



Support your local merchants
AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, APRIL 1, 2024 AT 5:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/83331096563?pwd=eC9vLzhINVZBd3BEMXNkYzBHU3hzZz09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 833 3109 6563
Passcode: 395015**

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 – March 4, 2024, at 4:30 p.m.
 - 2) Regular Session – March 4, 2024, at 5:30 p.m.
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, May 6, 2024, Work Session at 4:30 p.m.
 - 2) Monday, May 6, 2024, Regular Session at 5:30 p.m.
5. **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))

6. **Discussion, consideration, review and possible recommendation regarding parks and recreation CIP and Parks and Recreation Budget update.** (Staff Resource Michael Marshall)
7. **Discussion, consideration, review and possible recommendation regarding P&R Commission public survey questions.** (Staff Resource Michael Marshall)
8. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
9. **Discussion and direction to staff on topics for future Agenda Items.** (Staff Resource: Michael Marshall)
10. **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.
11. **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 _3/26/2024_ at _ 10:00 a.m._

Shawna Figy

Shawna Figy, Recreation Supervisor



Support your local merchants
**DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, MARCH 4, 2024 AT 4:30 P.M.**

<https://us02web.zoom.us/j/83323975368?pwd=MThLWC9mVnJLVitUSnRvNUJwc1Uvdz09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 833 2397 5368
Passcode: 217002**

If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form

1. **Call to Order** Chairman Grondin called the meeting to order at 4:30 PM.
2. **Roll Call:** Chairman Dave Grondin, Vice Chairman Jerry Morris, Commissioner Glenda Duncan, Commissioner Mary Hughes (absent), Commissioner Candra Faulkner, Commissioner Jeffrey Noonan, and Commissioner Wayne Smith

Also Present. Parks and Recreation Manager Mike Marshall, Acting Deputy Town Clerk Jadie Edwards, Recording Secretary Mary Frewin

3. **Discussion and review regarding parks and recreation CIP and Parks and Recreation Budget update.** (Staff Resource Michael Marshall)

Parks and Recreation Manager Mike Marshal began by giving the Commission a rundown of what was in the packet before them.

The packet contained information on:

- FY24 Capital Improvement Plan projects approved by the Council
- FY25 proposed CIP projects to go before the Commission and the Council
- Parks and Recreation FY 2023-2024 Budget
- Tentative Parks and Recreation Survey Questions

During this Work Session, Mr. Marshall took time to go over each approved CIP project, giving an update on the status of each.

Additionally, he shared with the Commission the CIP projects that they will be sending before both the Commission at the Regular Session later this evening, and then Council for approval in FY25. Mr. Marshall stated that these proposed projects were decided on due to their high need in the community. The council will be looking to the Commission as the voice of the public for which projects are the most dire in need.

Mr. Marshall also passed out a Municipal Accounting Standards and Practices paper, to help the Commission better understand the Parks and Recreation Budget.

Commissioner Morris requested that in the future the town's Finance Director be in attendance for additional support in looking over the budget.

4. **Discussion about P&R Commission public survey questions and methodology.** (Staff Resource Michael Marshall)

Additionally in the packet, was a copy of PRC Survey Questions draft for review and feedback.

Mr. Marshall and the Commission reviewed and discussed these questions.

The Commission will have the opportunity to approve or alter these questions in the Regular Session.

5. **Discussion regarding the role of the Parks and Recreation Commission at events.** (Staff Resource Michael Marshall)

Many members of the Commission attended Touch a Truck and felt that they would like their presence at Parks and Recreation Events to be interactive and effective. They would like to be in the same tent as the Parks and Recreation staff. This would give them an opportunity to partner with the Parks and Recreation, as well as get to know the community.

6. **Adjournment** Chairman Grondin adjourned the meeting at 5:27 PM.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks and Recreation Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 4th day of March 2024. I further certify that the meeting was duly called and held and that a quorum was present. Dated this 4th day of March 2024.

Chairman Dave Grondin

Parks & R Manager Mike Marshall

Mary Frewin

Mary Frewin, Recording Secretary

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.

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TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, MARCH 4, 2024 AT 5:30 P.M.
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**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 838 7324 5747
Passcode: 567982**

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Note: Commission member(s) may attend Meetings either in person or by telephone, video, or internet conferencing.

1. **Call to Order** Chairman Dave Grondin called the meeting to order at 5:30 PM.
2. **Roll Call:** Chairperson Dave Grondin, Vice Chairperson Jerry Morris, Commissioner Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes (absent), Commissioner Jeffrey Noonan, and Commissioner Wayne Smith
3. **Pledge of Allegiance** Commissioner Duncan 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) 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.

On a **motion** by Commissioner Faulkner, seconded by Commissioner Smith, the Commission **moved** to approve the Consent Agenda except for item a1.

Roll Call:

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

Motion Carried: 6-0

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

Jeremy Brady, Vice President of Camp Verde Youth Football and Cheer, spoke to the Commission regarding field use and improvements for Camp Verde Youth Football. He proposed installing a scoreboard at the Football/Soccer field at Butler Park. Their regulations state that they must have a lined field, scoreboard, goal post, and a game clock to play their games. With Camp Verde High School Football Field, no longer being available to them, they need a place in the town to play. The Sports Complex would be their first option, but they do not have confidence in setting up games there, because they’ve had many issues that arise when they have tried. Mr. Brady and a few other locals are willing to get the process started in getting the scoreboard installed at Butler Park. This scoreboard will have a conversion kit to be able to do Football and Soccer. This proposal will only have material costs associated with it, as the labor will be donated.

Parks and Recreation Supervisor Mike Marshall stated that he thinks this would be a good solution and good use of the field. He anticipates that there may be some CIP money available to complete this project.

Vice Chairman Morris wondered if it was possible to get some sponsorship for the scoreboard.

Mr. Brady told him it’s very possible. They will do whatever they need to do as a league to get this project completed.

The Commission agreed that this scoreboard would be a great addition to the town.

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

Mr. Marshall shared that the plan is still in draft form and has not been released to the public. He believes it will go before the Council for approval in April. He stated that the Parks and Recreation master plan is one of the strategic goals that the Council would like to see happen. They would also like to see an increase in community engagement events.

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))

Bryson Brady spoke regarding Camp Verde Youth Football. He would like to see this item moved forward.

7. **Discussion, consideration, review and possible recommendation regarding parks and recreation CIP and Parks and Recreation Budget update.** (Staff Resource Michael Marshall)

Chairman Grondin tabled this item. It will be moved to a Work Session on April 1st at 4:30 PM.

8. **Discussion, consideration, review, and possible recommendation regarding the Camp Verde Youth Football presentation.** (Staff Resource: Michael Marshall)

This agenda item was moved up to Item 6. All the other items followed suit.

Before the motion, the Commission clarified the total price of the scoreboard.

On a **motion** by Commissioner Faulkner, seconded by Commissioner Morris, the Commission moved to recommend to the Town Council that they move forward with this proposal by Brady Custom Builders to put in the new scoreboard at Butler Park for Football and Soccer usage this season.

Roll Call:

Commissioner Smith: Aye
Commissioner Hughes: Absent
Commissioner Faulkner: Aye
Chairman Grondin: Aye
Vice Chairman Morris: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Motion Carried: 6-0

9. **Discussion, consideration, review, and possible recommendation regarding P&R Commission public survey questions.** (Staff Resource Michael Marshall)

Question number two on the survey is going to be taken off.

Chairman Grondin would like to see the survey posted at the pool as soon as it's open. He would also like to see question #5 on Survey 1 moved to question #2 on Survey 2.

Commissioner Faulkner would like to see the wording narrowed down, and the questions more concise to keep the attention of the readers.

Ultimately, the Commission was not very pleased with the survey. They felt the questions needed to be more concise, where readers aren't lost in the large amounts of wording. However, the questions need to be engaging, to get people thinking and talking about what they want for Camp Verde.

Mr. Marshall stated that they will do whatever they need to do to get this survey out to as many people as possible. He would like to table this to the April Work Session as well.

10. **Discussion and review of Parks and Recreation special events and programming.** (Staff Resource: Michael Marshall)

Mr. Marshall reviewed with the Commission the success of Touch-a-Truck, stating that this year they had around 4,000 people compared to last year's 2,500. They had a similar number of exhibitors.

The next event is the Pecan and Wine Festival in mid-March. Parks and Rec will plan on having the Commission join them in their tent. They can also volunteer at the welcome booth.

He also shared that the online registration for events is working very well. Corn Fest indoor registration filled up in just a few hours.

Grasshopper Basketball is finishing up. They had the highest number of 5th-8th graders this year and praised their staff for that.

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

Commissioner Morris was disappointed that the Commission was not more involved in Touch-a-Truck. He would like to see the Commission's role be more relevant at

events.

Commissioner Faulkner felt that Touch-a-Truck was a great success. She got a lot of feedback walking around talking to people and vendors. She was disappointed that vendors were leaving early.

Mr. Marshall agreed with her but felt that holding vendors at any event is difficult.

Commissioner Smith would like to see pamphlets of the town's trip brought to different events.

The entire Commission praised Touch-a-Truck.

12. **Discussion and direction to staff on topics for future Agenda Items. (Staff Resource: Michael Marshall)**

Mr. Marshall shared that the Verde Lakes meeting was cancelled last month and is also cancelled this month.

Commissioner Morris wondered if Finance Director Mike Showers could join them for the Parks and Rec budget discussion, to offer a better explanation of the budget.

Chairman Grondin told the Commission they can e-mail him if there is anything that comes up that they would like to see on future agendas.

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.

Mr. Marshall stated that he will e-mail the staff report for February.

He wanted to emphasize that Placer AI does a great job giving reliable and accurate counts for how many people are at events.

He also shared that the Parks and Recreation is still short staffed this month.

14. **Adjournment** Chairman Grondin adjourned the meeting at 6:25 PM.

On a **motion** by Commissioner Faulkner, seconded by Commissioner Morris, the Commission moved to adjourn the meeting.

Roll Call:

Commissioner Smith: Aye

Commissioner Hughes: Absent

Commissioner Faulkner: Aye
Chairman Grondin: Aye
Vice Chairman Morris: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye

Motion Carried: 6-0

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Dated this 4th day of March 2024.

Chairman Dave Grondin

Parks & Rec Manager Mike Marshall

Mary Frewin

Mary Frewin, Recording Secretary

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