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AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, AUGUST 7, 2023 AT 6:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/85689451981?pwd=VkJFTzVnc0hLSk9sZ3pUM3BtU0V0QT09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 856 8945 1981
Passcode: 153724**

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. **Pledge of Allegiance**
4. **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 Minutes:**
 - 1) Special Session – July 10,2023 (page 4)
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, September 4, 2023 at 6:30 p.m.
5. **Special Announcements and presentations:**
 - **There are no Special Announcements or Presentations**

6. **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))
7. **Discussion, consideration, and Review of the information gathered at the July 24, 2023 Public Forum hosted by the Parks & Recreation Division.** (Staff Resource Shawna Figy) Page 8
8. **Review of the Camp Verde Recreation Association.** (Resource Brenda Holowell)
9. **Discussion, consideration, and review of how donations to the Town are accepted and processed.** (Staff Resource Shawna Figy) Page 10
10. **Update on the status and feedback for the Questionnaire to include information collected to date and additional methods to collect and document input and results.** (Staff Resource Shawna Figy) Page 11
11. **Discussion, consideration, and possible recommendation to Council to modify the current Resolution forming the Parks and Recreation Commission reflecting a change in the starting time of Commission meetings.** (Staff Resource Shawna Figy) Page 23
12. **Discussion, consideration, and review of the July 26, 2023 Work Session held with Town Council and the Parks and Recreation Commission to include scheduling future work sessions and procedures.** (Staff Resource Shawna Figy) Page 27
13. **Discussion, consideration, and review regarding Corn Fest 2023 to include improvements for next year.** (Staff Resource Shawna Figy) Page 28
14. **Discussion, consideration, and review of Fort Verde Days to include a timeline of preparation, parade theme, and Grand Marshal.** (Staff Resource Shawna Figy)

15. **Update and review of the Parks and Recreation Commission Quarterly Report presented to Council July 19, 2023 to include noting the next Quarterly report is due to Council October 10, 2023.** (Staff Resource Shawna Figy) Page 31
16. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
17. **Discussion and Direction to staff on topics for future Agenda Items.** (Staff Resource Michael Marshall).
18. **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. Page 32
19. **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 8/2/2023 at 2:00 p.m.

Shawna Figy

Shawna Figy, Parks & Recreation Supervisor

DRAFT MINUTES
SPECIAL SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, JULY 10, 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 Jerry Morris, Commissioner Mary Hughes and Commissioner Karen Wade were present. Commissioner Glenda Duncan and Commissioner Jeffrey Noonan are absent.

Also Present

Parks & Recreation Manager Michael Marshall, Parks & Recreation Supervisor Shawna Figy, Town Clerk Cindy Pemberton (via ZOOM), Deputy Town Clerk Virginia Jones and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Vice Chairman Faulkner led the Pledge.

4. 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 the Commission requests.

a) Approval of Minutes:

1. Work Session – June 5, 2023
2. Regular Session – June 5, 2023

b) Set Next Meeting Date and Time:

1. Monday, August 7, 2023, at 6:30pm

Chairman Grondin would like to have the meetings start earlier. Town Clerk Cindy Pemberton explained if the Commission would like to do this, the Commission would need to agenize the Resolution to make the changes then bring the Resolution before Council amendment.

Motion was made by Commissioner Wade to accept the consent agenda as presented.

Second was made by Commissioner Hughes.

Roll Call:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Noonan: Absent

Commissioner Duncan: Absent

Vice Chair Faulkner: Aye

Chairman Grondin: Aye

Motion Passed 5-0.

5. Special Announcements and Presentations:

- There are no Special Announcements or Presentations.

6. Call to the Public for items not on the agenda. (Please complete a Request to Speak Card and turn it 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))

No public comments.

7. Update on the status of the Questionnaire that is being used by the Commission and Parks & Recreation to gather information from the public, to include and feedback collected to date. (Staff Resource Michael Marshall)

Parks & Recreation Supervisor Shawna Figy said the survey was sent out. It was posted on Facebook, Instagram and Town Website. She also created a half sheet flyer that has the QR Code for Commissioners to hand out. There will be a display with the QR Code at Corn Fest. Mr. Marshall handed out a sheet with the responses they've received so far.

8. Presentation, discussion and review of the Camp Verde Recreation Association. (Resource Camp Verde Recreation Association Board member)

Parks & Recreation Manager Michael Marshall said the Camp Verde Recreation Association is a non-profit and is just getting started. Unfortunately, no representative from the Association was able to make it to the meeting.

9. Update on Parks & Recreation Commission's Quarterly Report to Council. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall handed out the Quarterly Report that will be presented to Council. This report updates Council on what Parks and Rec Commission has been doing.

10. Update on the Public Forum regarding the Sports Complex being held July 24, 2023. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall explained they are putting together the same type of Design Principal Plan and Conceptual Map of amenities as was done with Verde Lakes. They will bring the Commission the "Draft" version when it is complete. At that time Commissioners can give their input. The meeting will be held in Council Chambers at 6pm on Monday, July 24, 2023.

11. Update and discussion regarding the use of food trucks at the Sports Complex in lieu of a concession stand. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall said the concession stand has gone out for bid and bids are due back next week. He explained that youth groups and other nonprofit partners that we have would like to use the concession stand to make money, so replacing the concession stand with food trucks is not a realistic option. There are other events that would be more appropriate for food trucks. Mr. Marshall said the concession stand will not be a commercial kitchen and described what the concession stand would look like.

12. Update and discussion of possible US Tennis Construction Grant. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall updated the Commission after looking into this grant. He went over the processes and typical requirements when submitting for a grant. At this point, Council would like to finish the projects that have been budgeted for and started, before submitting for another grant.

13. Commission Informational Reports. These reports are relative to the committee meetings or events that Commission members attended.

Vice Chairman Faulkner has been enjoying the pool and wanted to say thank you. Commissioner Wade went to the Dewey Humbolt Library for a showing of 'Only the Brave'. She also attended the HURRAH event at the Phillips England Center for the Performing Arts. She added that she went to Bearizona and the Prescott Fireworks Show. Chairman Grondin mentioned there will be good music at the library July 15th.

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

- Verde Lakes Park
- Pending changes to Strategic Plan
- Changing start time for Commission Meetings
- Park on Salt Mine Road
- Update from the Sports Complex Public Meeting of July 24th
- Review of the Sports Complex Budget
- Survey/Questionnaire Update

15. 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.

Parks & Recreation Manager Michael Marshall pointed out the monthly report.

16. Adjournment:

Motion was made by Commissioner Wade to adjourn. Second was made by Vice Chairman Faulkner.

Roll Call:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Noonan: Absent

Commissioner Duncan: Absent

Vice Chair Faulkner: Aye

Chairman Grondin: Aye

Motion passed 5-0.

Meeting was adjourned at 7:50 p.m.

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 Work Session held on the 10th day of July 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10th day of June 2023.

Jennifer Reed

Jennifer Reed, Recording Secretary

WHAT YOU WANT

- ~~Riding Trail~~ / Upgrade walking trail. 3
- ~~Basketball~~ / Soccer / Sport Goals 3
- ~~Volleyball~~ / Tennis 1 Ricki ball 2 Courts 3 shade
- ~~Eques. Trail~~ 2
- ~~Toddler Playground~~ 4 / Reg. Playground
- ~~Splash pool~~ 3
- ~~Open fields~~ (Baseball / Softball). 1 3 3 4
- Signage (Trails, ect.) 2
- ~~Comhole~~ / Horseshoe 1 2
- Picnic Tables / BBQ / Bench 3 3
- Disc Golf 1 2 2

cont.

-Bike Pump Track

-Aquatics Pool

-Dog Park

-Shade Trees

DONATIONS

PURPOSE: To ensure that donations received by the Town are properly reviewed, accepted, accounted for and reported.

POLICIES/PROCEDURES:

I. GENERAL DONATIONS

Donations without direct guidance from the donor will be received into the General Fund as unrestricted monies.

II. RESTRICTED DONATIONS

- A. Donations that are restricted in form by the donor as to use or timing of use or any further conditions open the use of such monies must be approved by the Finance Director. Restricted Donations may be returned if it is determined by the Finance Director to be in the Town's best interest to do so. Donations of a de minimis amount or value (less than \$100.00) and for established designated functions do not require the Finance Director's approval.
- B. Employees of the Town may not impose their own restrictions on received donations. Only direct communication from the donor may restrict the use of a donation.
- C. The Finance Director shall be notified as soon as any restricted donations are received, pledged or expected.
- D. Restricted donations are not officially received and accepted until they are deposited by the Town.
- E. Restricted donations must be received with the following information in writing:
 1. Donor's Name
 2. Donor contact information
 3. Conditions of useWithout the above information, restricted donations shall not be deposited until the information is received.
- F. Restricted donations shall be identified and tracked in the general ledger and reconciled on a quarterly basis.

Parks and Recreation Survey

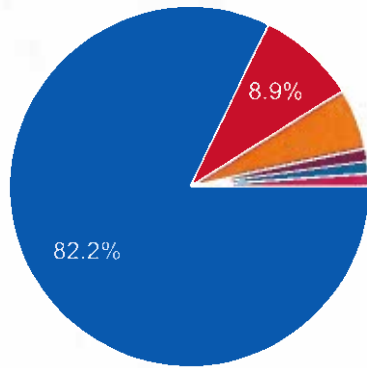
91 responses

[Publish analytics](#)

Are you a Camp Verde resident?

[Copy](#)

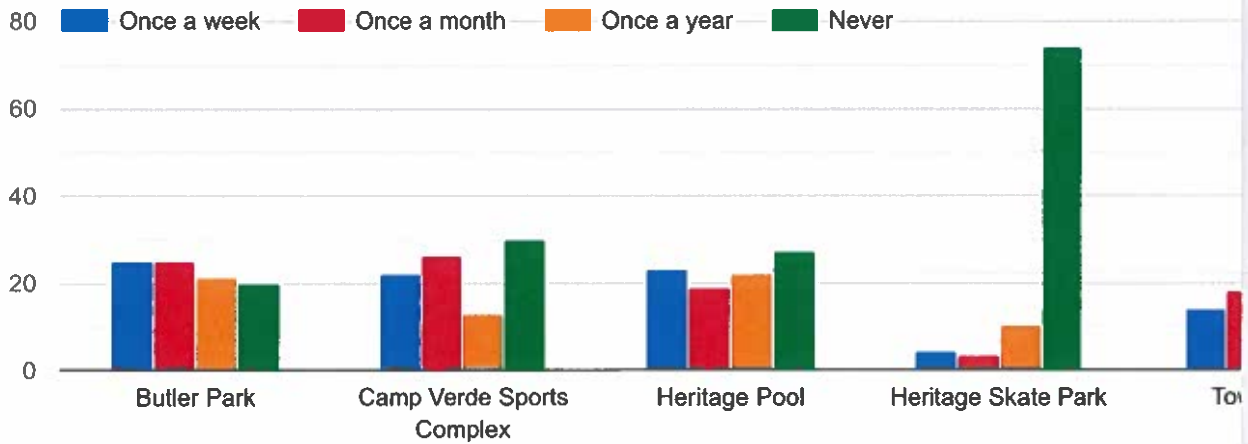
90 responses



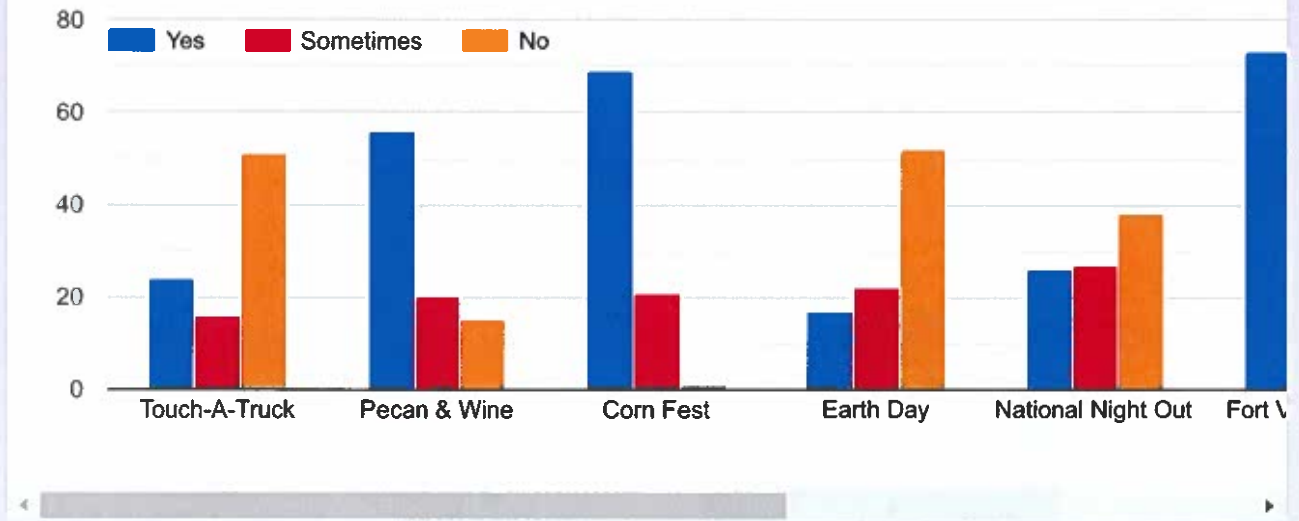
- Yes
- No, Rimrock/ Cornville/ McGuireville
- No, Cottonwood/ Clarkdale/ Jerome
- No, Village of Oak Creek/ Sedona
- No, Mesa (but grew up here)
- Flagstaff

Do you utilize Town facilities? If so, how often?

[Copy](#)



Do you attend Town events?



What program or park amenities would you like to see offered through Parks & Recreation?

76 responses

Badminton and more adult soccer!

Vocational programs/ educational

I would like to see more parks that have space for children to play...like butler

splash pad for kids / bike track / frisbee golf course

Rec Center

Finish sports complex

Smoking and BBQ Contest

outdoor pickleball courts, disc golf

Kids activities

Attention to pool and properly completing sports complex so kids can use the fields. Loooved the block party's back in the day too! We need a 4th of July celebration for sure.

It's me Bri :) Of course I would love to see the sports complex completed with power and lights ASAP. I can't wait to help make this park all that it can be, but having power there is an issue I can't help with.

Baseball tournaments

Better maintained parks and play grounds

The pool getting an upgrade maybe a new slide. A splash pad somewhere for younger kids and better swings and playground activities or toddlers and smaller kids

A pool, or indoor pool? Maybe a splash pad, drive in drive in movie nights, a gym, New playground rock climbing,

Fourth of July Parade & Fireworks, New Years Fireworks, Playground at Event Center, Sidewalks around Schools (Butler Park), Sidewalks around event center so strollers can attend.

more activities or sports for kids age 2-5

Sand volleyball court

More craft fair events, Bring the block party back, get the sports complex finished so teams can practice on it like the tournaments teams, the field can be open use the lights more often.

More/better bathrooms. Better communication about things happening around town. Movie nights, at the parks, at the pool. More town activities/events for kids.

Miss the block party where you block off the entire Main Street, 4th of July celebration should be a thing like cottonwood puts on so everyone doesn't have to go there it's too over crowded over there.

Upgraded playgrounds, water features during the summer, shade for the bleachers at Butler and fence in the outfield, CRAWDAD FEST!!!!

A stroller friendly walking park in town- like Green Valley park in Payson AZ

I would love to see the sports complex completed. It would be great to have a sidewalk down Verde lakes to make getting to the park safer.

Stuff for teenagers

Kids programs, a park with walking path

New park finished.

Year round pool use

Baseball

Softball/baseball fields and sand volleyball courts

I know it's expensive, but I would really like to see permanent pickleball courts at a park.

Football fields, baseball and softball fields completed faster. Bathrooms upgraded at the parks.

I'd like to see continued effort to finish the sports Complex.

July 4th celebration



A rec center that has everything from childcare to a gym like cottonwood

Pickleball courts

Nice playgrounds for kids, pickleball courts

I would love to see a pathway around the sports complex that makes it stroller accessible. I would love to see pickleball courts with lights so Camp Verde can host tournaments (lots of revenue being lost here). I would love to have the lights that are already at the sports complex hooked up to the electricity that according to APS is already there (and waiting for parks and rec to finish). A fourth of July parade, celebration with opportunities for vendors, pancake breakfast, food sales, fireworks (if safe).

Senior activities, day excursions to Jerome Sedona

Longer pool season, more classes (fitness, art, survival, cooking)

Youth football and Little League opportunities to host tournaments. The town is losing out on so much revenue generated from these activities. I've spent money on lodging and meals in other towns that host these events!

Camp Verde has an excellent range of activities, cannot think of any others at the moment.

More water in verde lakes ponds

Would like a new dedicated senior center building or building area

Would like to see a new building for senior activities

indoor pool (better filtration for current pool at a minimum)

More shaded areas/ playgrounds/ playscapes for children and/or activities along the current walking path around the Sports Complex. I think a splash pad would be a great addition to the pool or a kiddie pool. 1,000% think the community center field park needs to be "remodeled" before someone condemns. I think the town could benefit from a trail that runs through town from Verde Lakes to the school. That's my 2 cents!

Dog park with shade, park benches, trees

I wish the pool would stay open longer.

Day trips

Kingdom of the Spiders movie near Halloween



Splash pad/ parks/ free events for kids

Continue w/ classes offered, add more as needed, more trips, dog park, longer hrs & wks for farmers marketd

Water fountain at skate park

Well Verde Lakes needs a lot of work before we call it a park

A splash pad for kids!! More event rental options ie. ramadas

A place for people along the creek out in VL AWAY from homes that people can go to so they won't trespass on my property anymore.

Thank you for adding more adult sports. We would love a kickball league! I sure wish we had more access to the sports complex. The lock down is such a bummer.

Continue what you are doing

The dance lessons were great! Maybe Art in the Park, Concerts in the Ramada. Loved the food truck nights.

a Dog Park or dog friendly (off lead) trails would be lovely

Splash pad, pickle ball court, walking trails. Tours of local points of interest. Walking tours.

Outdoor pickle ball courts with bleacher seating. Workout stations beside the walking trail at sports complex. Not benches. Frisbee golf. Dog park. Bike trail system with connector trails between Coconino National Forest, Prescott NF and the city. More items for the young active people of camp verde instead of catering everything to the elderly.

Ultimate wish would be a recreation center with an indoor pool for year round aquatic programs. The community park behind Town Hall needs to be improved for the downtown neighborhood children.

Disc golf.

Rec center with pool and the park by town up dated and safe for up town children. Also... why was Cornfeast moved to a hotter then heck street.??? I feel we need to leave things alone if not broken and fix what is.

Splash pad, better care of verde lakes park



Regular Commission Meeting

August 7, 2023

Hot Air Balloon Rides, Horseback, Remote Control Racing Track, Concert Amphitheater with Beer/Wine Garden, Kite Competitions, Geo-tracking, Battle Bot arena, 4 square area, Drone Course, Model Car Derby, Go Carts, Mountain Bike Training, 3 on 3 Basketball Tournaments, 2nd Pool, Dog Park, Giant Slide, Carousel, Ferris Wheel

Allow the youth clubs and adults to utilize the parks for what they were built for.

Get the sports complex open. Then start putting youth events together dances ect.

Rec center

Designated Soccer Fields

Disc golf, Racquetball, more mountain bike trails

Tennis and pickleball court, soccer goals,

Tennis and pickleball

Tennis & Pickleball



If you do not utilize Parks & Recreation facilities, attend Parks & Recreation programs, or attend Town events, can you tell us why?

29 responses

NA

n/a

Proximity

The pool is DESPERATELY in need. We'd love to enjoy it more but it's cringe.

If i have time i usually

Parks usually have teenagers hanging around, skate park is dirty

The parks need more shaded areas for infants and smaller children. And play place for small kids.as someone that watches little kids alot it's hard for them to go up the stairs.

I haven't been to the Sports complex yet, I don't live out in verde lakes so I don't use that park either, I've been to Rezzonico park once, I have no reason to go to the skate park although I have been there a couple times with my kids.

I am a mother of 4 ranging between 7mo to 14 years of age, with one being special needs. I work and I also coach, so my time is stretched. If it wasn't, I would spend more time at these events. My children and (someday) their children all deserve to have these amenities and events you've listed above. We are grateful for what has been provided but long for more/better!

Do use, would use more if I lived closer.

I would love to utilize the verde lakes area parks for our organizations activities but it is often empty and stinky.

I do attend

I use often. The current senior center is old and there is nothing to do there.

I work fulltime and my husband works 2 jobs as well, when we are not working we do our best spend time with our children and family, sometimes that means we try and want to get out and do things but sometimes we just have to much to do with.

Live to far



Have fun with my family

Some of these "parks" are nothing. The "Verde Lakes Park" is literally a dried up pond with dead trees - "widow makers" these are very dangerous, and there's nothing at all for the kids

I go to black bridge to fish or put in kayak, otherwise Rezzonico park is the same - at least they have flowers.

Where is "Arturo Park"?

The block party is kind of lame - I remember block parties when I was a kid and the whole town shut down with jump houses and what not - this current block party is geared towards a party and not kid friendly. It's just an excuse to get drunk

We love your events and attend as many as possible! When we miss events it's usually only because of a prior engagement or illness.

I use too. But now I am in my 70's and my grandkids have out grown me. I think its great that the Town has so much more to offer the young. Keep up the hard work.

Fort Verde days was better WITHOUT the carnival

I love our Town events, especially ones during the cooler weather.

Would love to support the town programs more. Communication is dismal and their seems to be no clear vision for this city.

Would love to use more of it but things are dirty broken or not in use. Why not focus on what we have so we can utilize it-

Going to the meetings? Seems things are already planned and ok'd and then we find out about it.

Verde Lakes Pond- why not fix the problem before putting lip stick on it at the cost of tax payers.? Where's Alllll the money gone?

80 k more for lights at the sports community lex center? For reals?????

Too many programs and events advertised in different places. C. V needs a centralized place to advertise all that goes on in this Town. Equestrian, Cart Racing, Education Programs, Chamber of Commerce, Library. It is difficult to look up all the websites, facebook, radio, newspaper.

Most of the stuff you guys do is crap. It's meant for tourism. Camp verde will never be Sedona so stop trying. Put on Wild West shows things of this nature.

I want to support town



Not something that appeals to me.

Fairly new to Camp Verde. Still learning what's here.

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RESOLUTION 2022-1102

A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2023 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2021-1081

WHEREAS, it is in the best interest of the Town to inform citizens of all regular Council, Commission and Committee meetings, dates and times,

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve to establish the following meeting dates and times for the Mayor and Common Council, Town Commissions, and Committees as follows:

Mayor and Council, Board, and Commission Meeting Schedule

Note: Meetings are held in Council Chambers located at 473 S. Main Street, Ste. 106, Camp Verde, Arizona unless otherwise noted on the notice that is posted no later than 24 hours prior to each meeting. Special meetings or work sessions may be scheduled by consent of the Town Manager and will be posted no later than 24 hours prior to such meeting.

Mayor and Common Council of the Town of Camp Verde 2023 Meeting Schedule		
Regular Session	January 4, 2023	6:30 p.m.
Regular Session	January 18, 2023	6:30 p.m.
Regular Session	February 1, 2023	6:30 p.m.
Regular Session	February 15, 2023	6:30 p.m.
Regular Session	March 1, 2023	6:30 p.m.
Regular Session	March 15, 2023	6:30 p.m.
Regular Session	April 5, 2023	6:30 p.m.
Regular Session	April 19, 2023	6:30 p.m.
Regular Session	May 3, 2023	6:30 p.m.
Regular Session	May 17, 2023	6:30 p.m.
Regular Session	June 7, 2023	6:30 p.m.
Regular Session	June 21, 2023	6:30 p.m.
Regular Session	July 5, 2023	6:30 p.m.
Regular Session	July 19, 2023	6:30 p.m.
Regular Session	August 2, 2023	6:30 p.m.
Regular Session	August 16, 2023	6:30 p.m.
Regular Session	September 6, 2023	6:30 p.m.
Regular Session	September 20, 2023	6:30 p.m.
Regular Session	October 4, 2023	6:30 p.m.
Regular Session	October 18, 2023	6:30 p.m.
Regular Session	November 1, 2023	6:30 p.m.
Regular Session	November 15, 2023	6:30 p.m.
Regular Session	December 6, 2023	6:30 p.m.
Regular Session	December 20, 2023	6:30 p.m.

Regular Meetings of the Planning & Zoning Commission

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the second and fourth Thursday of every month beginning in January 2023. Additionally, Special Session meetings may be scheduled and held as when needed. All regular meetings will start at 6pm.**

Planning & Zoning Commission of the Town of Camp Verde 2023 Meeting Schedule		
Regular Session	January 12, 2023	6:00 p.m.
Regular Session (as needed)	January 26, 2023	6:00 p.m.
Regular Session	February 9, 2023	6:00 p.m.
Regular Session (as needed)	February 23, 2023	6:00 p.m.
Regular Session	March 9, 2023	6:00 p.m.
Regular Session (as needed)	March 23, 2023	6:00 p.m.
First Quarterly Report for Period January 2023 through March 2023 will be heard at the first April 2023 Council Meeting.		
Regular Session	April 13, 2023	6:00 p.m.
Regular Session (as needed)	April 27, 2023	6:00 p.m.
Regular Session	May 11, 2023	6:00 p.m.
Regular Session (as needed)	May 25, 2023	6:00 p.m.
Regular Session	June 8, 2023	6:00 p.m.
Regular Session (as needed)	June 22, 2023	6:00 p.m.
Second Quarterly Report for Period April 2023 through June 2023 will be heard at the first July 2023 Council Meeting.		
Regular Session	July 13, 2023	6:00 p.m.
Regular Session (as needed)	July 27, 2023	6:00 p.m.
Regular Session	August 10, 2023	6:00 p.m.
Regular Session (as needed)	August 24, 2023	6:00 p.m.
Regular Session	September 14, 2023	6:00 p.m.
Regular Session (as needed)	September 28, 2023	6:00 p.m.
Third Quarterly Report for Period July 2023 through September 2023 will be heard at the first October 2023 Council Meeting.		
Regular Session	October 12, 2023	6:00 p.m.
Regular Session (as needed)	October 26, 2023	6:00 p.m.
Regular Session	November 9, 2023	6:00 p.m.
Regular Session (as needed)	November 23, 2023 Cancelled, Thanksgiving Holiday	6:00 p.m.
Regular Session	December 14, 2023	6:00 p.m.
Regular Session (as needed)	December 28, 2023	6:00 p.m.
Fourth Quarterly Report for Period October 2023 through December 2023 will be heard at the first January 2024 Council Meeting.		

April 7, 2023

Notice is hereby given to the members of the Board of Adjustments and to the general public that the Board of Adjustments of the Town of Camp Verde will hold **Regular Meetings on the second Tuesday of every month at 3:00 p.m. as needed.**

Board of Adjustments of the Town of Camp Verde 2023 Meeting Schedule		
1. Regular Session (as needed)	January 10, 2023	3:00 p.m.
2. Regular Session (as needed)	February 14, 2023	3:00 p.m.
3. Regular Session (as needed)	March 14, 2023	3:00 p.m.
First Quarterly Report for Period January 2023 through March 2023 Will be heard at the first April 2023 Council Meeting.		
4. Regular Session (as needed)	April 11, 2023	3:00 p.m.
5. Regular Session (as needed)	May 9, 2023	3:00 p.m.
6. Regular Session (as needed)	June 13, 2023	3:00 p.m.
Second Quarterly Report for Period April 2023 through June 2023 will be heard at the first July 2023 Council Meeting.		
7. Regular Session (as needed)	July 11, 2023	3:00 p.m.
8. Regular Session (as needed)	August 8, 2023	3:00 p.m.
9. Regular Session (as needed)	September 12, 2023	3:00 p.m.
Third Quarterly Report for Period July 2023 through September 2023 will be heard at the first October 2023 Council Meeting.		
10. Regular Session (as needed)	October 10, 2023	3:00 p.m.
11. Regular Session (as needed)	November 14, 2023	3:00 p.m.
12. Regular Session (as needed)	December 12, 2023	3:00 p.m.
Fourth Quarterly Report for Period October 2023 through December 2023 will be heard at the first January 2024 Council Meeting.		

Regular Meetings of the Parks & Recreation Commission

Notice is hereby given to the members of the Parks & Recreation Commission and to the general public that the Parks & Recreation Commission of the Town of Camp Verde will hold **Regular Meetings on the first Monday of every month at 6:30 p.m.**

Parks & Recreation Commission 2023 Schedule		
Regular Session	January 2, 2023 -Cancelled	6:30 p.m.
Regular Session	February 6, 2023	6:30 p.m.
Regular Session	March 6, 2023	6:30 p.m.
First Quarterly Report for Period January 2023 through March 2023 will be heard at the first April 2023 Council Meeting.		
Regular Session	April 3, 2023	6:30 p.m.
Regular Session	May 1, 2023	6:30 p.m.
Regular Session	June 5, 2023	6:30 p.m.
Second Quarterly Report for Period April 2023 through June 2023 will be heard at the first July 2023 Council Meeting.		
Regular Session	July 3, 2023	6:30 p.m.
Regular Session	August 7, 2023	6:30 p.m.
Regular Session	September 4, 2023	6:30 p.m.
Third Quarterly Report for Period July 2023 through September 2023 will be heard at the first October 2023 Council Meeting.		
Regular Session	October 2, 2023	6:30 p.m.
Regular Session	November 6, 2023	6:30 p.m.
Regular Session	December 4, 2023	6:30 p.m.

**Fourth Quarterly Report for Period October 2023 through December 2023
will be heard at the first January 2024 Council Meeting.**

Passed and approved by a majority vote of the Common Council at the Regular meeting of January 4, 2023.

Dee Jenkins – Mayor

Attest:

Approved as to form:

Cindy Pemberton, Town Clerk

William Sims, Town Attorney

Notes from 7/26/2023 Joint P&R Commission -Town Council Meeting**ROLES :**

- * Evaluate Town events for theme, changes
- * Evaluate current park uses
- * Evaluate future Sports Complex plans
- * Interact with the public – be the voice of the people
- * Evaluate Trails
- * Evaluate current park conditions
- * Determine priorities – e.g.: invest in current parks or development of new parks
- * Determine new Community Events/amenities – e.g.: dog park, splash pad at the pool, review prior events

OTHER CONSIDERATIONS:

- Update/clarify current PRC Resolution
- Provide list of current Town events
- Provide Social Media policy (to/for Commission)
- Should there be a separate PRC FB page
- Agenda management prior to meeting
- Regular inclusion of other staff members in meetings when possible

Corn Fest 2023 Event Summary

General overview

- Event held July 15 on Hollamon St & adjacent Town grounds including the Gym
- Due to the Gazebo being condemned the event had more vendors on the field than usual and less shaded areas available between 200 & 300 buildings.
- Hollamon vehicle gate and fence was moved back 10' and the Redinger Ramada area added into event area.
- Public hours 11 am to 7 pm, staff 6:00 am to 8:15 pm plus Friday morning and evening.
- Secure event perimeter with staffed access gates & designated footprint for alcohol license.
- Attendance estimated at 4,500.
- Extremely hot weather reduced attendance and shortened average stay time to 30 minutes.
- Added extra evaporative coolers and large industrial fans
- Highest attendance between 10am and 1pm
- 63 vendors outside, 17 vendors inside with a few cancellations and no show due to heat.
- Town volunteers staffed access gates (2); CV Business Alliance provided staff for one entrance gate
- ACE Hardware supplied 2 pop up canopies for use as access gate keeper shade.
- AB Cornhole provided the corn hole tournament.
- We had two commercial vendors to roast and sell corn provided by P&R from Hauser & Hauser Farms. Town purchased 655 dozen ears of corn for all sales.
- Homemade salsa contest run by P&R with volunteer judges and prizes donated by local businesses.
- P&R Camp staff operated free Kids Activity Zone in Rm. 305 Noon – 5pm

Non-Profit support

- 8 non-profit organizations provided free vendor space.
- Two non-profits provided fund raising opportunity by Town
 - o Kiwanis Club of Camp Verde sold fresh corn raising \$1,012.
 - Town provided shade tent, tables, corn bags and banner as well as arranged to provide corn on site from Hauser & Hauser using trucks and staff to move.
 - o CVHS Cheerleaders operated dunk tank for Town.
 - Town covered the cost \$253 to rent tank, set up, arranged for CCFMD to fill and drained and picked up after event.
 - o More Than Self – supports food for Guatemalan families
 - Raised over \$1,000 profit to feed families, our events are some of her best sales.
- Verde Valley Rangers raised an unknown amount with beer sales.

Financial notes

Revenues

Vendor registration fees collected - \$5,400 approx.

Event Sponsorship - \$3,600 – SRP & Yavapai College

Expenses

- Verve Events rental \$7,331 including a \$500 discount sponsorship from Verve
- Live music -\$1,500
- Pending totals for radio and newspaper advertising, dumpster, portajons, hand wash and other supplies and equipment

2024 Corn Fest Improvements/Ideas

1. Look at hours of operation – evening or starting earlier – maybe have O/N security and have all vendors set up the night before so we can start earlier
2. Improve our task list details to make sure that we get everything staged and set up as much as possible the days prior to the event.
3. Photo booth inside was a hit – maybe add a large Photo Booth sign – no wind or sun 😊
4. Set one of the wooden corn guys up in front of the fresh corn booth – other at photo booth
5. Make sure that the Hauser Banner gets put on the fresh corn tent
6. Look at inside arrangement – definitely need as much seating as possible in there. This year we had 16 vendors(one cancellation day of) and seating for 100. Could have fit a few more tables/seating if vendor booths moved a bit.
7. Get steps onto the field from the south side of the ramada to allow better flow
8. Have specific tasks or task list for volunteers for set-up and tear down.
9. Remember to put encouragement to highlight corn or VV agriculture products in the food and vendor sales items -make a corny sign for vendors who have those items
10. Order the Corn Fest fans like 2022
11. Have tarps in the beds of the trucks so the non-profits can just pull tarp to access corn towards the cab of the truck bed easier
12. Consider not having the dunk tank – maybe something different – dunk tank has not been super productive
13. Develop hashtags for FB and Instagram specific for event
14. Use Google forms for vendor survey/feedback. May also be beneficial to have a Google survey with QR code at the event to get public input specific to that event
15. Work on the street entrances and arrangement of the barricades. It just looks awkward and it was not clear where people were supposed to enter on either end of Hollamon.
16. Could we put misters/fans in ramada and music tent to help battle heat? The swamp coolers did not seem to work well this year.
17. Continue to work with VV Farmer's Market to increase their involvement
18. Should we look at larger music tent and different location for it? This would add more shaded seating, but with ramada, maybe not necessary.
19. Start the first 2 trucks in the morning with at least 100 dozen ears of corn.
20. Consider counting the corn that goes to the roasters – not sure how to battle the large discrepancy in the corn count in 2023
21. It was a great idea to have Fire District there for emergencies – probably good for all events
22. Remember to send Heather the food vendor list when it goes to the Health Dept.

23. Work on a way to improve the tracking of COI/Endorsement from vendors who need them – access to the Town RM file would be beneficial for us to be able to see who has one on file already
24. Combine Food truck and Food vendor application in Eventeny so it is easier to know how many we have coming and easier to limit

Camp Verde Parks & Recreation Commission

Quarterly Report July 2023

The P&R Commission (PRC) held its second meeting April 23 followed by Regular meetings May 1 and June 5. The June meeting also included a Work Session with a trip to Verde Lakes Community Park and the Sports Complex prior to the Regular meeting.

The Commission has focused on learning about their new roles and seeking information about various recreation and park activities and functions in the Town with presentations and discussion with P&R staff, Grounds staff and Public Works Director. The PRC members have discussed several options about their future role and requested information about existing policies and procedures.

The PRC has also talked about CIP projects and procedures related to parks and recreation and future options and requested information from staff for future plans. They have reviewed current projects including planning documents for Verde Lakes Community Park and others to provide input.

The PRC has discussed various topics including naming of parks and sites, requested that Parks & Rec create an on-line survey to send out for public feedback and discussed various potential projects moving forward including grant funding.

Parks & Recreation Monthly Report – July 2023

- Summer camp came to an end July 20th. We had 406 camper days in July in only 10 days of camp, that's just over 40 kids per day. Campers did field trips to the library, pool, and Dead Horse State Park. They had visits from the Old Guys, National Park Service, and the Tree Advisory Committee, along with many other activities. Thanks to generous donations from Kiwanis of Camp Verde, The Clif and Dee Jenkins Trust, and Quintus we are able to offer partial scholarships to many of our campers, lowering the cost of camp from \$20 per day to \$11 per day. We had 1204 camper days for the summer, with 120 different kids participating this summer, an average of 41.5 kids per day.
- Corn Fest was another successful event despite the blistering heat. We purchased 655 dozen ears of corn from Hauser that were sold fresh and roasted. Kiwanis of Camp Verde sold fresh corn and profited \$1,012 at the event. We had 84 vendors register for the event, with 80 vendors who did participate. According to the numbers in Placer ai, we had 4,500 attendees whose average stay time was about 30 minutes. Feedback from vendors and public has been positive and we have already created our list of improvements for next year.
- Staff continued to attend a variety of virtual forums including tournaments, aquatics, and special events to stay up on what is going on with other P&R Departments around the State.
- Scheduled facility uses this month were as follows: Meeting rooms had 74 uses, Ramadas were at 28 uses, Gym had 51 uses including being used by the Red Cross as an Emergency Evacuation shelter for the week of July 23rd, Sports fields had 77 uses, kitchen 16 uses, and public showers 26. Note that these numbers do not include summer camp use, they do use the gym, 204, and 305 daily during camp.
- Pickleball increased play to 4 times per week. A few of our partner instructors took a break for the summer but will return in the fall. Friday night Cornhole League continues, and we now have Nerf Wars in the gym on Monday evenings and on Community Center Field on Tuesday evenings in the dark. Staff is working with another Yoga instructor who will start classes in the fall, along with a potential martial arts instructor who is interested in offering classes here.
- Parks & Rec had 2 community trips this month. On July 7th, we went to Bearizona and on June 21st, we traveled to Arrowhead Mall. We had 14 people travel with us this month.
- Our third Diamondbacks trip was scheduled for July 30th. We had 13 people travel to the game with us. Registration is open for our last 2 games scheduled for August 27th and September 17th.
- Staff planned and hosted our 4th Downtown Food Truck Night on Thursday, July 20th. This event had 3 food trucks. We have begun marketing for the next one scheduled for August 17th and have made the decision to extend Food Truck Night through November 16th due to its' popularity.
- Staff is collaborating with the Library for a Dark Sky event in conjunction with our September 21st Food Truck Night.
- The new solar covers arrived for Heritage Pool July 20th and this completes the items for the pool CIP.
- Camp Verde Heritage Pool continued into the regular season. The third and final session of swim lessons are complete with 64 kids participating in July, bringing the total to 188 kids for the summer. The extended season schedule begins August 7th.

- Staff continue to work on the Verde Lakes Community Park improvements. The concrete cornhole boards and BBQ grills were delivered this month and are awaiting policy decision on placement.
- Parks & Rec applied for and was awarded a non-matching grant through AARP to construct a new picnic/party area at the pool. The paver installation has been completed and new fencing with a gate has been added to the area. The shade structure design was sent to an engineer and the initial design was not approved by Community Development. We are waiting for the design to be updated to meet wind requirements and then will be looking for a licensed contractor to install per Town code.
- Staff hosted a Regular session of the Parks & Recreation Commission this month and attended a joint Work Session with Council and the Commission on July 26th. Staff has continued to work with the Clerk's Office to learn how to create agendas and agenda packets, post them online, proofread and create final minutes, and learn how to run the computer system in Council Chambers for meetings. Staff posted the Public Notice regarding Corn Fest and the Public Meeting held July 24th and worked on the regular session agenda for the August 7th meeting.
- Staff participated in the Council meeting July 19th to give the Parks & Recreation Commission Quarterly report to Council.
- Staff continues the process of researching and earning accreditation through NRPA and the Commission for Accreditation of Park and Recreation Agencies.
- Staff hired 2 umpires for Adult Co-Ed softball.
- Staff conducted interviews with 8 applicants for the Rec Leader II position that will be open starting Aug. 4th. Four second interviews were conducted as well, and an offer was made.
- Staff worked 10 occurrences with a total of 131 hours for activities outside of regular business hours.
- Staff continues planning for Fort Verde Days, taking nominations and selected the Parade Grand Marshal and parade theme. There are 43 vendors already registered for the event.
- Shawna attended Verde Valley Leadership on July 14th. Mike was a guest speaker for VVL in July as well.
- Adult co-ed softball began June 28th with a record 14 teams playing this season. Games will be played through September at Butler Park.
- Staff had a meeting with Camp Verde Youth Football to discuss their NAYF Jamboree being held at the Sport Complex on Aug. 19th. This event will bring 28 youth football teams and their families to our community for a day of football.
- Staff hosted a Public Forum on July 24th. This forum was held to gather public input on future amenities at the Sports Complex.
- Staff met with organizers of a Walk For Water event planned at the Sports Complex Oct. 7th to go over details of the event and logistics.