

MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 26, 2022, at 5:30 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Joe Butner, Councilor Robin Whatley, Councilor Marie Moore, Councilor Cris McPhail and Councilor Jackie Baker are present. Councilor Jesse Murdock is absent.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Baker led the Pledge.

4. Discussion, Consideration and Possible Direction with public input to develop a framework for Parks and Recreation Commission.

Mayor Jenkins reviewed the items in Council's packet. These items include an Objectives Worksheet created by the Town of Camp Verde Parks and Recreation Department, the Town of Camp Verde's 1988 Resolution #88-36 and the Town of Clarkdale's Parks and Recreation Commission Scope and Mission.

Town Manager Russ Martin stated this Work Session is to create a resolution that outlines the "Purpose" then bring it formally to Council. Public will have a chance to give their input tonight.

Council Baker asked if we had some records from our past Parks and Recreation Commission to refer to, to see their participation and their ideas. Mr. Martin said when he got here in 2010, some Commissions had already dissolved.

Mayor Jenkins stated there are other active Parks and Rec Commissions that could help us get set up and guide our new Park and Rec Commission. Tonight, we have to determine our new Parks and Rec Commission's Scope and Mission. She does like the Town of Clarkdale's Parks and Rec Commission Mission.

Vice Mayor Butner likes the Objective Worksheet that is included in Council's packet. He was thinking of adding things that were expansive in nature:

- Aquatic- include specific details.
- Pickleball- add under Adult Recreation

- Community Recreation- add Diamondback trips and other field trips. Make it broader and more expansive.
- Assistance Options- he likes that it is advise and assist, provide input and feedback, help review and act as sounding board.
- Volunteering to be active in events and activities. He would like the Commission to *encourage* volunteering.

The thing he likes about Clarkdale's Ordinance is that it is broad and expansive in nature, they have a Mission Statement. He would like 17-3-1 Establishment and Purpose to say: *The Parks and Recreation Commission shall serve at the appointment of the Town Council. It shall act in an advisory capacity to the Town Council in matters pertaining to and in the advancement of sound planning and programming concerning Parks and Recreation as follows:*

Mr. Butner continued and said our Ordinance we had in the past, from his point of view, is useless other than providing an organizational framework.

Councilor Whatley likes the Resolution we had. It sets down how this started in the beginning. It explains in detail the groundwork. There are several things listed in it that she doesn't think need to be in there. This reminds her of Council Guidelines. She likes that Clarkdale has a Mission Statement. She really likes how our Resolution flushed out how it begins, and how it is supposed to work; basically, give good ground work. We need to expand to ours. Clarkdale's is good but too short but the Town could use their Vision and Mission Statement.

Mayor Jenkins stated the first page is how it gets set up. The General Duties is where it needs to be tweaked and we need to combine Parks and Rec's suggestions. We don't need to go into specific details about the type of activities, but use some of this to update the General Duties.

Councilor Marie would like to hash out important things. Keep the term to 3 years, 7 Commission Members, no secretary is needed (remove that), we only need a Chair and Vice Chairperson. They would be meeting once a month, include topic of discussions, public input, reviewed how the organization of the meeting would flow. She thanked Parks and Rec Staff for the Objective Worksheet; it is very helpful. It gives a condensed view of everything the Commission is taking care of. They don't need help with scheduling. She would like to have a member from Clarkdale attend a meeting and give suggestions on how to run things.

Public Comments-

Shannalee Brady- is interested in being part of the Commission. She thinks this Commission would be a place for citizens to give ideas, voice concerns, needs, etc. The meetings can be with Parks and Rec Department and be a place to brainstorm. The Commission could be a liaison for the public to have their voice heard without having to attend a Council Meeting. She also added the reason the Commission is made up of 7 members is because of voting. Council needs to also establish what a vote means or what it accomplishes. Where does an item go from the Commission.

Candra Faulkner- She supports the Commission. She would like to see a diversified group of seven. Bring in people who have a participial interest to make sure they have a voice.

Tammy Woodward- She supports the Commission.

Gayle Phelps- She supports the Commission. She would like to know exactly what Clarkdale's Commission does and get more details.

Brian Phelps- He is in support of the Commission. He said that after having conversations with Town people, they don't know what the Commission means, and can't find a detail description on what their duties would be. How will people get to know that information?

Mayor Jenkins stated we are here tonight to put together the framework, decide what their duties and responsibilities are. This will evolve. We are hoping to put together the framework for a Resolution.

Councilor Whatley thinks there should be some sort of training with Parks and Rec Department as to what is expected if you are on the commission. Mayor Jenkins said if you go to Town Code, it will give you an idea and definition of what Commissions and Council does, and overall expectation.

Town Clerk Cindy Pemberton read the description: "*A Commission is designed as a group of people who are designated and directed to preform duties on behalf of the Council on a municipal level.*"

Councilor McPhail said there are some tasks that need to be accomplished by the Parks and Rec Commission. The General Plan updated to include the Open Space Element, which includes a recreation element. What priorities and what Mission the Town will be accomplishing for the General Plan. We have also started a Parks and Rec Master Plan to look at the entire Town's facilities, to make sure the facilities are serving all of the communities. She gave an example: Sports complex- adding the best elements to serve the community. She agrees with diversity. Parks and Rec Commission is advisory only. When they vote, they vote to recommend to the Council. Council is asking for recommendations from the public to make sure Council is considering the whole town.

Mayor Jenkins would like to get through this tonight. She asked Council what should be changed on the 1st page.

Councilor Moore suggested earlier the removal of a secretary from the 6th paragraph. She also directed attention to the 4th paragraph, she asked if it was typical to divide themselves into classes with different terms for each person. Council discussed how this could be divided up.

Town Clerk Cindy Pemberton explained that it would automatically start with the first (3) based on whoever was appointed, then you would stagnate the numbers. Out of (7) you would put (3) on the same year then the following year (2) would go up for their seats to be appointed.

Councilor Whatley said she doesn't want to decide those determinations. She said the application should ask the applicant what they can do on the application itself.

Mayor Jenkins moved on to page 2, the General Duties of the Parks and Recreation Commission. She would like to keep this as general as possible but detailed enough to give good guidance as possible.

Councilor Whatley said the Resolution needs to be general but not detailed in resolution in itself.

Mayor Jenkins said Council would like to scratch 1a, b, c, d, e, f, & g. She wants to refer back to Clarkdale's Resolution.

Vice Mayor Butner said we should include a Vision Statement, that says something along the lines of *"enhancing the historic, western, rural, small town, experience with people visiting and living in Camp Verde Arizona."*

Then the Mission Statement could read, *"Creating opportunities for people to enjoy and get involved in the lifestyle of Camp Verde Arizona by uniting and protecting the historic, western, rural, small-town experience and our environment through the Town's pools, parks, trails, and recreation events."*

Council would like to use the rest of Clarkdale's example with the exception of adding the earlier proposed wording to 17-3-1 Establishment and Purpose to say: *"The Parks and Recreation Commission shall serve at the appointment of the Town Council. It shall act in an advisory capacity to the Town Council in matters pertaining to and in the advancement of sound planning and programming concerning Parks and Recreation as follows:"*

Council discussed fees and keeping them low.

Councilor McPhail stated the Parks and Rec Department already has a Mission Statement. She asked Mike Marshall and Shawna Figy if there is anything missing from the Clarkdale example. Mike Marshall and Shawna Figy have looked at Clarkdale example. There is one thing missing, we have a section on educating, advocating and informing the public. Outreach for the Commission to be an advocate and reach out to the public more actively. We also had some recommendations on some long-range strategic planning like Master Planning that is also missing.

Mr. Marshall suggested adding (2) additional bullets.

1. *"Assist the Town Council by advocating and educating and informing the Public about Parks and Recreation Programs, Facility Plans and needs through public outreach and interaction and volunteering at events and activities speaking before public groups and individuals, and assisting the Parks and Recreation outreach and education".*
2. *"Assisting Town Council by helping with long range strategic plans through Parks and Recreation Facilities and Programs to benefit the residents and visitors to Camp Verde through their input and assistance with public input."*

Mr. Marshall said this would be a venue for public to come and express their opinions. The Commission would be working on events further out that they would need bigger picture guidance on. Some things are information gathering that don't need a formal recommendation to Council. They would have a Public Hearing to get a consensus.

Councilor Baker asked if Parks and Rec had a Mission Statement. Mr. Marshall said yes but the Commission would be geared towards the focus that they are on. They have an advisory role to the Council.

Shauna Figy said they spoke with Clarkdale. They have the Commission set up for monthly meetings as a place holder. They don't do meetings unless Parks and Rec has something they need input for. Parks and Recreation Manager Joni Westcott is willing to give more input and information.

Councilor Whatley thinks maybe "E" from Clarkdale's example should be removed. She doesn't feel that the Commission will be talking about receipt, acceptance or acquisition by gift, bequestor or devise any real or personal property for parks and recreation. A lawyer might take care of this. Section E should be removed.

Councilor Moore pointed out for the public on page 31 of Camp Verde's Town Code, there are 3-5 pages of what a Commission is and what it does. Commissions will be run based on what is in the town code. She recommends interested Commissioners read this section. Councilor Moore does agree with Councilor Whatley on "E" with some exceptions.

Town Manager Martin stated Council can request studies or any item in front of them that they would like the Parks and Rec Commission to consider and have them bring a level of recommendation back to Council for direction. He said it might come from Council and we can put in a statement along those lines. Make it more of a catch all. Make it everything else that is not included in the other statements. He suggests replacing E with number 9 of the resolution; *"Any other duties deemed necessary and requested by the Town Council."*

Staff was directed to build the draft resolution from Mayor Jenkins's, Vice Mayor Butner's notes and Mr. Marshall's wording and bring back to the Council.

Mr. Marshall asked what kind of timeline would you like. Mayor Jenkins stated it would be great if it were ready by November 16th.

Public comment

Ken Krebs, Director of Public Works wanted to add that Commissioners do some form of volunteer work for events so they can understand the effort it takes to put on events.

5. Adjournment

Mayor Jenkins adjourned the meeting at 6:46 p.m.



Mayor Dee Jenkins



Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 26, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 13th day of December, 2022.



Cindy Pemberton, Town Clerk