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**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, MARCH 6, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82513398723?pwd=ZnBncG1CQVJDQTlmcUxlanBQSO0Nrdz09>

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

Meeting ID: 825 1339 8723

Passcode: 842901

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

1. **Call to Order** Town Clerk Cindy Pemberton called the meeting to order at 6:30 p.m..
2. **Roll Call:** Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Dave Grondin, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade.
All Present.
3. **Introduction of Commissioners**

Each Commissioner took a few moments to introduce themselves.
4. **Also Present: Introduction of Staff Members** Parks & Recreation Manager Michael Marshall, Parks & Recreation Supervisor Shawna Figy, Town Clerk Cindy Pemberton, Interim Town Manager Gail Mabery

Town Manager Mike Marshal introduced himself to the Commission. He said Parks and Recreation Supervisor Shawna Figy will be in attendance, but late, due to a previous commitment. Town Clerk Cindy Pemberton introduced herself and discussed her temporary role to the Parks and Recreation Commission
5. **Pledge of Allegiance** Commissioner Grondin led the Pledge of Allegiance.
6. **Discussion and terms of all Commission Members per Resolution 2022-1099. Divide into three (3) classes, three (3) members to serve (1) year, two (2) members to serve two (2) years and two (2) members to serve three (3) years.**
Staff Resource: Cindy Pemberton
Ms. Pemberton opened discussion amongst the Commission to decide which

members would serve the designated number of years.

Commissioner Hughes, Commissioner Wade, and Commissioner Faulkner will serve one year.

Commissioner Duncan and Commissioner Noonan will serve two years.

Commissioner Grondin and Commissioner Morris will serve three years.

7. Election of Chairperson to a term of office through January 2024. Staff Resource: Cindy Pemberton

Commissioner Noonan made a **motion** for Commissioner Grondin to serve as the Chairperson for the Parks and Recreation Commission through January 2024.

Second by Commissioner Wade.

Roll Call Vote:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Grondin: Abstain

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Motion Passed 6-0.

8. Election of Vice Chairperson to a term of office through January 2024. Staff Resource: Cindy Pemberton

Commissioner Duncan made a **motion** for Commissioner Faulkner to serve as the Vice Chairperson for the Parks and Recreation Commission through January 2024.

Second by Commissioner Noonan.

Roll Call Vote:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Chairman Grondin: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Motion Passed 7-0.

9. 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 Board requests.

a) Approval of the Minutes:

1) No Minutes for Approval

b) Set Next Meeting, Date and Time:

1) Monday, April 3, 2023 at 6:30 p.m.

Commissioner Noonan made a **motion** to approve the Consent Agenda.
Second by Commissioner Duncan.

Roll Call Vote:

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

10. **Special Announcements and presentations:**
 - **There are no Special Announcements or Presentations**

11. **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 Board 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 cards.

12. **Discussion and Review of Best Practices, Town Code, Social Media Policy, and Resolution establishing the Parks and Recreation Commission.** Staff Resource; Cindy Pemberton

Town Clerk, Cindy Pemberton reminded the Commission about their training from the Clerk's Office and the binders that were provided to them. These binders include the Best Practices, Town Code, Social Media Policy, Parks and Recreation Resolution. She asked the Commission if there were any follow up questions.

Chairman Grondin asked who the Commission is supposed to go through first if they have proposals and suggestions. The packet states that they go through the Town Manager, but he thought they were supposed to go through the Parks and Recreation staff.

Ms. Pemberton told him they would go through Mr. Marshall first, and then he would follow up with the Town Manager.

Chairman Grondin also asked about some of the redundancy he's finding. It says

that the Parks and Recreation Commission is going to be establishing policies and procedures, but he's wondering if those have already been established by the Parks and Recreation Division.

Parks and Recreation Manager Mike Marshall told him they won't be establishing policies and procedures, they'll be assisting and advising the Parks and Recreation Division on certain policies and procedures that the Division may want to change. The Commission will be another place that Parks and Rec will get advice and consent. He said they have plenty of policies and procedures already in place and based on the scope and impact of some of them, the Commission may be brought in for their input. Then, when the Division brings the changes to Council, they will be able to let Council know that the input of the Commission has also been sought.

Ms. Pemberton said that most of the actions that this Commission makes is recommendations to Council and the Parks and Recreation Division, but the actual deciding factor will come from Council.

Chairman Grondin, again, was concerned about some redundancy between the Commission and the Parks and Rec Division. Particularly, he mentioned care and maintenance. Is the Commission responsible for this, or is it the Parks and Recreation Division?

Mr. Marshall responded and said the conceptual idea with the resolution is the Parks and Rec Commission can be involved in anything to do with Parks and Recreation. Ideally, he will have things he'd like to talk to the Commission about, and the Commission will have things they'll want to talk about, and these topics will be agenda items for future meetings. Over the course of the next few meetings, he feels they'll all start to figure out how this relationship works between them.

Furthermore, he said that neither the Parks and Recreation Commission, nor Council really knows exactly what they want the Parks and Recreation Commission to do and how exactly it'll function day to day. The idea right now is they'll figure it out as they go and as topics arise.

Chairman Grondin wondered about the previous Parks and Recreation Commission and why they disbanded.

Neither Mr. Marshall, nor Ms. Pemberton were sure, but Ms. Pemberton said she'd be happy to investigate it and report back to them.

Mr. Marshall wanted to point out that when Council decided to reconstitute this Commission, they didn't use the original resolution because the original resolution was established at the very beginning of when the town was becoming incorporated. Back then the Commission was responsible for some of the rules and regulations of the Town because they hadn't already been developed. The Commission now is more of an advisory group.

Mr. Marshall wanted to introduce Shawna Figy, Parks and Recreation Supervisor,

who was now in attendance.

Ms. Figy apologized for being late and introduced herself to the Commission.

13. **Review and Discussion of Town Attorney's Do's and Dont's for Arizona Open Meeting Laws.** Staff Resource: Cindy Pemberton

Ms. Pemberton explained the packet that was provided for the Commission on the Arizona Open Meeting Laws which was created by the Town Attorney.

Commissioner Duncan had a question regarding the minutes for the meeting. She wondered if the Commission was responsible for them or was it someone on staff.

Ms. Pemberton explained the Town's contracting of transcriptionists, are responsible for the minutes. Staff reviews and edits the minutes, if necessary, and then the Commission is provided a copy for approval.

14. **Review and Discussion of Parks and Recreation Commission's Mission and Division Operations Detail Overview.** Staff Resource: Mike Marshall

Mr. Marshall explained that the Parks and Recreation Commission is responsible for all the Parks and Rec activities in the town, while the Parks and Recreation Division is responsible for the programming. There are several other divisions within the town that will be responsible for different aspects of what the Commission could be involved in. For example, if it's a maintenance issue, the maintenance division will be responsible for that. The Parks and Rec Division will always be the point of contact for the Commission, but they're not always the ones who will be taking care of the issues they may have.

Mr. Marshall went on to say that the Division Operations Detail Overview is an attempt to bring the Commission up to speed on the Parks and Recreation Division's Operational Details, not on everything having to do with Parks and Recreation. He would be more than happy to answer any questions they may have.

Chairman Grondin asked the difference between a Division and a Department. Mr. Marshall said it's about \$25,000. The Parks and Rec Division is a component of Public Works. They do the programming. Several divisions are all under the Public Works Department. This is also why the Parks and Recreation Division isn't always going to be who the Commission talks to if they have questions.

Chairman Grondin clarified that structurally it starts at the Town Council, then it goes to the Town Manager, then onto the Department head, then the Division, and on down to the Commission.

Commissioner Noonan asked a hypothetical question about how they would approach the desire to approve the trails over by the Camp Verde Sports Complex.

Mr. Marshall said there are several different ways to do that. The most obvious and direct way would be for the Commission to suggest something they want to hear more about, then they would direct staff to get back to them with a report on what their options are. He would like to have a way for the Parks and Rec Division and the Commission to discuss what they'd like to talk more about.

Ms. Pemberton said they will have an opportunity during their staff or Commission Reports to request future agenda items.

Commissioner Morris asked a question regarding how to communicate what the public wants them to accomplish as Commissioners.

Ms. Pemberton said anytime the Commission receives any inquiries or concerns from citizens, the first step is to notify Make Marshall to let him know you are interested in having that item on the agenda. Additionally, he can ask Mr. Marshall to provide him with information.

Mr. Marshall said one of the things they want to do as Parks and Recreation is to educate the Commission on what staff does in the Parks and Recreation Division. If the Commission is educated on Parks and Recreation topics within the town, they will be able to give the public proper information.

He also urges the Commission to tell citizens who have questions to call the Parks and Rec in order to have questions answered. He is hoping that through this Parks and Recreation Commission, they can get increased public discussion.

Interim Town Manager Gail Mabery introduced herself to the Commission and thanked them for serving their community.

To add to what Ms. Pemberton and Mr. Marshall said previously about what to do with information from the public, Ms. Mabery said the first few meetings will be information gathering and learning about Parks and Recreation and the facilities they have and the programs they're running. They want to teach the Commission to walk before they run. She encourages them to have some strategic planning to decide what they would like to see on future agendas. There's a lot of things they'll automatically get pulled into, but they'll have to be strategic and plan the things they want to bring to the table.

Chairman Grondin asked whether they need to put on the agenda everything they want to accomplish, or is it only the items that require an action?

Ms. Mabery said anything they want to discuss in a public meeting needs to be on the agenda. The agenda gives the public notice of topics they'll be covering. There will be opportunity at meetings to decide what items they'd like to see on a future agenda.

Chairman Grondin said he could like Commissioners to conduct a walk through of every facility the city currently has in place so they understand what's out there and

what needs to be done at each facility. He wondered if he needs to put that on an agenda, or can he just suggest that.

Ms. Mabery responded it's both. He can suggest it and then they would agendaize it to give notice to the public of what they're doing and when they're doing it.

Ms. Pemberton said they can request for a Commission tour at this current meeting, but the request would have to be for a later date.

Mr. Marshall said he provided the Commission with a lot of written information of how Parks and Rec works. He would be glad to talk one on one with a Commissioner if they'd like to know more about certain topics in Parks and Recreation. They can talk in person or on the phone. When the Commission asks for an item to be put on the agenda, it's Parks and Rec's job to make sure that happens. He said a tour is something they've discussed, and it's also listed in the Board's and Commission's Recommendations.

Chairman Grondin asked about whether each Commissioner could do their tour personally. Could they all go one on one in their own time, rather than waiting to put it on a future agenda?

Ms. Mabery said it's very flexible. They could certainly be provided with a list of the addresses and locations of different facilities so they can go on their own to get familiar with them. Having a staff member with them would be beneficial, but it wouldn't be a good use of staff's time to have each Commissioner go at a different time, if they're wanting staff with them.

Chairman Grondin clarified that if they want to go on the tour as a group, they will need to get it agendaized?

Ms. Pemberton said it's called a courtesy notice. This notice is intended to inform the public that the Commission is meeting for a tour. There will be no business or action taken during this time.

Chairman Grondin asked if they would be in violation of Open Meeting Law if the 7 of them were to meet at the Sport's Complex. Ms. Mabery told him that 4 or more of them gathered is a quorum and violates open meeting law.

Mr. Marshall said they are more than happy to speak to Commission members at the office about these details and provide them with maps and information to go look into these locations. They want to educate them as much as possible with what's going on.

Ms. Mabery mentioned regarding tours, if they do the tour with the Parks and Rec van, they could go to several locations at a time.

Mr. Marshall said they've done tours before with new hires or Council Members, and it's a great way to get people educated with what they do.

15. Discussion and Direction to staff on topics to be listed on upcoming agendas. Staff Resource: Mike Marshall

Ms. Pemberton told Chairman Grondin that this agenda item could possibly involve a motion at the end of the discussion. Most often agenda items that say "Direction to staff" or "Recommendation to Council" involve a motion.

Mr. Marshall mentioned that a future agenda item could be reviewing the Parks and Recreation budget, as the Town Ordinance for boards and commissions discusses overlooking the budget. He said this would give the Commission an idea how much Parks and Rec spends and brings in. Additionally, he mentioned that if the Commission didn't want to do a tour of the facilities, a future agenda item could involve a presentation of the different facilities and how they use them and what they have planned for them. He would also like to work more with the Clerk's office on best practices review, as this will help future meetings work more smoothly.

Mr. Marshall said they could also discuss the town's general plan, which has components having to do with Parks and Recreation. As it stands now, Parks and Rec does not have a town wide Recreation Master Plan. They have plans and hopes for the future, but they are not in one concise master plan. This is something the Commission can help them with. When they bring something to Council, it works in their favor to say that Town Manager, Commission, Parks and Recreation Division, and the public who has attended the meetings are all in favor of it, it makes Council more comfortable when they go to approve it.

Ms. Pemberton said after staff makes their recommendations, the Chairman will open a discussion for the Commissioners to engage in conversation to determine what their next steps will look like on listing upcoming agenda items. They can then direct staff to go in the direction of the Commission.

Commissioner Morris would like to see a Parks and Rec wish list. He feels this would help them see what they're thinking so they can be on the same page and give them a target to look for.

Mr. Marshall appreciates that because he and Ms. Figy do have an informal list of things they would like if they were attainable. They'd be more than willing to present some of those things to them and hear what the Commission has to say.

Commissioner Morris said a lot of this is for information instead of action, just so they can all get on the same page and know where to start.

Chairman Grondin asked Ms. Pemberton if they need a motion for each future agenda item.

Ms. Pemberton said they could group them all together in one motion or direct staff

to bring them back to a future agenda.

Chairman Grondin asked Commissioner Morris if he would direct staff to bring his inquiry back to a future agenda.

Commissioner Morris directed to staff to bring back to the Commission their "dream list".

Commissioner Faulkner agrees with Mr. Marshall that a presentation on budget and facilities would be a good place to start to help them understand Parks and Recreation. After the presentation, they can decide if there are specific sights that they'd like to go to. She felt it would be helpful to have a specific facility presented and the budget they have for it.

Commissioner Hughes agreed that a facilities tour would only be necessary after a presentation on facilities, IF a commissioner felt they wanted to see a specific location in person.

Commissioner Duncan would like to hear, in the presentation, about their interaction with other departments, specifically Maintenance and Streets, to see how they work together.

Mr. Marshall said a lot of these things will interrelate in the presentation they are requesting. He feels their relationship with other departments, specifically maintenance and streets, is great.

Ms. Mabery said she echoes what Mr. Marshall said and feels the 4 things that have been requested for a future agenda will give them a robust next meeting. At each future meeting, they will get a good idea of what they'll want to talk about each subsequent meeting.

Mr. Grondin asked if the four topics can be reviewed before he asks for a motion.

Ms. Pemberton said yes.

Ms. Pemberton and Ms. Mabery listed the four topics for the next Parks and Recreation Commission meeting- Budget Overview, Presentation of facilities, how Parks and Recreation interacts with other divisions (specifically Community Development and Maintenance), and a Parks and Recreation Wishlist, which may not even need to be a separate agenda item if they can tie it into the other ones.)

Ms. Mabery said with regard to the tour, the focus is to do a presentation on the facilities, and as part of that discussion, if they feel they need a tour, they will schedule that for a future agenda.

Ms. Pemberton told Chairman Grondin that when he opens the floor up for a possible motion, the person making the motion would need to specifically identify each of the topics just listed as future agenda items.

Mr. Marshall said he suggests they make a motion to start with a budget presentation that also included a facilities overview, explanation of facilities and programs, their interaction with other divisions, and then the tie in of a Wishlist. He feels he'll be able to make that all flow well together. He wondered if they would all be 4 separate items, or one combined together.

Ms. Pemberton told him they would be separate.

Ms. Mabery asked if the Commission needed to make a motion on this, or can they just direct staff.

Ms. Pemberton said she's comfortable with them just directing staff to move forward with these items. It doesn't have to be a motion.

Chairman Grondin asked Mr. Marshall if they'd throw in an overhead map that highlights where the parks are.

16. **Commission Informational Reports.** These reports are relative to the committee meetings that Commission members attend.

There are no reports.

Ms. Pemberton told Commission that in future meetings, they'll use this as an opportunity to talk about if they've attended other meetings or events and they'd like to share with their fellow Commissioners.

17. **Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Commissioners and public of such events and activities. The Commissioners will have no discussion, consideration, or take action on any such item, except that an individual Commissioner member may request that the item be placed on a future agenda.

Mr. Marshall told the Commission that he is passing out the Parks and Recreation Division Monthly Report. He said this report will give them information on what they've been doing for the last four months. Hopefully it will lead to good discussion and question from the Commission.

Ms. Pemberton informed Mr. Marshall he can discuss anything in his staff report on upcoming events. Commissioners cannot respond to his statements, but they can request that something from one of his statements be placed on a future agenda item.

Mr. Marshall gave information to the Commission on the Pecan and Wine Festival. They will be putting on a courtesy agenda to the public to let them know there may be several Commission members there at the same time, but they won't be taking any action or having any business discussion.

Commissioner Noonan asked if when he's volunteering at the Pecan and Wine Festival, can he speak to Chairman Grondin alone?

Ms. Pemberton said yes, if there aren't four together. She asked that they caution themselves when they're talking one on one about business because it could lead to sharing information to other Commissioners about the same topic.

Mr. Marshall said to help any issues ever arising over open meeting laws, they can talk to staff and ask them all the why questions they have. He encourages them to ask questions.

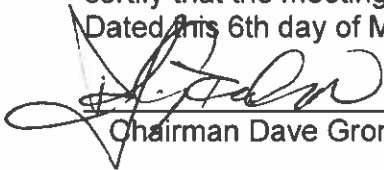
Mr. Marshall commended the Parks and Recreation Division and the fantastic job they are doing. They are working on and looking into accreditation amongst other things.

18. **Adjournment**

Chairman Grondin adjourned the meeting at 8:00 PM.

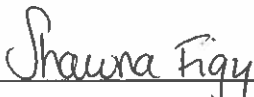
CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks and Recreation Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 6th day of March 2023. I further certify that the meeting was duly called and held and that a quorum was present. Dated this 6th day of March 2023.


Chairman Dave Grondin

 "for"
Parks and Recreation Manager Mike Marshall


Mary Frewin, Recording Secretary

Posted by: 

Date/Time: 8/8/2023 @ 12:00pm

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.

*The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and
Bahas on*

*February 28, 2023 (date) at 3:00 (time) in accordance with the statement filed by the Camp Verde Parks and
Recreation Commission with the Town Clerk*

(signed) Shawna Figy, Shawna Figy, Recreation Supervisor (print name and title)