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AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, May 1, 2023 AT 6:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/88208688265?pwd=NE9QUzAxOU5UWE8yMUIORIRHcjRsZz09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID : 882 0868 8265
Passcode: 257712**

If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form

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

1. **Call to Order**
2. **Roll Call:** Chairperson Dave Grondin, Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade
3. **Also Present: Town Staff Members:** Parks & Recreation Manager Michael Marshall, Parks & Recreation Supervisor Shawna Figy, Town Clerk Cindy Pemberton
4. **Pledge of Allegiance**
5. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved 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 the Minutes:**
 - 1) Regular Session – April 3, 2023
 - b) **Set Next Meeting, Date and Time:**
 - 1) Monday, June 5, 2023 at 6:30 p.m.
6. **Special Announcements and presentations:**
 - **There are no Special Announcements or Presentations**
7. **Call to the Public for items not on the Agenda. (Please complete Request to**

Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the 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. **Presentation, discussion and review of Public Works Department and the relationship with parks and recreation.** (Staff Resource Ken Krebbs)
9. **Presentation, discussion and review of the Camp Verde Sports Complex progress.** (Staff Resource Ken Krebbs)
10. **Presentation, discussion and review of the Maintenance Division and their role in parks and recreation.** (Staff Resource Jeff Kobel)
11. **Review and discussion regarding the Commission's public questions and talking points for communication with the general public.** (Staff Resource Michael Marshall)
12. **Review and discussion of the options and methodology for naming Town parks and recreational facilities including the Camp Verde Sports Complex.** (Staff Resource Michael Marshall)
13. **Discussion and direction to staff on topics for future Agenda Items.** (Staff Resource Michael Marshall).
14. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
15. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
16. **Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Commission and public of such events and activities. The Commission will have no discussion, consideration, or take action on any such item, except that an individual Commission member may request that the item be placed on a future agenda.

17. 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 the Town Web site on April 26, 2023 at 12:00 p.m.

Shawna Figy

Shawna Figy, Parks & Recreation Supervisor

DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, APRIL 3, 2023
6:30 PM

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairman Dave Grondin called the meeting to order at 6:30 p.m.

2. Roll Call

Chairman Dave Grondin, Vice Chairman Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade were present.

3. Also Present

Parks & Recreation Manager Michael Marshall, Parks & Recreation Coordinator Phyllis Nettik, Town Clerk Cindy Pemberton and Recording Secretary Jennifer Reed.

4. Pledge of Allegiance

Commissioner Jerry Morris led the Pledge.

5. Consent Agenda - All those items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission so requests.

A. Approval of Minutes: March 6, 2023, Regular Session

B. Set Meeting Dates: Monday, May 1, 2023, at 6:30 pm Regular Session

Motion was made by Commissioner Hughes to accept the consent agenda as presented. Second was made by Commissioner Noonan.

Roll Call:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Faulkner: Aye

Chairman Grondin: Aye

Motion Passed 7-0.

6. Special Announcements and presentations:

- There are no Special Announcements or Presentations

7. **Call to the Public for Items Not on the Agenda.** *(Please complete Request to Speak Card and turn in to the Clerk.) Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))*

Stephen Reynolds spoke about the active pickleball community and would like more pickleball courts.

Linda Bodine said there are no specific pickleball facilities available for players and sometimes courts are taken away from groups of people who want to play. She also suggests holding a pickleball tournament.

Brandon Kent (Via Zoom) pointed out a misspelling on the agenda, in the title of Item 9 a "D" is missing from the word "Discussion".

8. **Presentation, discussion and review of Town and Parks and Recreation Organizational Structure, Parks and Recreation facilities, and Parks and Recreation Budget overview. (Staff Presenter and Resource Michael Marshall)**

Parks & Recreation Manager Michael Marshall reviewed the Town of Camp Verde's Organizational Chart as well as the Parks & Rec Organizational Structure. Mr. Marshall continued his presentation by reviewing various facilities and describing their uses, the location and purpose of each park and the wish list for each of them.

Meeting Rooms 204, 305 & 302 Wishlist:

- New paint and windows
- New ceiling, projector and roll up screen for room 204
- Add a larger room with a divider and add another bathroom

Gymnasium & Kitchen Wishlist:

- New ceilings,
- adjustable shades
- door into larger storage area
- adjustable basketball hoops

Commissioners discussed pickle ball courts and how the public could get more playing time in.

Community Center Field, Jim Redinger Ramada, Cook Shack, Veterans Gazebo, CXT/Restrooms and Storage Spaces wish list:

- Replace Veterans Gazebo support posts
- New benches and lighting
- Lighting at the Community Center Field
- New playground equipment
- New stairs on the west end of the Ramada down to the field

Parks wish list:

- Improve Butler Baseball and Soccer Field
- Add trail connectivity to other areas of town
- Complete current phase of Sports Complex including concession and restroom facilities
- Planning improvements at Verde Lakes Community Park
- Complete the Hallett Plaza Mosaic Project & metal tree

- Connect power and add restrooms at Rezzonico
- Additional ramadas and playgrounds for the Sports Complex & possibly Verde Lakes Community Park

Commissioner Morris suggest fixing up tennis courts at Butler Park for pickleball use.

Heritage Pool wish list:

- Improve flooring in locker room
- New/upgraded slide
- New locker rooms/shower
- Larger guard room
- Resurfacing the plaster lining in the pool
- Build a stepped sunbathing/seating area
- Digital marquee pool sign

Mr. Marshall welcomes feedback from the commission. Please let him know if you have questions or need clarification on different situations.

Chairman Grondin asked why the bathroom at Butler Park was open 24/7. Mr. Marshall said it gets a lot of use and we do not have the staff to go in each morning to unlock them and then lock them down in the evening. The sports complex is a good example of this, several agencies and departments are covering this duty. There is an idea to have an RV host live on site at the Sports Complex to do this once RV hookups are available. They could possibly cover Butler Park too.

Mr. Marshall then went over the Recreation Budget and each of the four different sections of the budget. Mr. Marshall talked about his department staff and how much they do and how well they do their job.

Public Comment:

Linda Bodine is very impressed with Mr. Marshall's presentation. She thinks it is a great idea to have an RV host at the Sports Complex. Her concern is why the town hired a park contractor who didn't have any previous experience. She also added, there is a kitty for those who pay to play pickleball. They lose the courts multiple times a week; not just one day a week. Mr. Marshall said there was a bidding process and this was awarded to the current contractor by the Council.

Brandon Kent is looking for an updated project timeline for the sports complex. Mr. Marshall said there is nothing online that has the updated information. He encourages questions be presented to the Public Works director Ken Krebs.

9. Presentation and Discussion about proposed Capital Improvement Projects. (Staff Resource and Presenter Michael Marshall)

Parks & Recreation Manager Michael Marshall said there are several recreation-related CIP projects. He would like to get some general feedback from the Commission. He reviewed the projects:

1. Verde Lakes Community Park Improvements- picnic tables, grills and other amenities
2. Grant Match for the design of the Sports Complex Bike Park- this is still in the conceptual design. They want to focus on activities inside the park. A member of the Public said there

is an organization out of Flagstaff that built two in cottonwood at no cost. Ask Steve King for more information.

3. Trails and Outdoor Recreation- the purpose of this funding is to have funding available to complete existing trail and outdoor recreation projects. Mr. Marshall reviewed the projects:
 - a. Oasis Trailhead
 - b. Montezuma Castle Delineators
 - c. GIS Planning Map of the UUTP
 - d. UUTP Trail Construction
 - e. Disc Golf

Town Clerk Cindy Pemberton wanted to clarify with Mr. Marshall, that there are three project titles that you want the Commission to prioritize and determine order of priority. Mr. Marshall said there are seven different things he is wanting input from the Commission. Those include:

1. Verde Lakes Community Park Improvements
2. Grant Match for the Design of the Sports Complex Bike Park
3. Oasis Trailhead
4. Montezuma Castle Delineators
5. GIS Planning Map of the Urban Upland Trail Plan
6. Additional construction of the Urban Upland Trail Plan
7. Disc Golf Course at the Sports Complex.

Commission decided to split it up the seven projects and pick the top four.

Direction to staff is to prioritize the Verde Lakes Project, the Grant Match for the Design of the Sports Complex Bike Park, the Trails & Recreation as a package and the Montezuma Castle Delineators.

10. Review and discussion regarding community outreach and community partnerships. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall

Chairman Grondin thought the Parks and Rec Commission should participated in event with the Parks and Rec Department. Commissioners should ask the community questions about what they want. He suggests at the next big event, the Commission could set up with the Parks and Rec Department and talk to community about what they would like or what their concerns are.

Mr. Marshall encourages the Commission to volunteer at events. Become familiar with what the Parks and Rec Department does and know what goes in to putting on events. Form their opinion going forward. Public outreach would be great at events.

Commissioner Morris said market research is a good idea, maybe put together a questionnaire to use to ask the community about their wants/needs. Mr. Marshall thinks a questionnaire is a good idea.

11. Direction to staff on topics for future Agenda Items. (Staff Resource Michael Marshall).

- Creating a questionnaire to use at events. Commissioners should come up with questions they think are important.
- Commissioners suggested proposing a name change of the Sports Complex to the Camp Verde Veteran's Memorial Park to Council.
- The Commission would like an update on what is happening with the sports complex

- The Commission would like an introduction of the Maintenance Manager and Public Works Director and the time to ask questions about each department.
- The Commission would like name tags to wear at events- The Clerk's Office will handle ordering those

12. Commission Informational Reports: These reports are relative to the committee meetings or events that Commission Members attended.
Vice Chairman Faulkner said the Touch a Truck Event was outstanding and the Welcome Home Vietnam Veterans Event was fabulous as well.

13. Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)
No public to speak

14. Staff Comments:
Mike Marshall

- The Monthly Report was given to commissioners for them to review.
- Vietnam Wall Event was a success but there were other agencies involved, it was not only the Parks and Rec Department.

15. Adjournment:
Motion made by Commissioner Noonan to adjourn the meeting. Second was made by Commissioner Wade.

Roll Call:

Commissioner Hughes: Aye
Commissioner Wade: Aye
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Faulkner: Aye
Chairman Grondin: Aye
Motion Passed 7-0.

Meeting was adjourned at 8:39 p.m.

Chairman Dave Grondin

Parks & Rec Manager Mike Marshall

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 3rd day of April 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 3rd day of April 2023.

Jennifer Reed

Jennifer Reed, Recording Secretary