

**REGULAR SESSION  
THE PARKS & RECREATION COMMISSION  
473 S. MAIN STREET  
CAMP VERDE, AZ. 86322  
COUNCIL CHAMBERS STE. 106  
MONDAY, MAY 6, 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 Jeffrey Noonan, Commissioner Wayne Smith, Commissioner Glenda Duncan, and Commissioner Mary Hughes were present. Commissioner Candra Faulkner was absent.

**Also Present**

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

**3. Pledge of Allegiance**

Chairman Grondin 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.**

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

1) **Monday, June 3, 2024, Regular Session 5:30 p.m.**

Chairman Grondin tabled the approval of the minutes due to minutes not being included in the packet for review. **Motion** was made by Vice Chair Morris to accept the next meeting date & time. Second was made by Commissioner Noonan.

**Roll Call:**

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Absent

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

**Motion Passed 6-0.**

**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))*

**No public comments.**

**6. Discussion, consideration, review and possible recommendation regarding P&R Commission Quarterly Report. (Staff Resource Michael Marshall)**

Chairman Dave Grondin & Vice Chair Jerry Morris will put together the report and attend the Council meeting to present the report.

**7. Discussion, update, and review of parks and recreation CIP and Parks and Recreation Budget changes. (Staff Resource: Michael Marshall)** Parks and Recreation Manager Michael Marshall explained he had to make recommendations as to what to cut from the budget. This report summarizes what was changed. Vice Chair Morris wants to see the Facilities Maintenance budget. Commissioners agreed that the statement to increase events is not going to be possible due to the lack of budget and staff.

**8. Discussion of the current Town General Plan, specifically the Recreation Section. (Staff Resource: Michael Marshall)**

Parks and Recreation Manager Mike Marshall said this item is for informational purposes only. Mr. Marshall explained part of the General Plan includes a section: "Open Spaces and Recreation". This section will be redone in 2026 by the Community Development Department. The Parks and Recreation Department and Parks and Recreation Commission will be involved in the recreation segment of it. Mr. Marshall went over the updates to the chart.

**9. Discussion and update on the Sports Complex Concession/Restroom building. (Staff Resource: Michael Marshall)**

Parks and Recreation Manager Mike Marshall explained Council has approved a prefab type of building for the Concession/Restroom and to stay within a \$700-\$750,000 budget. They will be going out to bid and then Council will decide who to award it to. Mr. Smith asked if there is a plan to add an additional restroom facility. Mr. Marshall said yes.

**10. Discussion, consideration, review, and possible recommendation regarding the Parks & Recreation Commission Strategic Plan Action Steps Planning Calendar. (Staff Resource: Michael Marshall)**

Parks and Recreation Manager Mike Marshall said the Commission can make amendments or recommend as is. **Motion** was made by Commissioner Hughes to accept the calendar as presented. Second was made by Commissioner Duncan.

**Roll Call:**

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Absent

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

**Motion Passed 6-0.**

**11. Discussion and update on the Butler Scoreboard for Camp Verde Youth Football. (Staff Resource: Michale Marshall)**

Parks and Recreation Manager Mike Marshall showed a picture of the scoreboard that has been ordered. Staff hope to have it installed in late June or July to be used in August.

12. **Discussion and update on the USTA Grant information. (Staff Resource: Michael Marshall)**

Parks and Recreation Manager Mike Marshall explained there are no grants available to resurface a single court, you have to have at least two courts. Staff is looking at other avenues.

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

Chairman Grondin attended the Circus and was a Guest Ringmaster.

Commissioner Duncan- Verde Lakes held their Spring Fest April 20<sup>th</sup>. She passed on a comment from a vendor who attended Spring Fest. People who go to the smaller events might not be able to attend bigger events due to the cost of each booth. Possibly look at incorporating smaller events to be able to include the smaller/local vendors.

*\*\*Chairman Grondin would like to move Item 15 before Item 14\*\**

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

- Gave an overview of the cost of having the Circus in town. They are now booked for April 2026
- Volunteer Appreciation Lunch
- Working on seasonal workers and finding summer camp staff.
- Gave Little League overview of the season.
- Shawna Figy is working the accreditation process.

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

- A presentation from Shawna on the Accreditation Process.
- Budget Update
- Information on bike lane markings on Cliff Castle Parkway.
- Pre-Event Review of Corn Fest and events.

11. **Adjournment:**

**Motion** was made by Commissioner Hughes to adjourn the meeting. Second was made by Vice Chair Morris.

**Roll Call:**

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Absent

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

**Motion Passed 6-0.**

Meeting was adjourned at 6:49 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 6<sup>th</sup> day of May 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6<sup>th</sup> day of May 2024.

*Jennifer Reed*

Jennifer Reed, Recording Secretary