

**DRAFT MINUTES**  
**REGULAR SESSION**  
**THE PARKS & RECREATION COMMISSION**  
**473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**MONDAY, DECEMBER 4, 2023**  
**5:30 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 5:30 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**

Recreation Supervisor Shawna Figy, Recreation Coordinator Phyllis Nettik, and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Commissioner Wade 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) Regular Session – November 6, 2023

**b) Set Next Meeting Date and Time:**

1) Monday, January 8, 2024, Work Session 4:30 p.m.

2) Monday, January 8, 2024, Regular Session 5:30 p.m.

Chair Grondin noted a couple of corrections: The **Regular Session** scheduled for January 8<sup>th</sup> will be a **Special Session**. Also, a small correction to the minutes, Item 9, should read, "*Pecan and Wine Festival is scheduled for March ~~9<sup>th</sup> & 10<sup>th</sup>~~ 16<sup>th</sup> & 17<sup>th</sup>*".

**Motion** was made by Commissioner Noonan to accept the consent agenda with the noted corrections. 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.

**5. Special Announcements and Presentations:**

**Presentation and update regarding Verde Lakes Community Park progress and plans.**

### **Staff Resource: Ken Krebbs**

Director of Public Works Ken Krebbs gave a presentation and updated the Commission about the Verde Lakes Community Park progress and plans:

- Completed putting in the horseshoes, the trail head & the BBQ's.
- Cleaned out the ponds, now they need to put water in them.
- Will be taking some chips from stored chip sealing and put down a layer of that in the parking lot to keep dust down.

Chairman Grondin asked if the work that was done on the ponds would be affected by the Flood Mitigation? Mr. Krebbs said no.

Chairman Grondin asked what is the cost to date? Mr. Krebbs stated around \$50,000.

Chairman Grondin asked if there were any issues with change of ownership, or with water rights? He is concerned that the Town has spent \$50,000 on a "leased" piece of property. Mr. Krebbs said he isn't sure, but they will be talking with the Ponds Committee about how to move forward with the lease or ownership. He will update the Commission at the next meeting. He said they are trying to figure out water use. Commissioner Duncan confirmed they are waiting to hear back from the State.

### **Presentation and update on the disc golf course.** (Staff Resource: Shawna Figy)

Recreation Supervisor Shawna Figy updated the Commission on the Disc Golf Course:

- The Town entered into a contract with Dillion Gassaway to design the Disc Golf Course.
- Staff were able to meet with Dillion and members of the public at the Sports Complex to walk the course and give input.
- Staff purchased a banner to hang on site with a map of the course, general information and sponsorship information.
- Staff is working on a sponsorship plan and letter to go out next week.
- The Town has \$10,000 to pay for the design part of the project and to purchase the baskets for the holes.
- Camp Verde Recreation Association has agreed to be the fiscal agent to handle donations towards the completion of the project.

### **Presentation and information on Rezzonico Family Park.** (Staff Resource: Shawna Figy)

Recreation Supervisor Shawna Figy explained the only requirement in the purchase agreement is the park is to be named after them. Nothing else is required. Ms. Figy noted that some of these types of questions might be more appropriate as a public records request or direct public to go to Clerks Office for historical information.

### **Presentation on plans and improvements for Fiscal Year 2025 from Public Works.** (Staff Resource: Ken Krebbs and Martin Smith)

Director of Public Works Ken Krebbs introduced CIP Project Manager Martin Smith. Plans and improvements for Fiscal Year 2025 include:

- The Gazebo- was torn down this year and future plans will come later when funding is available.
- Parsons Park Project- staff is looking at starting this project next. He has been looking at old designs. He would like to change the fence design in the parking area because it is in a flood zone. He doesn't want it to become a strainer to catch debris and create a flooding issue higher up. This is basically a parking area to access the river. They are considering working with "the Old Guys" to build out trails. This project has a small budget.
- Sports Complex-

- Potable Water Supply is under contract. This is anticipated to begin around the beginning of the year.
  - Lift station and irrigation is under design. The inhouse engineer should be about to wrap it up soon.
  - Concession stand is in process; bids are back. They are on the excessive side so they had to walk away from those and reevaluate. Considering doing something in-house.
  - Lights- most are installed. The main entrance park way, they are running preliminary cost estimates to see what it will cost to be installed. There will be some extra lighting required in that entrance corridor.
  - Two Score boards are functional. Pur Solar will be back to fix score boards this week.
  - Maintenance Building- staff will be looking at the Feasibility Study and cost estimates.
- Chairman Grondin asked about lighting for the parking lot? Mr. Krebs said lighting for the parking lot was taken out of the original bid but the wiring is done up to the junction box. Staff is looking for a light plant to use in the interim. They did borrow one from the Fire District that could be used as a band aid for now. They are also looking at permanent solar for the walkway.

Commissioners discussed funding and grant matching requirements. Staff anticipates the remaining grant funds should cover water supply, lift station, irrigation, concession stand, entrance walkway, lights, parking lot and maintenance building.

Chairman Grondin asked about improvements on other facilities for the next year. Mr. Krebs said they are requesting (this could change) a pool filter system, playground fall material, community center playground equipment, sprinkler system the town soccer field, restroom improvements for gym, and annual outdoor parks and rec improvements.

Commissioner Morris asked about the potential restroom improvements for the gym, are they needed. Mr. Krebs said the restrooms are not ADA accessible; this money would bring them up to code.

Chairman Grondin asked if Commissioners become involved in the budget process for next year? Ms. Figy said more discussion is needed before moving forward on this.

**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 and possible direction regarding a letter to Council recommending the hiring of a part-time or full-time grant writer. (Staff Resource: Shawna Figy)**

Chairman Grondin drafted a letter that could be submitted to Council. He read it aloud. Recreation Supervisor Shawna Figy read a written statement from Mike Marshall who was unable to be at the meeting.

Discussion followed regarding grants, grant matching and the process of hiring a grant writer.

Mr. Krebs suggests waiting to send this letter in support of hiring a grant writer until after the Work Session to see what budgeted priorities are. Cost wise, another project might come up that is more needed than creating a new position.

Commissioners discussed when and if to send this letter; consider priorities.

**Motion** was made by Commissioner Morris to table this item to get a better understanding of what the personnel needs are for the Parks & Rec Department in the budgetary process. 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.

**8. Discussion and review of Parks and Recreation special events and programming. Staff**

**Resource:** (Resource Michael Marshall)

Recreation Supervisor Shawna Figy went over the events:

- Breakfast with Santa from 9am-11am in the Ramada with the Kiwanis
- Christmas Craft Bazar is scheduled for December 9<sup>th</sup> from 1pm-4pm.
- Gingerbread contest and crafts until 5:30pm.
- Parade of lights December 9<sup>th</sup> at 6pm.
- Touch a Truck is scheduled for February 10<sup>th</sup> at the Sports Complex from 10am-3pm
- Pecan And Wine Festival is scheduled for March 16<sup>th</sup> & 17<sup>th</sup>.
- Grasshopper basketball finishing tonight, older kids start in January.
- Trip lists are out, and registration has begun.
- Verde Lakes meeting on Thursday.

**9. Discussion, consideration, and possible recommendation regarding renaming of the Camp Verde Sports Complex. (Staff Resource Jeff Noonan)**

Commissioner Noonan would like to rename the Sports Complex and suggests naming it *Camp Verde Memorial Park* to honor the military. He would like to see a display with the military flags. The VFW and American Legion could help with this. Mr. Noonan would like to see the Commission take the lead in renaming it.

Commissioner Wade supports the idea but is unsure of the process. Ms. Figy explained the Council chose the original name for the park. She went through the process, part of which included going out to the public for input. Commissioner Wade wondered if that happened already and then they didn't vote on a name that included "veterans", was there a reason for not choosing that name.

Commissioner Duncan suggested the Gazebo might be a better place to put a display. It might lose a bit of influence at the Sports complex.

Ms. Figy read Vice Chair Faulkner's statement. She supports the idea but at a different venue.

Chairman Grondin supports a veteran memorial within the town of Camp Verde. The Sports Complex is a sports complex; it has been marketed, designed and built as a sports complex. Maybe create a memorial park inside the sports complex itself.

Ms. Figy said there are a couple of options to consider. First, where the gazebo was, the gazebo will be back. It will be the Veterans Memorial Gazebo and there is room next to it for a memorial display. Another option, there is a whole section of the sports complex that is going to be a playground. In the middle of the playground there is a big space for a memorial display. This could be done without renaming the whole park.

Commissioner Morris said with all the events happening downtown, it might be missed if it is removed from the center of town. Maybe capitalize on the gazebo area.

**Motion** was made by Commissioner Noonan to send it to the Town Council to rename it.  
**Motion** dies for lack of second.

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

Commissioner Hughes attended the Informational Meeting for Disc Golf Course.

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

- Questionnaire Development
- Pool
- Voting for Chair and Vice Chair
- Response from Commissioner Morris to Mr. Marshall.

**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.*

Recreation Supervisor Shawna Figy

- Handed out the November Staff Report
- Commissioner Morris would like more information on Fiber Festival

**13. Adjournment:**

**Motion** was made by Commissioner Duncan to adjourn the meeting. Second was made by Commissioner Morris.

**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 7:04p.m.

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Chairman Dave Grondin

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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 4<sup>th</sup> day of December 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4<sup>th</sup> day of December 2023.

*Jennifer Reed*

Jennifer Reed, Recording Secretary

DRAFT