

**WORK SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, MAY 22, 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, Commissioner Mary Hughes and Commissioner Karen Wade were present.

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 Hughes led the Pledge.

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

Parks and Recreation Manager Michael Marshall said this item has been talked about at several past meetings and thought this could be worked on in a Work Session. He said there could be a couple of questionnaires; 1- a brief/short term casual information gathering questionnaire to use on the street or at events; for specific topics or 2- or a more formalized electronic poll, used for long term master planning type of research.

Recreation Supervisor Shawna Figy reviewed some online survey options.

Commissioners discussed ideas on what kinds of questions they'd like to include and how to use the information once it is collected. Commissioners also asked if there was a budget for this type of project. Mr. Marshall will look into the cost of possibly printing an insert to be placed in the paper and locating a drop box where the community can drop off a survey once it's completed. Ms. Pemberton said other departments have active accounts with survey monkey that could possibly be used to create an online survey.

Ms. Figy read through the questionnaire questions Karen Wade had submitted prior to the meeting.

After a lengthy discussion, the Commission agreed to start with these (5) questions for Mr. Marshall to devise into a questionnaire:

1. Where do you live?
2. Do you participate in Parks and Rec programs or activities? If so, which ones?

3. What type of recreation programs and/or park amenities do you want to see in the future?
4. What is Parks and Recreation doing right, at the moment?
5. What could Parks and Recreation improve for the future?

Commissioner Morris left the meeting at 7:20pm

Commissioner Morris came back to the meeting at 7:22pm

Mr. Marshall will start with this and bring back the final questionnaire as an action item on the next agenda. Commissioner Morris wants to see the questionnaire before it goes out since it will have the names of the Parks and Rec Commission on it.

Commissioner Noonin also wondered if people know about the Commission. Mr. Marshall will put together a press release to introduce the Commission and talk about the questionnaire. This Press Release will be placed on the agenda as an action item at the next meeting.

6. Presentation, discussion and review of the Policy, Procedure, and Roles of the Parks & Recreation Commission. Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton gave out a 'Roberts Rule of Order Cheat Sheet'. She went through the handout with the Commissioners. Commissioner Morris asked how does Council know what is happening with the Parks and Rec Commission? Ms. Pemberton explained the Chairman can go to a Council Meeting and introduce himself and explain what they are working on. Mr. Marshall will also be giving a report quarterly. She encourages the Chairman or Vice Chair to present with Mr. Marshall. Ms. Pemberton also went over agenda setting logistics and how to prepare future agendas.

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.

Parks and Recreation Manager Michael Marshall reviewed the Verde Lakes Community Park Design Principles and the Verde Lakes Community Park Strategic Plan. Chairman Grondin would like to see the conceptual plan. Mr. Marshall will email it out to Commissioners.

Chairman Grondin would like to take a field trip to see these parks as part of a work session: Sports Complex, Rezzonico Park and Verde Lakes.

8. Discussion and direction to staff on topics for future Agenda Items. Staff Resource: Michael Marshall

- Questionnaires
- Press Release
- Quarterly Report
- Set a date for a Work Session and Park Tour - June 3rd at 5pm. Talk about the idea of using food trucks instead of putting in a concession stand.

Commissioner Morris left the meeting at 8:44pm

Commissioner Morris came back to the meeting at 8:46pm

- Commissioner Morris would like to consider applying for a tennis court grant, he gave Mr. Marshall the information.
- A presentation from the Camp Verde Parks and Rec Association.
- More information about a public meeting regarding the Sports Complex.

9. **Adjournment:**
Meeting was adjourned at 8:52 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 Work Session held on the 22nd day of May 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 22nd day of May 2023.

Jennifer Reed

Jennifer Reed, Recording Secretary

