

**FINAL MINUTES**  
**REGULAR SESSION**  
**THE PARKS & RECREATION COMMISSION**  
**473 S. MAIN STREET**  
**CAMP VERDE, AZ. 86322**  
**COUNCIL CHAMBERS STE. 106**  
**MONDAY, JUNE 3, 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**

Town Manager Miranda Fisher, Parks & Recreation Manager Michael Marshall, Town Recreation Supervisor Shawna Figy, Public Works Director Ken Krebbs, and Recording Secretary Jennifer Reed.

**3. Pledge of Allegiance**

Commissioner Faulkner 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 – April 1, 2024, at 4:30 p.m.**
- 2) **Regular Session – April 1, 2024, at 5:30 p.m.**
- 3) **Work Session – May 6, 2024, at 4:30 p.m.**
- 4) **Regular Session – May 6, 2024, at 5:30 p.m.**

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

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

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

**Roll Call:**

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

**Motion Passed 7-0.**

**5. 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.

**6. Discussion and update of Public Works FY 25 budget related to parks and recreation.**  
(Staff Resource: Ken Krebbs, Jeff Kobel, Michael Marshall)

Parks & Recreation Manager Michael Marshall stated there has been no change in the proposed budget for Parks & Rec Department as of today. Director of Public Works Ken Krebbs is available for questions. Chair Grondin asked what is the 12% you are cutting out of the budget. Mr. Krebbs reviewed the changes:

- A/C units have been moved to the CIP budget.
- Uniform allowance was cut,
- Maintenance equipment
- Graffiti Clean up
- Parks Facilities Maintenance

Mr. Krebbs stated the state flat tax is the reason for the budget cuts.

Chair Grondin asked about wages, is it hard to break them out. Mr. Krebbs said yes.

Mr. Marshall explained how the Parks and Rec budget works.

Vice Chair Morris asked if there are items that might not get done? Mr. Krebbs said they will keep moving forward.

**7. Discussion, consideration, review and possible recommendation on the Sports Complex Concession/Restroom building.** (Staff Resource: Ken Krebbs)

Director of Public Works Ken Krebs explained this building is a prefabricated building. They are waiting for the bids to come back then they will be bringing recommendations to the Council. Commissioners asked about the foundation for the building. Mr. Krebbs said this building comes with its own base. He added that water/sewer is already there and ready to tie in but there is some electric work that will still need to be done.

Vice Chair Morris asked if all of the existing port-a-potties will go away? Mr. Krebbs said they will leave one at the trail head and possibly some at the multipurpose fields, but he's not sure.

Vice Chair Morris stated his concerns about safety & cleaning.

**Motion** was made by Commissioner Faulkner to approve the initial drawing and would like to see it go out for bid for the prefab concrete restrooms & concession stand. Second was made by Commissioner Hughes.

**Roll Call:**

Commissioner Smith:

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan:

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

**Motion Passed 5-2 abstaining.**

**8. Discussion, consideration, review and possible recommendation about the current Town Fee Schedule (Staff Resource: Michael Marshall)**

Parks & Recreation Manager Michael Marshall reviewed the proposed the FY25 Fee Schedule. He explained the Fee Schedule is set by the Council but registration fees are set internally by the Parks and Rec Department. The Council is considering different pool fees.

Commissioners discussed the different fees for pool use.

**Motion** made by Commissioner Faulkner to approve the FY25 proposed fee schedule as is. Second was made by Vice Chair Morris.

**Roll Call:**

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

**Motion Passed 7-0.**

**9. Discussion, consideration, review and possible recommendation of the current Special Event review process and Parks & Recreation Commission involvement. (Staff Resource: Michael Marshall)**

Parks & Recreation Manager Michael Marshall went over the proposed special event review process.

**Motion** was made by Commissioner Smith that the review process be accepted as presented. Second was made by Commissioner Duncan.

**Roll Call:**

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

**Motion Passed 7-0.**

**10. Discussion, consideration, review and possible recommendation of the Parks & Recreation and Library Community Engagement events introduction. (Staff Resource Michael Marshall)**

Parks & Recreation Manager Michael Marshall said Commissioners were able to view this during the last meeting. He went through the document briefly.

**Motion** made by Commissioner Smith to accept the recommendation as submitted. Second was by Commissioner Faulkner.

**Roll Call:**

Commissioner Smith: Aye  
Commissioner Hughes: Aye  
Commissioner Faulkner: Aye  
Commissioner Noonan: Aye  
Commissioner Duncan: Aye

Vice Chair Morris: Aye  
Chairman Grondin: Aye

**Motion Passed 7-0.**

**11. Presentation and discussion of current Request for Proposal drafts for Parks & Recreation Master plan scope. (Staff Resource: Michael Marshall)**

Parks & Recreation Manager Michael Marshall explained Commissioners might want to talk about this document in the July 1<sup>st</sup> Work Session. Mr. Marshall explained he wanted to show the Commission some edits.

*Morris left meeting: 6:25 p.m.*

*Morris returned: 6:28 p.m.*

Chairman Grondin would like Commissioner to really look over this document before the next meeting.

**12. Presentation and review of 1st Quarter 2024 Parks & Recreation Commission Council report. (Resource: Jerry Morris)**

Commissioners were able to read over the report presented by Vice Chair Morris to the Council.

**13. Presentation and discussion of Parks & Recreation current programming and activities. (Staff Resource: Michael Marshall)**

Parks & Recreation Manager Michael Marshall reviewed the current programming & activities:

- Summer Camp and the pool opened last week,
- Training of camp staff and pool staff happened the week before they opened,
- Adult Softball League starts June 17<sup>th</sup> and there are 15 teams. They have hired extra umpires so they can have 2 games going at a time,
- The Corn Fest vendors list is full, they have 79 vendors signed up. They are adding an Antique Tractor Group display, they will be adding additional fans and swamp coolers to help keep everyone cool. The Theme this year is: "Country to Corn".
- 41 vendors have signed up for Fort Verde Days,
- Saturday, June 8<sup>th</sup> *Home For New Beginning* is holding a fundraiser to raise money for their organization. It is \$5 a person to play putt putt golf.
- Friends of the Verde River and The Old Guys installed a bench at Rezzonico Park which will be dedicated on Saturday, June 8<sup>th</sup>.
- Staff needs nominations for the Grand Marshall and parade themes for the Kiwanis booklet by the end of July for Fort Verde Days
- Mike Marshall announced his intent to retire July 21<sup>st</sup>.

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

Chair Grondin said his granddaughter attends the Summer Camp and loves it.

Commissioner Faulkner said the fields at Sports Complex are great, but handicap members of the community are having troubles getting to the far field. People are parking illegally behind the fields.

Commissioner Hughes has been using the pool and said the staff is great.

**15. 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 said he covered this in Item 13.

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

- Work on the RFP at the Work Session

17. **Adjournment:**

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

**Roll Call:**

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Morris: Aye

Commissioner Noonan: Aye

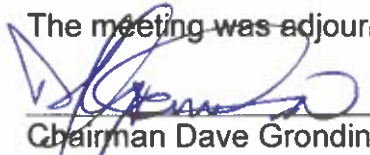
Commissioner Duncan: Aye

Vice Chair Faulkner: Aye

Chairman Grondin: Aye

**Motion Passed 7-0.**

The meeting was adjourned at 7:00 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 3<sup>rd</sup> day of June 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 3<sup>rd</sup> day of June 2024.



Jennifer Reed, Recording Secretary