

**REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, MAY 1, 2023
6:30 PM**

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

1. Call to Order

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

2. Roll Call

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

3. Also Present

Parks & Recreation Manager Michael Marshall, Parks & Recreation Supervisor Shawna Figy, Town Clerk Cindy Pemberton and Recording Secretary Jennifer Reed.

4. Pledge of Allegiance

Commissioner Wade led the Pledge.

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

A. Approval of Minutes: April 3, 2023, Regular Session

B. Set Meeting Dates: Monday, June 5, 2023, at 6:30 pm Regular Session

Commissioner Morris would like to make a correction to the minutes. Item 8, under the title of **Parks Wish List**, the very last sentence should read, "*Commissioner Morris suggest fixing up the tennis courts at Butler Park for pickleball tennis use and the basketball court could be used for Pickleball.*"

Chairman Grondin would like to make another correction to the minutes. Item 11, second bullet point should read, "*Commissioners Commissioner Noonan suggested proposing a name change of the Sports Complex to the Camp Verde Veteran's Memorial Park to Council.*"

Motion was made by Commissioner Morris to accept the consent agenda as amended. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Hughes: Absent

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Faulkner: Aye

Chairman Grondin: Aye
Motion Passed 6-0.

6. Special Announcements and presentations:

- There are no Special Announcements or Presentations

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

Robyn Henslin spoke about getting the tennis courts at Butler Park refurbished or resurfaced for them to play on.

8. Presentation, discussion and review of Public Works Department and the relationship with parks and recreation. (Staff Resource Ken Krebs)

Director of Public Works Ken Krebs reviewed the chain of command (Organizational Chart) for his department.

9. Presentation, discussion and review of the Camp Verde Sports Complex progress. (Staff Resource Ken Krebs)

Director of Public Works Ken Krebs updated the Commission on current projects:

- South field will be open May 5th
- North field will be open the following weekend May 12th
- This week
 - Benches will be placed in the dugouts
 - Pitching plates and base anchors will be installed - South Field
 - Top dress both fields
 - Infield mix - North Field (already in place in the South Field)
- Within the next 2 weeks
 - Foul poles for the baseball fields
 - Uprights for the football fields
- Electric- they are working with APS to close that out. Lights are up, just finishing connecting everything.
- Within the next 3 weeks going out to bid for-
 - Concession stand
 - Water
 - Sewer Lift Station
 - Irrigation for pond up above
- Main walkway - will wait until concession is in.

Commission Noonin asked when the next phase would be started for amenities such as pickleball, tennis courts, disc golf, etc. Mr. Krebs stated that Mr. Marshal was talking to a Disc golf designer. That is in the design phase. The other amenities will need to wait until the first phase is done then they will need to go out for grants; none of that was part of the grant.

Commissioners and Mr. Krebbs discussed the masterplan and the main focus of the Sports Complex. They also talked about loans, grants and the original budget for the project; what was to be included and what would be on a wish list. Mr. Krebbs would like to finish the projects that are already started then prioritize the remaining projects.

Commissioner Morris asked who decides what project will be taken over next. Mr. Krebbs said he is hoping the 501c3 (Camp Verde Recreation Association) that was started to raise money for the park will be completed. Mr. Marshall said the intent for the 501c3 was for it to serve as an umbrella organization for all activities out there. The department met with them and as a new organization they are trying to figure out what they want to focus on. The Parks and Rec Department will meet with them to discuss the next phase. After that meeting, they intend to bring back information to Parks and Rec Commission to get an agreement on priorities. Vice Chairperson Faulkner asked about the irrigation at the Sports Complex and how we were watering currently. Commissioner Noonan inquired about the 501c3 wanting to know if this was run by a Town employee or civilian. Mr. Krebbs explained the irrigation and that the 501c3 was civilian organized.

Chairman Grondin asked about the excessive amount of change orders. Mr. Krebbs stated that the change orders he was involved with, the difference in costs. The original cost was from three years ago. Most things have had a significant price increase. Mr. Krebbs said if any has any questions please let him know, his door is always open.

10. Presentation, discussion and review of the Maintenance Division and their role in parks and recreation. (Staff Resource Jeff Kobel)

Grounds and Maintenance Lead Ezra Collin filled in for Jeff Kobel and gave an overview of his department and who works in the department. At the moment they are shorthanded and could really use another full time person. Mr. Collin went over some projects they are currently working on:

- They are maintaining the grass on all of the fields.
- Equipment and what has been purchased to maintain the fields.
- Irrigation and explained how the pump works.
- Pool Projects; pool is ready to open on the 13th

Mr. Collin said Butler Park needs a lot of attention. He said specifically the tennis courts and basketball courts need to be resurfaced. The fields also need some attention; they are over used by teams. All of them have dangerous areas which they have tried to fix with the equipment they do have.

Mr. Marshall said the maintenance staff does a ton of work on the maintenance of the fields and facilities. They really care about doing better. In addition to mowing, maintenance does a lot around events, like setting up barricades, trashcans, putting up banners, and setting up tables & chairs.

11. Review and discussion regarding the Commission's public questions and talking points for communication with the general public. (Staff Resource Michael Marshall)

Parks & Recreation Manager Mike Marshall would like to know what kind of questions Commissioners would like to ask the public to add to the questionnaire. He suggested Commissioners ask the public questions like:

1. What is the highest priority for recreation in the town?
2. Do you attend Town events?

3. Do you have kids that participate in Town Events/Programs.

4. Do you go on Friday Trips?

He also suggested Commissioners come up with 4-6 open ended questions.

Chair Grondin thought about adding these questions:

1. Are you a resident or nonresident?

2. What do you enjoy about Camp Verde's parks and amenities?

3. What would you like to see improved on existing facilities?

4. What would you like to see developed for new facilities?

5. Would you be willing to help Parks and Rec?

Commissioner Morris said he wondered if it would be worthwhile putting out a poll to reach more of the community. Maybe put something on the website? A questionnaire. Review at a meeting.

Chairman Faulkner suggested doing a survey like the one finance put out a couple months ago. A survey with simple questions.

Mr. Marshall suggested doing some informal discussions at Bashas or an events would be good as well.

Direction to Commissioners: please send Mr. Marshal some questions you would like to see on the questionnaire and he will put it together and bring back as an action item.

12. Review and discussion of the options and methodology for naming Town parks and recreational facilities including the Camp Verde Sports Complex. (Staff Resource Michael Marshall)

Parks & Recreation Manager Mike Marshall explained Council determines what things are named. Commissions can bring them a recommendation. He reviewed some things that were done in the past.

Morris stepped out 7:42pm

Mr. Marshall stated sponsorships is an option; names can be placed on banners and mentioned in radio ads. Keep in mind the Sports Complex is a giant facility and it could have several smaller components inside the park that could be named different things.

Morris back 7:44pm

Commissioner Noonin explained his concept when he suggested renaming the complex. He said the whole complex/both sides would be part of the Veteran's Memorial Park, then give the naming to different organizations who are financing the park. The overall complex as you enter the facility, would be Camp Verde Veterans Memorial Park. He would love to have something to pay tribute to; maybe have names on a wall/rock. Maybe a plaza inside the complex, and then rent out fields; have their name on banners.

Commissioner Morris suggested tasking the Camp Verde Recreation Association with going out to get sponsors, for naming rights. This could back the operation costs.

Mr. Marshall thinks a potential use for this Commission would be to try to come up with a protocol or a policy or a recommendation of what we'd like it to look like. Think about what the criteria would be. He said going forward this Commission would bring ideas then he would compile the information and bring it back for discussion.

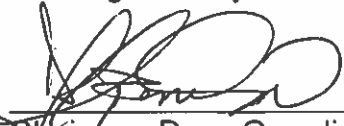
Chairman Grondin suggested making a call to the public for a grand name for the park. Commissioners can email thoughts to Mr. Marshal.

Ms. Pemberton clarified the process of how to present items for the meeting agenda.

13. **Discussion and direction to staff on topics for future Agenda Items.** (Staff Resource Michael Marshall)
Commissioner Duncan would like to set a date for a Work Session to get together hash out ideas and discuss roles. Ms. Pemberton explained how Work Sessions and Retreats work. Vice Chair Faulkner would like a report on the status of the Memorial Park Gazebo. Commissioner Morris would like to discuss the Commercial Kitchen, the rate schedule, and how it will affect Parks and Recreation.
Chairman Grondin would like to discuss what is happening in Verde Lakes (the Council approved trail system- West Clear Creek) and put the questionnaire as an Action Item. He would also like the Commission be more involved in the acceptance of bids, for future work at the sports complex. He would like to see the Commission get more involved heavily in the decision making process so when it does go to the Council, this Commission has voiced their opinion on it. This Commission should have the same responsibilities as the Planning and Zoning. If we are considering spending millions of dollars, he thinks the Commission should have more say in how that millions of dollars are spent.
14. **Commission Informational Reports:** *These reports are related to the committee meetings or events that Commission Members attended.*
Commissioner Duncan attended the 2nd Annual Spring Fest at Verde Lakes Park. Commissioner Noonan wanted to give a shout out to the Maintenance Department, they were outstanding and went above and beyond with the Vietnam Wall Exhibit.
15. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
No public to speak.
16. **Staff Comments:**
Mike Marshall
 - Handed out a Parks and Rec Monthly Report. He wanted to point out the last bullet on the report. Parks & Recreation Coordinator Phyllis Nettik has successfully completed her Certified Youth Sports Administrator Certification. This highlights their attempts in the Parks and Recreation Department to make sure that staff is trained and certified and that they are attempting to provide programs that reflect and meet national standards whenever possible.
15. **Adjournment:**
Motion made by Commissioner Morris to adjourn the meeting. Second was made by Vice Chair Faulkner.
Roll Call:
Commissioner Hughes: Absent
Commissioner Wade: Aye
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Faulkner: Aye

Chairman Grondin: Aye
Motion Passed 6-0.

Meeting was adjourned at 8:17 p.m.



Chairman Dave Grondin



Parks & Rec Manager Mike Marshall

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 1st day of May 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 1st day of May 2023.

Jennifer Reed

Jennifer Reed, Recording Secretary