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AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, MARCH 4, 2024 AT 5:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/83873245747?pwd=MVo1UGxvZVdPZzd2cnpHek50dThQZz09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 838 7324 5747
Passcode: 567982**

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 Jerry Morris, Commissioner Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jeffrey Noonan, and Commissioner Wayne Smith
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) Work Session – February 5, 2024, at 4:30 p.m.
 - 2) Regular Session – February 5, 2024, at 5:30 p.m.
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, April 1, 2024, Work Session at 4:30 p.m.
 - 2) Monday, April 1, 2024, Regular Session at 5:30 p.m.
5. **Special Announcements and presentations:**
 - **Presentation and information regarding Camp Verde Youth Football and their use of Butler Park Football field as their “Home” field along**

with needed improvements. Resource: Jeremy Brady

- **Update on Town Council Strategic Planning Update.** (Staff Resource : Michael Marshall)

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, consideration, review and possible recommendation regarding parks and recreation CIP and Parks and Recreation Budget update.** (Staff Resource Michael Marshall)
8. **Discussion, consideration, review, and possible recommendation regarding the Camp Verde Youth Football presentation.** (Staff Resource: Michael Marshall)
9. **Discussion, consideration, review and possible recommendation regarding P&R Commission public survey questions.** (Staff Resource Michael Marshall)
10. **Discussion and review of Parks and Recreation special events and programming.** (Staff Resource: Michael Marshall)
11. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
12. **Discussion and direction to staff on topics for future Agenda Items.** (Staff Resource: Michael Marshall)
13. **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.
14. **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 accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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 2/272024 at 12:00 p.m.

S

DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, FEBRUARY 5, 2024, 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, Vice Chair Jerry Morris, Commissioner Candra Faulkner, Commissioner Wayne Smith, Commissioner Jeffrey Noonan, Commissioner Glenda Duncan, and Commissioner Mary Hughes were present.

Also Present

Parks & Recreation Manager Michael Marshall, Director of Public Works Ken Krebbs, Acting Town Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Hughes 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 – January 8, 2024 at 4:30 p.m.
- 2) Regular Session – January 8, 2024 at 5:30 p.m.

b) Set Next Meeting Date and Time:

- 1) Monday, March 4, 2024, Work Session at 4:30 p.m.
- 2) Monday, March 4, 2024, Regular Session 5:30 p.m.

Motion was made by Commissioner Faulkner to accept the consent agenda. Second was made by Commissioner Hughes.

Roll Call:

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

Motion Passed 7-0.

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 said he is working with Acting Town Manager Gayle Mabery to set a meeting sometime in the next 2 weeks. After the meeting he will bring the

information to the Commission. In this meeting they would like to set priorities to move forward and meet with ditch personnel to figure out water rights. Tomorrow there is a meeting with Verde Ponds. The Town would like to put spending money on hold until a lease can be drawn up.

▪ **Update on progress on the Disc golf Course at the Camp Verde Sports Complex.** (Staff Resource: Michael Marshall)

Parks & Recreation Manager Michael Marshall said the contractor is done with the design of the course and they have purchased the 1st rounds of baskets and bases. Another donation has come in which will help with purchasing the concrete to set up the bases. Staff is hoping to get things set up and in place in the next couple weeks. Once everything is installed, he believes interest in the course will go up.

Mr. Marshall went on to say that the Town has spent about \$10,000. This money is coming out of the Parks and Rec CIP Project Budget.

The Commission talked about:

- Signage- maintenance will put up signs that explain rules and displays a map of the course.
- Who would be maintaining the course- working with a Face Book group “Camp Verde Disc Golf Group and volunteers.
- Restrooms- plan to put a port-a-jon in the north parking lot. The “old guys” are putting together a shade structure.

Mr. Smith asked what happens when it is flooded. Mr. Marshall said that decision is up to the participants to know when not to play.

Vice Chairman Morris suggested putting a suggestion box at the start of the course to get feedback.

▪ **Update and information on possible APS or other grants for heating the pool.** (Staff Resource: Ken Krebbs and Michael Marshall)

Director of Public Works Ken Krebbs has a meeting set with APS to talk about solar parking structures. They will determine if site is a sufficient size for the structures as well as discuss costs associated with putting in the structures. They are also thinking about putting them up at the Sports Complex.

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, review and possible recommendation regarding our current gym key card use policy. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall reviewed the current policy. Commissioners were able to see a copy of it in their packet as well as the key card loan record.

Mr. Marshall said the gym is open for general use during regular business hours. Having the key card system gives more control over who is allowed in the building. The Town has added

security cameras which has helped with some issues. Mr. Marshall is also concerned with security for the rest of the building where the offices are located.

After some discussion, the Commission would like to schedule a Work Session with the Risk Manager and Attorney to get their recommendations and ideas of what other security options are available.

8. Discussion, consideration, and review of the 2023 4th Quarter Parks and Recreation Commission Quarterly Report. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall said the 1st Quarter Report will be presented to the Council on Wednesday. The Commission needs to decide what goes into the report. Some topics for the report include:

- Recommendation to hire a full-time staff member for the pool.
- Fort Verde Days
- Each of the Christmas Events
- Survey Results
- # of meetings, events Commissioners attended, any feedback from the community
- Give a report on the Work Session

Chairman Grondin will get together with Mr. Marshall to go over the monthly reports to possibly add additional topics. Mr. Marshall reminded the Commission that the Council wants to hear from the Commission about their report; not him.

9. Discussion, consideration, review and possible recommendation regarding P&R Commission Public Survey Questions. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall said there is a list of potential questions in the agenda packet. He explained staff will be meeting with a company on Thursday that professionally puts together surveys. Vice Chairman Morris would like to let the survey company come up with questions, so they are worded correctly. The Commission would like to add this to Work Session in March to see the company's proposal.

10. Discussion and review of the Parks & Recreation Division's Priorities and Goals for 2024 and beyond. (Staff Resource: Michael Marshall)

Parks & Recreation Manager Michael Marshall reviewed the Priorities and Goals. Chairman Grondin is concerned that we are focusing too much on the Sports Complex; other parks may go unimproved. Commissioner Duncan would like to look at the Strategic Plan if it is available during the work session.

11. Discussion and review of Parks and Recreation special events and programming. Staff Resource: Michael Marshall

Parks & Recreation Manager Michael Marshall reviewed the special events and programming:

- Staff is currently working on the Touch A Truck event. Commissioners can sign up to work at the event. Radio is advertising the event and they have also added Spanish language outreach.
- Grasshopper basketball for 5-8th grades has started. They have (9) teams playing this year.
- Staff is registering vendors for the Pecan and Wine Festival scheduled for March 16th and 17th. There are (15) wineries coming. The Town is Partnering with Arizona Blues Alliance for music for the event.
- Friday trips are underway.
- Adult co-ed soccer

- Adult softball registration is open. Play will begin June, they are hoping to have (2) sets of games each night if enough they can hire enough umpires.
- Fiber Festival is set for April, Parks and Rec is partnering with them. Spinners & weavers will put on classes and have items for sale. Parks and Rec can provide space and advertising but can't provide personnel to run the event.

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

None

13. Discussion and Direction to staff on topics for future Agenda Items. (Staff Resource Michael Marshall).

- Direction and recommendation for CIP to Council from the Commission
- Report back information from the Verde Lake Meeting
- Public Shooting Range, what other communities are doing
- Discussion and recommendation regarding safe usage of the gym and hours of operation.

14. 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 February Staff Report
- Shawna and Sarah did a ton of extra work this month that was unexpected. Kudos to them.

15. Adjournment

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

Roll Call:

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

Motion Passed 7-0.

Meeting was adjourned at 7:02 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 5th day of February 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5th day of February 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

DRAFT

Parks & Recreation Monthly Report – February 2024

- Two of the five P&R staff were out on FMLA in February, one for the entire month, the other is continuing part-time.
- Staff continued to attend a variety of virtual forums including tournaments, aquatics, and special events to stay up on what is going on with other P&R Departments around the State.
- Scheduled facility uses this month were as follows: Meeting rooms had 74 uses, Ramadas were at 10 uses, Gym had 81 uses, Sports fields had 115(40 @ SC, 75 @ Butler) uses, kitchen 11 uses, and public showers 20.
- Musco technician came and addressed the lighting issues with 2 non-working bulbs and came up to do the grid testing on the field lighting to determine any adjustments that need to be made.
- Camp Verde Recreation Association completed work on the newly installed batting cage adding some rock and turf.
- Pickleball continues play to 4 times per week for a minimum of 3 hours each occasion. Friday night Cornhole League has been put on hold due to conflicts with Grasshopper basketball. It will return after Grasshopper is over in March.
- Parks & Rec had 2 community trips scheduled this month. The trip on Feb. 2nd to Scottsdale Waterfront Park Fine Art & Wine was cancelled. On Feb. 16th we took 12 people to the Scottsdale Arabian Horse Show. Staff has been working on the 2nd Quarter April-June trip list.
- Staff hosted a Regular and Work session with the Parks & Recreation Commission this month. Areas of focus for this month is a new questionnaire, CIP, and budget updates. Staff worked on the regular session minutes for the February meeting and the agenda for the March 4th Work and Regular Sessions. Staff also scheduled regular monthly agenda meetings with the Chair and Vice-Chair.
- Staff continues the process of researching and earning accreditation through NRPA and the Commission for Accreditation of Park and Recreation Agencies.
- Staff worked **16 occurrences with a total of 79 hours** for activities outside of regular business hours.
- Staff continue to communicate with organizers of the Fiber Festival regarding the logistics of their upcoming planned event with which we are partnering.
- The 5th-8th grade Grasshopper basketball season continued. Staff have had to cover practices for 2 coaches who were not cleared. Playoffs are scheduled for the first week in March.
- Our second annual Touch A Truck event was a huge success, even with having to postpone it to Feb. 17th due to weather. We had 22 different exhibitors with 37 total vehicles. There were 5 demonstrations and 6 community groups in attendance as well. Kiwanis provided 500 free hotdogs. Attendance was over 3,500 people, up from 2,500 last year. We received \$3,500 in sponsorships for this event and were able to use that money for additional marketing on radio and in print. We were also able to have some fun giveaways for the kids. Yavapai Broadcasting did a live broadcast at the event as well.
- Vendor registration and planning continued for Pecan & Wine Festival March 16-17, 2024. We already have 105 vendors registered and 15 confirmed wineries for this event. Inside spaces are full. Northern Arizona Blues Alliance has set the music line-up for the event. Staff worked to confirm the liquor license is in place and coordinate with VVWC. Volunteer recruitment also began.

- Staff have maintained regular communication with Dillon Gassaway and are very happy that 18 baskets have been put into the ground with assistance from The Old Guys and other community volunteers. Parks & Recreation has received one \$2,400 in donations towards the installation of the course.
- Staff had 2 meetings with Camp Verde Little League to discuss the fast-approaching season focusing on field use and lights.
- Staff facilitated and participated in a Verde Lakes Recreation Association meeting.
- Completed credit card reconciliation for January.
- Vendor registration has opened, and planning has begun for Corn Fest. Inside spaces were filled within 2 hours of opening registration. We currently have 49 vendors registered for that event.
- Seasonal hiring (lifeguards and pool supervisor) has begun for the pool staff for the upcoming season. Planning for the necessary staff training continues. Certification is scheduled for March 15-16 at Heritage Pool.
- Staff began preparing for summer camp.
- Registration for Adult co-ed soccer opened. The season will start at the beginning of April.
- Staff has continued to work on the FY25 budget and CIP requests.

Touch A Truck 2024 Recap

Highlights!

22 Different Companies and 37 Different Vehicles

1. Johnson's Heavy Towing	1 Vehicle
2. Optimum	4 Vehicles
3. Taylor Waste	2 Vehicles
4. Camp Verde Wastewater	1 Vehicle
5. A-Dot	1 Vehicle
6. APS	1 Vehicle
7. Arborists Stands Tree Care	1 Vehicle
8. Camp Verde Community Library	1 Vehicle
9. Copper Canyon Fire & Medical District	3 Vehicles
10. Devine Pies	1 Vehicle
11. Don Liles	1 Vehicle
12. Manzanita Outreach	1 Vehicle
13. NCS. Inc.	4 Vehicles
14. Pete's Transmissions	4 Vehicles
15. United Rentals	3 Vehicles
16. Verde Valley 4 Wheelers	1 Vehicle
17. Yavapai Apache Sand and Gravel	1 Vehicle
18. Camp Verde Streets Division	1 Vehicle
19. Camp Verde Parks & Recreation	1 Vehicle
20. Camp Verde Marshal's Office	2 Vehicles
21. Parks & Recreation	1 Vehicle
22. Yavapai Broadcasting	1 Vehicle

5 Demonstrations

Johnson's Heavy Towing
 Optimum
 Taylor Waste
 Camp Verde Wastewater
 Camp Verde Marshal's Office

5 Community Organizations

Camp Verde Head Start
 Maximum Martial Arts
 The Verde Villages
 Verde Ranch RV Self Storage
 Manzanita Outreach donated bottled water for Kiwanis to give away.

Camp Verde Kiwanis Club

Provided free 500 hot dogs with chips

Approximate Attendance

Over 3,500 people