

**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)**

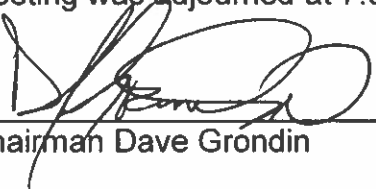
Parks & Recreation Manager Michael Marshall said the Camp Verde Recreation Association is a non-profit and is just getting started. Unfortunately, no representative from the Association was able to make it to the meeting.
9. **Update on Parks & Recreation Commission's Quarterly Report to Council. (Staff 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 15<sup>th</sup>.
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 24<sup>th</sup>
  - 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.

  
Chairman Dave Grondin

 "Fox"  
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 10<sup>th</sup> day of July 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10<sup>th</sup> day of June 2023.

*Jennifer Reed*

Jennifer Reed, Recording Secretary