



Support your local merchants
AGENDA

**TOWN OF CAMP VERDE
SPECIAL SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, DECEMBER 4, 2023 AT 5:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/82274932797?pwd=OUZRVUphcW01MERpbU51aWhZTCtyZz09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 822 7493 2797
Passcode: 233601**

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**
2. **Roll Call:** Chairperson Dave Grondin, Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade
3. **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) Regular Session – November 6, 2023 at 6:30 p.m.
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, January 8, 2024 Work Session at 4:30 p.m.
 - 2) Monday, January 8, 2024 Regular Session at 5:30 p.m.
5. **Special Announcements and presentations:**
 - **Presentation and update regarding Verde Lakes Community Park progress and plans.** Staff Resource: Ken Krebbs

- **Presentation and update on the disc golf course.** Staff Resource: Shawna Figy
 - **Presentation and information on Rezzonico Family Park.** Staff Resource: Shawna Figy
 - **Presentation on plans and improvements for Fiscal Year 2025 from Public Works.** Staff Resource: Ken Krebbs and Martin Smith
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))
 7. **Discussion and possible direction regarding a letter to Council recommending the hiring of a part-time or full-time grant writer.** Staff Resource: Shawna Figy
 8. **Discussion and review of Parks and Recreation special events and programming.** Staff Resource: Michael Marshall
 9. **Discussion, consideration, and possible recommendation regarding renaming of the Camp Verde Sports Complex.** Staff Resource: Jeff Noonan
 10. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
 11. **Discussion and direction to staff on topics for future Agenda Items.** Staff Resource: Shawna Figy
 12. **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.

13. **Adjournment**

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and the Town Web site on November 27, 2023 at 4:00 p.m.

Shawna Figy

Shawna Figy, Parks & Recreation Supervisor

accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, NOVEMBER 6, 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, Commissioner Jerry Morris, Commissioner Mary Hughes, Commissioner Jeffrey Noonan, Commissioner Glenda Duncan, and Commissioner Karen Wade were present. Vice Chair Candra Faulkner is absent.

Also Present

Parks & Recreation Manager Michael Marshall, Recreation Coordinator Phyllis Nettik, Administrative Assistant Jadie Edwards, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Morris 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 – October 2, 2023
- 2) Regular Session – October 2, 2023

b) Set Next Meeting Date and Time:

- 1) Monday, December 4, 2023, Regular Session 5:30 p.m.

Motion was made by Commissioner Hughes to accept the consent agenda as presented. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Hughes: Aye
Commissioner Wade: Aye
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Faulkner: Absent
Chairman Grondin: Aye

Motion Passed 6-0.

5. Special Announcements and Presentations:

- **Presentation and update regarding the Camp Verde Sports Complex progress and plans. Staff Resource: Ken Krebbs**

Director of Public Works Ken Krebbs gave a presentation and updated the Commission about the Camp Verde Sports Complex progress and plans:

- Lights- can be turned off and on manually. Staff is working to replace some damaged wires but after that they will be programable.
- Waterline- is out for bids and the Town Council will be awarding the lowest bidder soon. Conduits are being added to trenches for fiber optics.
- Sewer Lift Station- for concession stand, is waiting on approval from the County and then going out to bid.
- Irrigation- Port-a-pump restoration is almost done then will be going out to bid.
- Concession stand trying to reduce the size to keep costs down.
- An AYSO tournament is planned for November 10th, 11th & 12th. They will be borrowing temporary lights from the Fire Department. They are looking into permanent lighting.
- Fields have been seeded.
- They would like to extend the regular parking lot.

Commissioner Morris asked about the temporary lighting, what is it for? Mr. Krebbs said the temporary lighting is for the walkway and parking lot. These lights were cut from the original plans because of budgeting purposes. Commissioner Morris wanted a list of priorities. Mr. Krebbs went through lists:

- Water/Sewer/Concession Stand
- Irrigation
- Walkway & Parking Lot Lights
- Maintenance Building

Commissioner Morris asked who prioritizes these projects. Mr. Marshall said as part of Council's budgeting process, they prioritize CIP Funding. Mr. Krebbs wants to finish the projects that have already been started before beginning additional projects.

Chair Grondin mentioned the entry into the complex is dangerous. Are there any plans to widen the entryway or put lights in? Mr. Krebbs said he is working with ADOT to try to get a turn lane put in, but they will be in charge of improvements.

• **Presentation and update on the disc golf course. Staff Resource: Michael Marshall**
Parks & Recreation Manager Michael Marshall staff has found a disc golf course designer who put in a proposal. They will be using CIP money to hire this designer. Mr. Marshall would like to get in touch with people within the disc golf community to give recommendations for the course and to get enthusiasm going about the new course. He is also hoping the disc golf community would like to help with fundraising to help pay for installation. Estimates for the design fee ranges from \$3,000-\$3,800, and the cost of materials ranges from \$12,000 to \$14,000. Commissioner Morris asked if there is money in budget? Mr. Marshall said they have about half of the funds needed for materials. He is hoping that they will begin installing the course around the first of the year.

• **Report, discussion, and review on Fort Verde Days. Staff Resource: Michael Marshall.**
Parks & Recreation Manager Michael Marshall handed out preliminary event summary. He also included event summaries from Corn Fest and Pecan & Wine Festival for Commissioners to compare details.

Public Comment

Wayne Smith was concerned about candy being thrown from parade floats and no crowd control from law enforcement. Mr. Marshall said better communication is needed with the Marshal's Office and the rule is that no one is supposed to be throwing candy from floats.

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 to speak.

7. Discussion, consideration, and possible recommendation regarding hiring of a part-time or full-time grant writer. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall stated hiring a grant writer would be a Town Council decision. Mr. Marshall said a lot of departments could use them. He suggests recommending to the Council that the Commission supports this position. Mr. Marshall explained the processes that some grants require: Application Process and some require matching funds. He added that some grants require Town Council approval before filling out the application.

Motion was made by Commissioner Hughes to make a recommendation to the Town Council that we hire a grant writer, prefer it to be full-time, to serve the Town needs. Second was made by Commissioner Duncan. Commissioner Morris suggested adding to the motion the Commission write a letter and have it signed by all Parks and Recreation Commission Members. Commissioner Hughes amended the **motion**; recommend to the Town Council that we hire a grant writer, prefer it to be full-time, to serve the Town needs and to include a letter from the Parks and Recreation Commission, signed by all commissioners, supporting the Grant Writer position. Second was made by Duncan.

Roll Call:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Faulkner: Absent

Chairman Grondin: Aye

Motion Passed 6-0.

8. Discussion, consideration, and review of questions for the January Quarterly Parks & Recreation Public Survey. (Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall handed out a list of potential survey questions. Chairman Grondin stated that this should be a PRC survey and they would work on the questions for posting by P&R.

9. Discussion and review of upcoming Parks and Recreation special events and programming. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall somethings coming up:

- Christmas Craft Bazar is scheduled for December 9th.
- Parade of lights December 9th
- Santa Claus Meet and Greet. There will be a special tent with decorations.
- Breakfast with Santa from 9am-11am in the Ramada with the Kiwanis
- Touch a Truck is scheduled for February 10th at the Sports Complex from 10am-3pm

- Pecan And Wine Festival is scheduled for March 9th & 10th.

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

Commissioner Duncan manned one of the gates at Fort Verde Days. A Fall Festival is scheduled in Verde Lakes on November 18th from 10am-4pm.

Commissioner Noonan attended Fort Verde Days and Trunk or Treat.

Commissioner Morris attended the Fort Verde Days Parade. Input from the crowd was the noise from the motorcycles and the cars without mufflers were issue for kids attending parade. It was really loud. He also thought the floats should be judged based on the theme of the parade.

Commissioner Hughes manned food pick up at the library for the Green Bag Group. She also manned a gate at Fort Verde Days and a ribbon cutting for new business on Main Street. Commissioner Wade helped judge Little Britches and Little Petticoat Contest. She would like to see more contestants participate in the contest. She also manned a gate on the final day of Fort Verde Days.

Meeting Break: 7:40pm

Meeting Resume: 7:45pm

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

- Finalize questionnaire/survey.
- Progress on Verde Lakes
- Update on the gazebo replacement
- Create a letter from the PR Commission to Council requesting the Tennis and Pickleball courts be top priority.
- Revisit the possible renaming of the "Sports Complex" to "Veterans Memorial Park".

12. 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

- Handed out the October Staff Report

13. Adjournment:

Motion was made by Commissioner Noonan to adjourn the meeting. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Faulkner: Absent

Chairman Grondin: Aye

Motion Passed 6-0.

Meeting was adjourned at 7:50p.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 6th day of November 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6th day of November 2023.

Jennifer Reed

Jennifer Reed, Recording Secretary