interest on the record and formally recusing and stepping down from the dais until the Town Council or board, commission or committee has concluded the public hearing and its discussion and voting upon the item.
- 3.5 **Improper Use of Office for Personal Gain.** Public officials are prohibited from using or attempting to use their official positions to secure valuable things or benefits for themselves, unless such benefits are part of the compensation they would normally be entitled to for performing their duties.
- 3.6 **Gifts.** Public Officials shall disclose in writing to the Town Clerk any (i) gift, benefit or favor received with a value in excess of \$50.00 or (ii) any gifts, benefits or favors with a combined value in excess of \$50.00 within a six month period, *from a person with a financial interest in business with the Town or in a matter which may come before the Public Body*. The written disclosure shall be made within two (2) business days of receipt of the gift, benefit or favor or multiple gifts, benefits or favors totaling \$50.00 in value within a six month period. If the gift is donated to the Town or a bona fide charity, it does not have to be disclosed; provided however, that the gift is donated immediately upon receipt. The Town may refuse to accept gifts in its discretion (including where such gift may appear to be made to influence a decision of the public body or otherwise violate state law).

Notwithstanding anything in this section, elected officials shall not accept or keep tickets to entertainment, sports/athletic, or cultural events offered by a person who is compensated to influence Council action unless the tickets are incidental to a speaking engagement. A speaking engagement means an elected official's participation in an event for the purpose of presenting information related to the elected official's duties or performing a ceremonial function appropriate to the elected official's position. See Arizona Revised Statutes, Sections 41-1231(21) and 41-1232.08.

4. **Confidential Information.** The Town is committed to maintaining an open and accessible government intended to engender trust and confidence from the public, while at the same time protecting confidential information as required or permitted by law.
- 4.1 **Disclosure of Confidential Information Prohibited.** Public Officials shall not disclose confidential, privileged or protected information, unless authorized by the majority vote of a quorum of the Council or is required by law to do so.
- 4.2 **Unauthorized Use.** Public Officials shall not use confidential, privileged or protected information to advance the financial or other private interest of himself or herself or others.
5. **Code of Ethics Training.** It is important that training be made available to Public Officials in order that the purposes of this Code may be successfully implemented.
- 5.1 **Ethics Training.** Public Officials shall attend training as scheduled by the Town Manager (generally provided on an annual basis or once per term as needed).

EXHIBIT A

6. ***Procedures.*** It is important that procedures for reporting violations of this Code of Ethics be clearly understood and followed.
 - 6.1 ***Questions.*** Questions about this Code of Ethics, a conflict of interest, or other ethical problem should be presented to the Town Attorney's office. If time permits, requests should be in writing to the Town Attorney. If the ethical issue arises during a meeting, rather than risk an inadvertent violation of the law, the safest course of action is simply to declare that a conflict may exist that prevents the Public Official from participating.
 - 6.2 ***Obligation to Report Violations.*** Public Officials have a duty to report if another Public Official is violating laws or this Code.
 - 6.3 ***Interference with Duty to Disclose Violations.*** Public Officials shall never attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any person with the intent of interfering with that person's duty to disclose improper activity.
 - 6.4 ***Reporting Process.*** Reports of alleged violations of this Code shall be made to the Town Clerk, whether such report is by a member of the public, an employee, or a Public Official. Upon receipt of an alleged violation, the Town Clerk shall forward a copy to the members of the Public Body and to the Town Attorney. The Town Attorney shall either prepare a recommendation to the Public Body or request an independent investigation where there is a need to determine facts or have an impartial third-party review. Recommendations of the Town Attorney or the independent investigator shall be filed with the Town Clerk. The Town Clerk may place the matter on a Council agenda for consideration of possible action by the Council.
7. ***Enforcement.*** The Council intends that violations of this Code of Ethics be treated fairly and expeditiously.
 - 7.1 ***Council Action.*** The Council shall review the report and the recommendation at a regular or special Council meeting. The report and the recommendation shall be a public record. If the Council determines that a violation of this Code has occurred, the Council may impose penalties in accordance with Paragraph 7.2.
 - 7.2 ***Penalties.*** It is the intent of the Council to educate, and where necessary, discipline Public Officials who violate this Code of Ethics. In addition to other penalties provided by law, the Town Council may vote to remove the Public Official from appointed board or commission positions or not appoint the Public Official to represent the Town on regional committees or at public functions. In addition, the Town Council may publicly censure a Public Official or another member of Council for violation of this Code of Ethics, provided that (i) the member who may be censured shall not vote on the matter but may explain his or her actions, and (ii) censure shall require a vote of five (5) members of Town Council. This paragraph does not prevent informal resolution of minor infractions, such as immediate corrective action of the alleged misconduct, training, or other remedial actions.

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Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 5, 2026

Agenda Item Type:

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

Requesting Department: Parks & Recreation **Staff Resource:** Parks & Recreation Supervisor, Tiffany Smith

Agenda Title: Update on Parks and Recreation current programming and events.

Attached Documents:

- Christmas Magic Summary
- Christmas Magic Improvements list
- Grasshopper Basketball Registration Flyer
- Adult Basketball flier
- Touch A Truck flier
- Recent Press Releases
- Pecan & Wine flier
- 40th Anniversary/State of the Town agenda and notes

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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:

This is a standard update added to the agenda at the request of the Commission. This update will include information about upcoming events along with summaries of recently completed events and programming.

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

This aligns with the Council's Strategic Plan by enhancing our location and history through amenities and events.

Question(s) before the Commission:

- Do you have any questions about our previous upcoming events or programming?

2025 Christmas Magic Summary

This event was another tremendous success, being kicked off with Kiwanis of Camp Verde serving pancakes and sausage for Breakfast with Santa event. We had over 120 children get their photo taken with Santa and Mrs. Claus that morning. Our vendor event was also a hit with an increased footprint this year, adding vendors up near the ramada and in between the 200 and 300 buildings. The Parade of Lights kicked off at 6:00, followed by more photo opportunities with Santa and Mrs. Claus. We had at least another 100+ families participate in the photo opportunity that evening to end the day.

Total Attendance: 6,300

Kiwanis Breakfast and Craft Fair: 1,300

Parade: 5,000

Total Expenses: \$1,145

Supplies: \$325

Advertising: \$820

Radio: Yavapai Broadcasting \$240

Newspaper: \$580

Volunteers and Volunteer hours: 9 volunteers, 35 hours

Total Revenue: \$3,130 (all from vendor registration)

Vendors: 62

Gingerbread Contest Participants:

Parade entries: 41 (56 total vehicles)

P&R Staff Hours for event set-up and operations: 5 staff, 91 hours

2026 Christmas Magic Improvements List

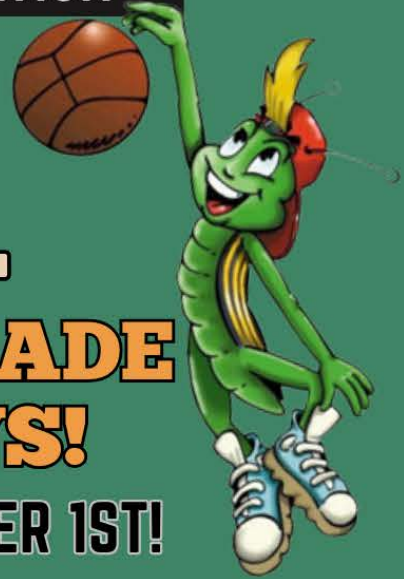
1. Consider changing out lights on railing to all led – utilize other lights for “fencing” with barricades or on trees
2. Find another use for icicle lights, not on trees
3. Work with Maintenance on improving electrical issues for kitchen and outer wall along P&R
4. Start the craft fair portion of the event at 9:00 am in conjunction with breakfast
5. Extend the parade route up Gen. Crook Trail to allow for the crowd to spread out and accommodate additional people
6. Improve communication with the public regarding the parade route – does not start at Basha’s – include in all press releases, social media posts, adds
7. Having all 5 staff here all day was a huge help in getting all décor set-up in time for parade line-up
8. Having 1-2 staff check-in parade, 1 on Wood/Turner, 1-2 on the field was very beneficial
9. If we utilize volunteers for set-up, make sure we have specific things we want them to do
10. Remember to get Mrs. Claus a clicker – forgot to that in 2025
11. Vendors up near the ramada did work, discuss options for adding more up there to include the space inside the ramada – may be a better option than between buildings for vendors
12. If we have vendors in ramada, may want to consider decorating with inflatables or something in that area
13. Could we put the Grinch on the roof?
14. Work with Maintenance on a plan to revitalize Santa’s sleigh
15. Make sure to do the work order to have the power pedestal put in place on Wednesday so it is ready to use
16. What else could we do in the gym to make it more festive? Encourage vendors to have holiday items and décor is one idea.
17. Have the staff person at the front of the parade doing pacing located directly on the corner so they can see around the corner. Spacing was an issue and we need to give the entries clear direction on maintain spacing to the best of our ability.
18. In vendor list, include if they are 1-2 spaces/power, and special requests
19. Work with 4-H again to boost Gingerbread contestants – how can we get more?
20. Parade check-in 2 staff, located near the entry to parking lot on right of rock jail with numbers and instructions/rules.
21. Clean up parade registration to make sure we are getting all the necessary information on entry length and vehicle info.
22. Put up a table and chairs for judges near the announcer stand

CAMP VERDE PARKS & RECREATION

GRASSHOPPER BASKETBALL

**FOR 5TH - 8TH GRADE
GIRLS AND BOYS!**

REGISTRATION OPENS NOVEMBER 1ST!



1ST PLAYER \$45 & 2ND FAMILY MEMBER \$40

1 practice per week

Games played on Saturdays

Register @

<https://campverde.sportsites.com/player>

IMPORTANT DATES:

Registration Deadline: December 21st

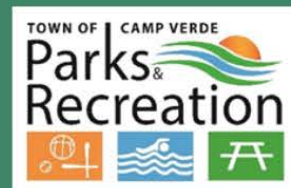
Late Registration Deadline: December 31st

\$5.00 late fee assessed

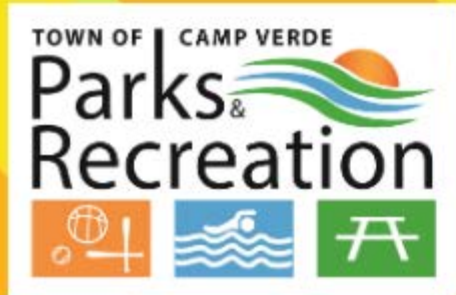
Skills Assessment & Draft: January 5th

Games begin January 17, 2026

**For more information:
928-554-0820 option 3.
parks@campverde.az.gov**



COACHES NEEDED!



ADULT BASKETBALL LEAGUE 2026

REGISTRATION: JAN. 2ND - FEB. 20TH

LATE REGISTRATION: - FEB. 21ST - MARCH 4TH

GAMES BEGIN: MARCH 9TH

**GAMES PLAYED MON & WED @
THE COMMUNITY CENTER GYM**

\$375 PER TEAM

\$25 LATE FEE

MAX TEAMS- 12

MIN PLAYERS- 5

MAX PLAYERS- 15

MUST BE 16 OR OLDER (ONLY 2 UNDER 18 ALLOWED/TEAM)

8 GAME GUARANTEE, OFFICIALS AND TIME KEEPER PROVIDED

TOUCH-A-TRUCK

A hands on opportunity to explore a variety of machinery!

FREE Kids Event



February 14th, 2026
11:00am to 3:00pm



Come be in the
driver's seat!

**Camp Verde
Sports Complex!**
990 Champion Trail
Camp Verde, Az!

Live Demonstrations!
Meet the people who
build, protect, and serve
the Verde Valley!

WARNING

No Pets or Dogs Allowed
Registered
Service Animals
Only

**FREE Lunch
provided by**



Kiwanis
CAMP VERDE ARIZONA

Register for Touch a Truck at
www.Eventeny.com

Parks & Recreation Commission Regular Session January 5, 2026

**WE WANT
YOU!**

**to be a part
of our event!**

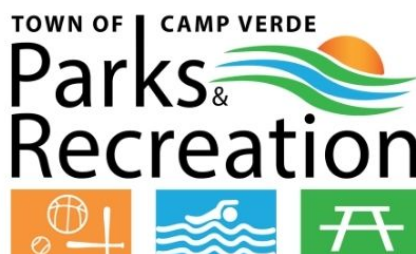
**2025 attendance
was over 3,500!**

**Would your business
like to be a sponsor?**

**Do you have a
unique vehicle
that kids would love?**

**Are you a non-profit
that helps kids and
families?**

**No cost
to participate!**



928-554-0820 X3

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Camp Verde Parks & Recreation

Press Release

Contact: Tiffany Smith, Recreation Supervisor

Phone: (928)554-0828

tiffany.smith@campverde.az.gov

Date: November 26, 2025

Camp Verde Pecan & Wine Festival March 21-22, 2026

Camp Verde Parks & Recreation announces that the annual Pecan & Wine Festival planning has already begun. Pecan & Wine is the premier spring event featuring our great weather and free admission in Downtown Camp Verde adjacent to historic Fort Verde. Saturday hours are 11 am to 6 pm and Sunday 11 am to 5 pm. The Verde Valley Wine Consortium is a partner again and will be hosting the wine tasting tent with 15 wineries from across the Verde Valley. SRP and Yavapai College are returning as Platinum sponsors of the event. Offering multiple food vendors, a wide range of products for sale, great live music and local wineries along with a beer garden, this will be an event not to miss. Held outdoors at 75 E. Hollamon Street, this event has something for everyone.

Back for another year will be Christian Michael Berry's "Blues and Roots Music Review" to the main stage. Christian is an award-winning producer, artist, and promoter whose entertainment career began in 1969 and spans television, music production, album design, and live event promotion. He has worked with major artists across genres, contributed to films and TV series, and produced syndicated music programs. After relocating to Northern Arizona in 1998, he became a central figure in the region's music community, founding blues organizations, leading the Northern Arizona Blues Alliance, and continuing to perform and mentor through local blues schools. We are excited to partner with him on the music lineup for another great event!

Vendor registration is open with outside spaces available. Applications are available at <https://www.eventeny.com/events/pecan-wine-2026-24547/>. Wine vendors should contact the Verde Valley Wine Consortium directly: <https://verdevalleywine.org/>

For more information, contact Camp Verde Parks & Recreation at 395 S. Main St., parks@campverde.az.gov, (928)554-0820 Option 3 or visitcampverde.com/events for more information.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: November 24, 2025

Contact: Tiffany Smith, Recreation Supervisor

Phone: (928)554-0828

tiffany.smith@campverde.az.gov

Join Us for the 2026 Touch A Truck Event!

The Parks and Recreation Division of Camp Verde is excited to announce that the 4th Annual Touch A Truck event is scheduled for Saturday, February 14, 2026, from 11:00 AM to 3:00 PM. It will be held at the Camp Verde Sports Complex at 990 Champion Trail.

In 2024, this event drew in over **3,000 attendees** and featured 23 different companies and 39 vehicles, which included live demonstrations. Five community organizations participated, including Camp Verde Kiwanis Club who provided a free hot dog lunch to over 900 people! Yavapai Broadcasting promoted the event via live remote.

The Sports Complex parking lot will transform into a giant, interactive playground filled with all kinds of big trucks, emergency vehicles and tractors. Kids will have the rare chance to get up close with public service, emergency, utility, construction, transportation, and even “fun & flashy” vehicles!

What to Expect:

- **Hands-On Exploration:** Kids can touch, explore, and learn about a variety of vehicles with guidance from the operators who use them daily.
- **Live Demonstrations:** A special demo area will show these impressive machines in action—lifting, moving, turning, and doing what they do best!
- **Kids Activity Play Area:** A dedicated space for children to play, including a sandbox with toy construction vehicles and other fun activities.
- **Community Engagement:** Enjoy a free hot dog lunch provided by Camp Verde Kiwanis Club and get valuable information from community organizations and connect with local services.

There is no fee to participate and if your company is considering participating, here are some roles you could consider:

1. **Static Display:** Showcase your company's vehicles for kids to explore up close. It's a great way to engage with the community and allow children to see and touch the machinery.
2. **Demonstrator:** If you have equipment or vehicles with interesting features, you could participate in the demonstration area, showing off the vehicles in action. This would make a lasting impression on families as they get to see the machinery perform.
3. **Sponsor:** By sponsoring the event, your company could help support this free, family-friendly activity while gaining visibility. Sponsorships often come with perks like having your logo featured in promotional materials or on-site signage.

We want YOU to be part of this year's event! Whether you'd like to showcase a vehicle, offer a demonstration, or support as a sponsor, we welcome your participation.

For more information on how to get involved, please contact us! Let's make the 2026 Touch A Truck Event bigger and better than ever for our community!

To register, visit www.visitcampverde.com Click on events/annual events and Touch A Truck.

For more information, please contact Parks and Recreation at 928-554-0820 ext. 3, email us at Parks@campverde.az.gov, or stop in and see us at 395 S Main St in Camp Verde.

2026 Downtown Camp Verde Pecan & Wine Festival

March 21st & 22nd

Featuring
15 local wineries, food/beer &
craft vendors.

Live Music both days!



Delivering water and power®



Yavapai
COLLEGE



40th Anniversary Celebration Planning Meeting

Wednesday, December 10, 2025

In attendance:

Summary of Nov. 19th meeting.

Items of discussion:

1. State of the Town date and planning
 - a. Update on meeting with Miranda/Mayor - Cliff and Leah will be joining us

2. Budget
 - a. Budget information
 - i. Verve events -
 - ii. Food trucks instead of offering food
 - iii. Band - @\$2,000
 - b. Share Bonni's information

3. Library Anniversary Project – Nicolas to provide update

4. Other notes

40th Birthday Celebration/State of the Town Planning Meeting

Date: 12/10/25

Key Discussion Points:

Food Options: Discussed hiring Dutch oven cooking (estimated \$8/person, ~\$2,000 for 225-250 people); donation-based option considered. Food trucks remain possible.

Community Engagement: Donation-based meal collection (suggested \$5–8 per meal) for all attendees and supplement the budget.

- Should we consider an RSVP to help with determining the numbers for food, tables, and chairs.
- Lawn chair options for attendees to bring

Event Logistics: Emphasis on tent rentals (for dining and vendor use), leveraging available and rented tents, tables, and chairs, ongoing price comparison with prior events (e.g., Cornfest), dance component/dance floor with band, possible drink vendors (liquor license?) Event to take place on September 12, 2026, @ 6 pm ~ Community Park by Town Hall.

Theme Development: Brainstormed “Past, Present, and Future”-style themes. Will draft and select five options for leadership review.

- **Potential Themes** provided below during meeting:
 - Celebrating our past, present, and future
 - Celebrating the past and looking to the future.
 - Rooted in history, moving towards the Future.
 - Frontier to legacy along the river.
 - Our town, our story 40 years of our story
 - Our past, our present, our future, 40 years and more.

Email discussion on 12/11/25: Poll committee members for additional themes and then select the top three through a survey poll, and then select the top one during the January meeting.

Sponsorship & Donations

Planning to reach out for both traditional sponsorship and donated goods (raffles/services/donations to offset budget). Parks and Rec will adapt letter templates. Local and regional businesses targeted.

- Marketing & PR: Flyer creation, economic development input and support, social media use, press releases, and museum-style signage discussed.
- Action Teams: Budget compilation, sponsorship outreach, theme drafting, and marketing.
 - Wendy and Candice to work with ECDEV for promotion

Budget Items Identified for consideration:

- Dutch Oven Meal: ~\$2,000 for 225-250 people (or by donation) ~ had approximately 125, last SOT
- Food Trucks: TBD (depending on terms) – should be no price hire/pay for food

- Tent Rental: 40x80 no side walls ~ \$3,900
- Band: \$2,000
- Tables & Chairs: \$12.00 per table/\$2.00 per chair , possibly 40 tables = \$1,000
 - P&R has approximately
- T-Shirts: Pricing research underway; intended for fundraising ~ pre-order logo on front and them printing on back.
- Quilt: Bonni Jo/\$500.00 with digitizing \$7.50
- Library Project/Quilt: Noted major expenses noted above.
 - Sign and no flipbook (moving to other staff), putting out three books next week (remembrance of Camp Verde and 40th years)
 - Sovereign hunt - flipbook and signs, week turnaround for the signs
- Marketing (flyers, banners): Potential business support (e.g., APS in the past)
- Miscellaneous/Contingency: Décor, PR, signage, etc.

Next Meeting January 20th, 2026

Next Steps:

- Circulate theme options for feedback
- Prepare consolidated draft budget (Shawna)
- Distribute and refine sponsorship/donation letters
- Gather vendor quotes
- Create draft project charter
- Create Theme poll