

**WORK SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, MAY 6, 2024
4:30 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 4:30 p.m.

2. Roll Call

Chairman Dave Grondin, Vice Chair Jerry Morris, Commissioner Wayne Smith, Commissioner Glenda Duncan, Commissioner Jeffrey Noonan (arrived at 4:51pm) and Commissioner Mary Hughes were present. Commissioner Candra Faulkner is absent.

Also Present

Parks & Recreation Manager Michael Marshall, Rec Leader Sarah Woodson, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Vice Chair Jerry Morris led the Pledge.

4. Discussion, review, and update on the current Special Event Review Process. (Staff Resource: Michael Marshall)

Parks and Recreation Manager Michael Marshall explained this process. Commissioners should review this process and decide if there is any additional information that should be included. Mr. Marshall would like it finalized by July 1st.

5. Discussion and review regarding the Parks & Recreation Commission Strategic Plan Action Steps Planning Calendar. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall reviewed the calendar. Commissioners should discuss this calendar and then approve it in the regular meeting. The Parks and Recreation Commission's role is to bring proposals for major events to the Council.

6. Discussion and review of the Parks & Recreation Community Engagement information. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall said the intent is to get the Commission to look at plan and become familiar with it. If the Commission adopts the plan, it will be finalized in 2025. This is a joint document with the library. Commission reviewed Community Engagement events. Commissioners discussed which events produce income and also discussed fees associated with the programs. Vice Chair Morris would like to see the fee schedule. Mr. Marshall explained fees are determined by the Council and went over which groups/events have fees associated with them. Chairman Grondin stated he doesn't know how the town will be able to put on more income producing events. Vice Chair Morris agreed and said the Commission can't increase events if there isn't a budget.

7. Discussion and introduction of the Scope of Work/Table of Contents—definitions for the Parks & Recreation Master Plan. (Staff Resource Michael Marshall)

Parks & Recreation Manager Michael Marshall explained an RFP was created in 2009. A new one needs to be created. Some things are done and some not. Mr. Marshall said this is a good starting point for

edits and he wants to make sure some of these are incorporated into the revised plan. Look at the objectives and explain how they will be handled. Chair Grondin would like to add management and maintenance of existing facilities. Mr. Marshal pointed out that looking at the *scope of work* is a good starting point, have them make edits and bring back. He suggested using the current Vision Statement. Mr. Marshall reviewed the samples from different towns.

8. ~~Adjournment: 5:22 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 Work Session held the 6th day of May 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6th day of May 2024.



Jennifer Reed, Recording Secretary