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## AGENDA

**TOWN OF CAMP VERDE  
WORK SESSION  
PARKS & RECREATION COMMISSION  
473 S MAIN STREET, SUITE 106  
MONDAY, May 22, 2023 AT 6:30 P.M.  
**ZOOM MEETING LINK:****

<https://us02web.zoom.us/j/88259424809?pwd=VjE5UE83ZzczYzBjQ2xTb3A1MVB5UT09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799**

**Meeting ID: 882 5942 4809**

**Passcode: 614150**

**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. **Presentation, discussion, and development of a questionnaire that can be used by the Parks & Recreation staff and Commission to gather information from the public.** Staff Resource: Michael Marshall
6. **Presentation, discussion and review of the Policy, Procedure, and Roles of the Parks & Recreation Commission.** Staff Resource: Cindy Pemberton
7. **Presentation, discussion and review of the Verde Lakes Community Park Design Principles and the Verde Lakes Community Park Strategic Plan.** Staff Resource: Michael Marshall

8. **Discussion and direction to staff on topics for future Agenda Items.** Staff Resource: Michael Marshall
9. **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 5/17/2023 at 12:00 p.m.

Shawna Figy

Shawna Figy, Parks & Recreation Supervisor

## Agenda Item 7

**Vision:** Verde Lakes Community Park is a neighborhood park just under 7 acres in size intended to capitalize on its ponds and natural setting, location in a well-established neighborhood and various access options. Development level is intended to be moderate while retaining a significant amount of the natural environment. Design will be guided by the Camp Verde Recreation Master plan, currently in development as well as user input.

**Users:** Low intensity use will be the expected norm except for occasional community events or programming with individuals, families and small groups being the expected users. Other than parking access, movement in the park is for pedestrians, strollers, bicycles, powered mobility aids and other non-motorized use. Priority is for passive informal recreation or limited formal programs focusing on the natural environment.

**Environment:** Park is intended to be a mostly natural environment with improvements designed to enhance and complement the vision and design while fitting in with the neighborhood. Plantings will be mostly native species and whenever possible low water use and drought tolerant. Structures and other improvements will be appropriate for the vision and design.

**Design restrictions:** Some users, improvements and structures are not considered compatible with the Park's vision. These include regular large group activities, large enclosed buildings, large covered picnic ramadas, irrigated natural or artificial turf playing fields, night time large area lighting and other improvements intended for use by large groups. Care will be taken to minimize disruption to neighbors by facility layout, amenity choices and program options.

**Preliminary specific design ideas:** The following structures and improvements are currently considered **appropriate** for the park;

- Park identification and rule signs
- Access control fencing of park
- Privacy/security fencing for neighbors
- Picnic tables and covered picnic ramadas for small and medium groups
- Small to medium sized play structure(s) for children
- Walking/interpretive trail around park
- Benches for seating
- Interpretive & other signage in park
- Restroom & drinking fountain facilities
- Security lighting as appropriate
- Corn Hole, Horse shoe games

**Preliminary specific design restrictions:** The following structures and improvements are currently considered **not appropriate** for this park;

- Irrigated natural or artificial turf sports fields such as baseball & soccer fields
- Large area lighting such as for sports fields and large parking lots
- Large enclosed structures for use as meeting rooms, community buildings or gymnasium space
- Large open-air structures such as shade ramadas like Redinger Ramada
- Large surfaced parking lots



# Verde Lakes Community Park

# Strategic Development Plan

May XX, 2023

## Purpose

This plan describes the strategic goals for the cooperative development of the Community Lake Community Park (Park), a joint venture between the Town of Camp Verde (Town) and the Verde Lakes Recreation Corporation (Corporation). This document lists the strategic goals to be achieved by the plan and a conceptual outline of action steps to be taken to achieve those goals.

## Park Lease and Operation

The Town currently has an ongoing cooperative lease agreement for the Park property to allow the Town to operate the Park as a Town recreation site. The lease on the larger Park parcel may be cancelled at any time by either party and the cancellation would take effect “one year from tomorrow”. The smaller Park parcel has a twenty-five year lease agreement pursuant to the Camp Verde Community Library (Library) automated branch annex plans outlined below.

## Park Property Description

The Park is comprised of two contiguous land parcels totaling 6.79 acres, Parcel #404-15-267D (6.56 acres) and Parcel #404-15-267C (.23 acres). The smaller parcel has a twenty-five year lease agreement pursuant to the Library automated branch annex plans outlined below. Located at 3012 S. Aspen Way in the Verde Lakes neighborhood the two parcels are currently held in a Warranty Deed from 1982 by the Verde Lakes Recreation Corporation, a 501c 3 organization. The Corporation has for many years operated the property as a membership park for local residents. Restrictions on the deed require that the property be “used as a recreational area and park” or it reverts to the original owner. The property is bounded by Hilltop Drive to the north and S. Aspen Way to the east with vehicle and pedestrian access from both those streets. Private single family residential properties are located to the west, south and northeast. There is a very old and fragile split-rail wood fence along the S. Aspen Way side and various private fencing along residential boundaries.

Two small ponds are fed by an irrigation ditch in the northeast part of the property and water flows from the smaller “upper pond” to the larger “lower pond” via a concrete spillway and pedestrian bridge depending on water availability. The ponds are formed, and water impounded by an earthen embankment to the west and south sides of the lower pond. The ponds are unlined and have several feet of accumulated silt in each pond and severely undercut and eroded banks. There are several large Cottonwood trees around the perimeter of the ponds, several of which have fallen or died over the years due to water supply problems or undercutting of roots along the pond banks. Much of the rest of the park has smaller mesquite and other trees, and shrubs.

Since entering into a cooperative lease agreement in the spring of 2021 the Town has done significant hazard tree and brush removal as well as routine tree pruning and other ground cover maintenance. In addition, the Town installed rule and identification signage, removed hazardous picnic tables and benches, installed new picnic tables and benches and perimeter pipe-rail fencing along Hillside Drive and the southern

property line with a residence and defined a parking area off the Hillside Drive entrance with boulders. Plans are currently under way to improve signage and add additional amenities such as barbeque grills, a concrete Corn Hole board set, and modify the park entrance off S. Aspen Way as funding allows in FY 23.

In addition, the Town commissioned a professional land survey to establish definitive park boundaries as well as topography in the park in preparation for various improvements. This will allow more accurate planning and construction to move forward. There are several areas of boundary encroachment on the park's south and west boundaries which due to age will result in them being the new property boundaries.

The Camp Verde Parks & Recreation Division (Parks & Rec) is responsible for the use and programming of Town parks and as such has taken the lead in planning for amenity improvements in the Park. The Camp Verde Public Works Department and the Town Engineer (Public Works) have taken the lead on restoration and construction details around the ponds as well as the water supply issues. The Camp Verde Maintenance Division (Maintenance) has assumed responsibility for daily park maintenance and working to help Parks & Rec make amenity improvements. The Public Works Director is the main point of contact between the Corporation and the Town for this project.

## Strategic Goals

This Strategic Development Plan (Plan) has identified the following four Strategic Goals to improve the public benefits from this Park.

- 1) For the Town and the Corporation to work cooperatively to establish a Town ownership plan or long-term lease agreement for the Park to enable the Town to provide funding and direction for amenity construction and park restoration and maintenance.**
- 2) For the Town and the Corporation to work together to authorize, fund, install and maintain various recreation and support amenities for the Park as determined by public and staff input according to various Town recreation plans.**
- 3) For the Town and Corporation to work cooperatively with the Camp Verde Community Library (Library) to establish an automated library branch annex at the Park.**
- 4) For the Town and Corporation to work cooperatively to improve the physical condition of the ponds and improve the water supply available to maintain adequate water levels in the two Park ponds for the benefit of the public.**

## Strategic Goal #1 & Action Steps

- 1) For the Town and the Corporation to work cooperatively to establish a Town ownership plan or long-term lease agreement for the Park to enable the Town to provide funding and direction for amenity construction and park restoration and maintenance.**

Most grant opportunities require land ownership or a long-term control agreement in order to qualify for the grant. A long-term lease agreement or ownership by the Town would allow more options when looking for grant funding sources for improvements to the Park. The Town Council is also hesitant to approve

significant funding for permanent Park improvements without the guarantee of long-term public access afforded by a longer-term lease or Town ownership plan.

#### **Action steps**

- The Town Manager and the Corporation will meet to discuss and create plans to progress toward ownership by the Town or a long-term lease agreement between the Town and the Verde Lakes Recreation Corporation for the property to ensure public recreation benefit and facilitate improvements.

### **Strategic Goal #2 & Action Steps**

- 2) For the Town and the Corporation to work together to authorize, fund, install and maintain various recreation and support amenities for the Park as determined by public, staff and Parks & Recreation Commission input and Town Council direction and various Town recreation plans.**

Through a series of public meetings, discussions with the Corporation and Town staff, Parks & Rec established the following Design Principles statement for the Park to guide their recreation planning and amenity choices.

#### **Verde Lakes Community Park Design Principles**

**Vision:** Verde Lakes Community Park is a neighborhood park just under 7 acres in size intended to capitalize on its ponds and natural setting, location in a well-established residential neighborhood and various access options. Development level is intended to be moderate while retaining a significant amount of the natural environment. Design will be guided by the Camp Verde Recreation Master plan, currently in development as well as user input.

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### **Prior Action Steps**

When the initial lease was implemented Parks & Rec funded park identification and rule signage from their operating budget and worked with Maintenance and the Town Streets crew to define a parking area off Hilltop Drive. In addition, Parks & Rec began efforts on planning in the Park as shown in the above Design Principles. The Town Streets crew and Maintenance crew removed significant amounts of dead and down trees, brush and other debris from the Park. Maintenance continued to trim trees, shrubs and grass and remove hazard trees and damaged and dangerous picnic tables, benches and other amenities from the park. Maintenance assigned staff to the Park to catch up on a large backlog of deferred maintenance to make the Park safe, attractive and usable.

### **Current and Future Action Steps**

- For FY 23 Parks & Rec received authorization for up to \$50,000 in Capital Improvement Plan (CIP) funds from the Town Council for improvements at the Park. Because of the short-term nature of the current land lease Parks & Rec is unable to apply for any grant funding for the Park. In addition, Council direction is to mostly spend the funding on amenities which may be removed easily if the lease is canceled.



- The Town Manager authorized approximately \$14,000 of the CIP funds to be spent on permanent fencing due to the public safety of the situation and the desire to provide better perimeter definition and access control. Eight metal picnic tables and five metal park benches at a cost of a little over \$14,000 were purchased and installed in the park to replace the dangerous ones removed. Maintenance salvaged and refurbished three existing wooden picnic tables in the Park. A portable toilet was placed in the Park and planning is underway for additional amenities.
- Parks & Rec will continue to request funding authorization from the Council to implement amenity improvements as identified in the Park Design Principles. Future decisions will involve continued public input including through the Town of Camp Verde Parks & Recreation Commission and be affected by the property ownership status and Council direction.

### Strategic Goal #3 & Action Steps

#### 3) For the Town and Corporation to work cooperatively with the Camp Verde Community Library (Library) to establish an automated library branch annex at the Park.

Through a series of meetings between representatives of the Corporation and Town staff, the following goals related to the automated Library branch annex were defined.

##### Verde Lakes Community Library Branch

- **Access to Library Materials and Resources:** Purchase and install automated equipment that provides access to library materials such as books, movies, and tablets to Verde Lakes Community members.
- **Onsite Access to Library Programs and Services:** Bring supplemental programming such as story time, hands-on STEAM activities, and technology assistance to children and families in the community.
- **Access to Wi-Fi:** The library branch will house the equipment that brings free public access to Wi-Fi to the area. Access will be available on a limited yet-to-be-determined basis, potentially from 6:00am to 10:00pm daily.
- **Emergency Communication:** Provide a point of communication with community members via a library-managed digital screen during emergencies such as the Backbone Fire and recent flooding event.
- **(Additional goal) Restroom Facility:** Install one unisex permanent restroom facility for use by Park and Library branch visitors.

### Prior Action Steps

**Background Information:** In November 2021, Council supported the Library Director's application for State Grants in Aid Construction 2022 funds for \$50,000 with a \$50,000 required match to build the shelter canopy for an automated library branch in Verde Lakes Estates. The project was expected to be funded from Cares Act or ARPA funds which were intended to expand Town services and connectivity to under-served

areas like the Verde Lakes community. After looking at various locations, staff settled on Parcel 404-15-267C on S Hilltop Drive at Verde Lakes Ponds as the best option.

- The Library Director and Town Manager worked with the Corporation to draft an amendment to *the Lease Agreement Between the Town of Camp Verde and Verde Lakes Recreation Corporation 2021*.
- The First Amendment to *Lease Agreement Between the Town of Camp Verde and Verde Lakes Recreation Corporation 2022* granting the Town 25-year lease on Parcel 404-15-267C was accepted by Camp Verde Town Council on December 21, 2022.
- The Library Director received a \$50,000 State Grants in Aid Construction Grant for the construction of a canopy enclosure to house an automated library branch on Verde Lakes Parcel 404-15-257C. The construction grant, requiring a one-to-one match with a deadline of June 2024, was approved by Camp Verde Town Council on February 1, 2023. Final approval will be dependent on Council CIP funding approval.

### **Current and Future Action Steps**

- Work with Corporation on design concept for canopy/enclosure in keeping with the communities Park Design Principles referenced in this document to include one restroom and possible enclosed space for Internet computers.
- Determine alternative to Envisionware™ 24-Hour Automated Library.
- Submit Land Use Permit Application for Parcel 404-15-257C.
- Arrange neighborhood notification and meetings.
- Bring electrical connections to the location.
- In conjunction with Broadband Initiative, investigate and choose best option to supply broadband connection to the site.
- Determine contract for canopy/enclosure.
- Build foundation and install canopy.
- Pursue additional grant funding for automated library branch and communication display screen

### **Strategic Goal #4 & Action Steps**

- 4) For the Town and Corporation to work cooperatively to improve the physical condition of the ponds and improve the water supply available to maintain adequate water levels in the two Park ponds for the benefit of the public.**

The Town of Camp Verde is committed to working with the Corporation to improve and preserve the ponds at Park over time. The Town recognizes the value of the riparian character of the Park and ponds to the people, plants, and animals in the area.

Community members should know that the necessary repairs and improvements cannot be done all at once and must be done in the right way to make the investment in the future worthwhile. These are expensive projects and will be significantly dependent on the success of Strategic Goal One.

## Current and Future Action Steps

- Stabilize the edges of both ponds to preserve as many trees and parts of trees as is possible. Portions of the pond shoreline have become undermined and are being eroded or are collapsing. These areas of the bank would be filled, bladed to finish, and compacted for placement of the future liner. This work will be done during the winter months and will require the ponds to remain empty so they can be as dry as possible while the work occurs. This will be done on a schedule dependent on funding and other related operations with a variety of equipment and will require that parts or all of some trees be removed.
- Remove material in the ponds to deepen and strengthen the structure of the ponds to prepare for the installation of pond lining. The removal of material from each pond bottom and sides would increase storage depth and storage volume. This would allow for compaction of the lower banks, the dams, and the pond bottoms to strengthen the structure of the ponds while solidifying the dam structures and would serve to prepare the ponds for lining with clean bedding, liners and aggregates for protection. The ponds could also be deepened to a point that would provide storage of water for firefighting. Grants could be applied for to help in construction of these deeper ponds for fire support water storage but grant research and writing is time consuming. The pond liners once placed would ensure adequate dam strength for the future and would mean overall much less water demand to maintain the ponds at a full level by reducing water loss out of the ponds to the ground.
- Work on a plan for a solution to maintain an adequate water level in the ponds throughout the year to ensure that the ponds remain healthy for plant, animal, and human use. Water rights for the property are in dispute or questionable and uncertain as to future resolution. This would encompass drainage improvement work on those roads that are uphill and surrounding the ponds to route Stormwater runoff to the ponds in order that there is a method to maintain a higher water level during times of rain. If ponds were to become an emergency source of water to fight fires, a large diameter supply well could be permitted to keep the ponds full in the dry times that wildfires would occur.