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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.**

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**
Chairperson Grondin called the meeting to order at 6:30 p.m.
2. **Roll Call:** Chairperson Dave Grondin, Vice Chairperson Candra Faulkner(via ZOOM), Commissioner Glenda Duncan(via ZOOM), Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade(via ZOOM)
Also Present: Staff Resource Shawna Figy, Town Clerk Cindy Pemberton(via ZOOM),Jadie Edwards, Phyllis Nettik, Sarah Teague
3. **Pledge of Allegiance**
Commissioner Noonan led the 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
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, September 4, 2023 at 6:30 p.m.

Chairperson Grondin requested Item b to be pulled from the Consent Agenda and be moved to Agenda Item 11 so a different date and time for the next meeting could be discussed. A Motion by Commissioner Hughes to accept the consent agenda as amended, second by Commissioner Noonan.

Roll Call Vote:

Commissioner Hughes : Aye
Commissioner Duncan:
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Wade:
Vice Chairperson Faulkner: Aye
Chairperson Grondin: Aye

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))

No public comments.

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)

Staff Resource Shawna Figy explained why Parks & Recreation does public forums, gathering information from the public prior to asking for funds from Council or applying for grants for future amenities. Trees, batting cages, volleyball, and pickleball courts were the top amenities requested by the public. She stated there was a lot of confusion in the primary reason for the forum which caused the meeting to be a bit messier. She assured the Commission that the baseball fields are functional now and once we have lights many of the activities occurring at Butler Park will be moved to the Sports Complex. Commissioner Noonan asked about tennis and pickleball being built together and agreed with shade trees being the most requested item at the forum. Ken Krebbs, Public Works Director, reassured the Commission that the wire for the lights was supposed to be delivered this week and once delivered, the work should take about 2 weeks to complete.

8. **Review of the Camp Verde Recreation Association.** (Resource Brenda Holowell)

Brenda Holowell with Camp Verde Recreation Association spoke about the non-profit that was created to facilitate and give financial support to projects at the Sports Complex. Their first project is batting cages and they are working the Ken Krebbs to make sure they fit into the design and getting proper permitting.

Commissioner Morris was worried about their website not providing enough information on how to contact the group. Brenda assured him that they were working on the website for contact and to set up donations.

9. **Discussion, consideration, and review of how donations to the Town are accepted and processed.** (Staff Resource Shawna Figy)

Discussion and explanation of how donations are receipted and processed through the Town.

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)

Shawna Figy discussed the online survey which will end August 25th, including the current results and how Parks & Recreation gathers information from the public in different ways at different events and programs. Commissioner Morris asked about the Commission setting up at the VV Farmer's Market to gather information from the public.

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)

Commission wants an earlier start time for Parks & Recreation Commission meetings. Meeting dates and times are set annually by the Council.

Motion was made by Commissioner Morris to make the recommendation to Council to change the start time to 5:30 p.m. starting in the month of October. Motion second by Commissioner Noonan.

Roll Call Vote:

Commissioner Hughes : Aye
Commissioner Duncan: Aye
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Wade: Aye
Vice Chairperson Faulkner: Aye
Chairperson Grondin: Aye
Motion passed: 7-0

Discussion on changing the date for the next Parks & Recreation meeting set from Monday, September 4, 2023 to Monday, September 11, 2023 at 6:30 p.m.

Motion made by Commissioner Morris with a second from Vice Chairperson Faulkner to cancel the regular session on Monday, September 4th and set a special session on Monday, September 11 at 6:30 p.m.

Roll Call Vote:

Commissioner Hughes : Aye
Commissioner Duncan: Aye
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Wade: Aye
Vice Chairperson Faulkner: Aye

Chairperson Grondin: Aye
Motion passed: 7-0

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)

Staff Resource Shawna Figy, along with the Commission, felt that the Joint Work Session was very productive and helpful. There was some discussion of setting regular agenda meetings and considering quarterly work sessions.

13. **Discussion, consideration, and review regarding Corn Fest 2023 to include improvements for next year.** (Staff Resource Shawna Figy)

Staff Resource Shawna Figy reported they are still waiting on some invoices and non-profit information. Staff is working on how to better incorporate the VV Farmer's Market into the event and are always looking for additional activities. Chairperson Grondin would like to see an improvement made to the entrance on Hollamon and Main St. Other suggestions for improvements from the Commission included moving Cornhole to the Ramada and adding a water slide on the unused portion of the field. Mrs. Figy stated that from a staff and public perspective the event was a success despite the heat.

14. **Discussion, consideration, and review of Fort Verde Days to include a timeline of preparation, parade theme, and Grand Marshal.** (Staff Resource Shawna Figy)

Staff provided the Commissioners with a handout relating to previous Parade themes and Grand Marshals. There was discussion about including a carnival and why there has not been one for a few years. This year will include a petting zoo and pony rides. Event is scheduled for Oct. 14-15.

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)

Chairperson Grondin will be working with staff on the next Quarterly report for Town Council.

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

Vice Chairperson Faulkner was happy with how the pool season went. Commissioner Hughes was also happy with the pool facility.

Chairperson Grondin suggested raising the rates of the entrance fee to the pool.
Commissioner Hughes had fun at Corn Fest.

17. **Discussion and Direction to staff on topics for future Agenda Items.** (Staff Resource Shawna Figy).

Vice Chairperson Faulkner wants to discuss the pool.
Commissioner Noonan suggested doing a country line dance event.

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.

Staff Resource Shawna Figy talked about the Event Calendar provided to Commissioners only included Parks & Recreation events and not those put on by other Departments. There was also discussion about staffing shortages at the pool due to school starting for the year.

19. **Adjournment**

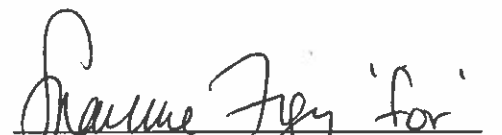
On a motion by Commissioner Noonan, and a second by Commissioner Hughes, meeting was adjourned.

Roll Call Vote:

Commissioner Hughes : Aye
Commissioner Duncan:
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Wade:
Vice Chairperson Faulkner: Aye
Chairperson Grondin: Aye
Motion passed: 7-0

Meeting adjourned 7:41 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 10th day of August 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th of September, 2023

Shawna Figy, Recording Secretary