

**Minutes  
SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
CAMP VERDE MARSHAL'S OFFICE  
TRAINING ROOM  
646 S. First Street  
Tuesday, July 29, 2008  
3:00 p.m.**

**APPROVED**

1. **Call to Order**

Mayor Gioia called the meeting to order at 3:00 p.m.

2. **Roll Call**

Mayor Gioia, Councilors Elmer, Kovacovich, Garrison, and German were present. Vice-Mayor Hauser and Councilor Smith were absent.

**Also present:** Town Manager Mike Scannell, Parks & Recreation Director Lynda Moore, Community Development Director Nancy Buckle, Town Engineer Ron Long, Parks & Recreation Commissioner Jim Ellington and Recording Secretary Virginia Jones.

3. **Interviews of the following consultants to develop a Master Plan for the Community Park:**

- a. **Olsson Associates: Jeff Kratsky and Shane Hamlin;**
- b. **Project Design Consultants**
- c. **RBF Consulting**

Mayor Gioia turned the meeting over the Parks & Recreation Director Lynda Moore who introduced the project team from Olsson Associates. Representing Olsson Associates, was Shane Hanneman and Jeff Kratzke. Mr. Kratzke stated his organization has all the technical resources that may be required, and stated that Olson Associates live and breathe regional parks daily, and that sets there firm apart from other consulting firms. Mr. Kratske reviewed the project schedule and noted that public involvement is very important and working with the neighbors located next to the park. Mr. Kratske stated that public involvement would include Council, the Yavapai Apache Nation Tribal Council, the public at large, interfacing with the community and bring back a product the community is excited about.

When questioned by Community Development Director Buckle, the Olsson team said they would work with the other commissions, Technical Advisory Committee and all interested groups.

Councilor Elmer questioned how the Olsson team would get feedback from the community. The Olsson team stated they would have a team member at every public meeting taking the information, compiling it and bring the information back to the Council.

Elmer questioned the experience the team had with working in similar sized communities; Mr. Kratske stated they understand small communities and have done projects in Wickenburg and Flagstaff.

When question by Mayor Gioia if the firm would be assisting the Town with the Heritage Grant Application, they indicated they have powerful software to help convey the design, and they will provide cost estimates.

Mayor Gioia questioned if they had experience with equestrian pathways and facilities, Kratske stated they have not done a major facility; however, they have good relationships with consultants who have done that type of work.

Mayor Gioia asked the type of experience brought to the table using alternative turf. Olsson team stated they have had experience, and that is a very budget driven issue with costs up front and then replacement costs in the future.

Mr. Kratske summarized that the team will make recommendations to Council and explain their recommendations.

**Council took a 5 minute break and reconvened at 4:07 p.m.**

Lynda Moore introduced the team from Project Design Consultants that included, Project Manager Audie Hennington, Design Consultant Seth Placko and Bryce Snyder.

Mr. Hennington stated they have been located in Arizona for 8 years, and worked on several projects, large and small, including Steel Indian School Park, Rose Mofford Park & Sports Complex, Desert West Park & Sports Complex, Paradise Valley Park, Superstition Shadows Park, and Flagstaff Aquaplex.

The Project Design Consultants stated they have reviewed the site that was previously owned by the Forest Service and noted the Forest service had done an environmental assessment of the property, and the 2005 General Plan identified the need for a park. The Team would conduct public workshops, set down with all the stakeholders and determine what the visions for the park are, they would meet with Yavapai-Apache Nation Tribal Council, do public service announcements, create a web site for public comments.

Project Design Consultants would start with public meetings, develop three to five concepts to bring back to the public and Council. After reviewing the public input, they would start the design process and bring back two or three concepts with cost estimates. The final master plan would be ready for the Town to apply for the Heritage Grant in February 2009.

In response to the question from Parks & Recreation Director Lynda Moore, asking why they bid on our project, they responded they like master planning, if the site is not planned correctly, you spend more money than needed on infrastructure at the end of the project.

Community Development Director questioned if there were time slots for interaction with other Town Commissions. The team from Project Design Consultants stated they would expect the Commission Members to participate in the workshops.

Linda German asked if the site analysis included ingress and egress. The team stated it does, they may add a traffic engineer to the team and look at all the alternatives.

Councilor Elmer questioned what the team felt was the biggest challenge on this project. Mr. Hennington stated the schedule is the biggest challenge, and infrastructure could be a challenge.

Councilor Kovacovich questioned if Project Design Consultants have worked in small communities; the team responded that they have worked on two projects in Flagstaff, and worked on a project in Chino Valley, and projects in Southern Arizona. Bryce Snyder stated he lived and worked in Flagstaff and had done a lot of work in Prescott.

Mayor Gioia questioned the difference in the fees structure. The consultants responded they did not identify everyone on the team, the ones that were selected were based on the personal knowledge of applying for the Heritage Grant.

Mayor Gioia questioned if the team had experience with equestrian pathways and facilities. The team stated they worked on an updated master plan for West-world, and several facilities that included equestrian pathways.

Mayor Gioia asked what type of experience was being brought to the table using alternative turf. Project Design Consultants stated they have a large library of synthetic products, but Council needs to understand the pitfalls and replacement costs.

In response to the fee schedule by Councilor German, the team stated they have given the best 'creative estimate' on what they feel would obtain the correct results for a good master plan.

Mayor Gioia questioned what type of experience the team had using alternative turf. The Team assured Council they have had several years of experience using alternative turf on other projects.

**Council adjourned at 4:50 p.m. and reconvened at 5:05 p.m.**

Lynda Moore introduced the team from RBF Consulting consisting of Vice President Steven E Hohulin, Director of Planning Kevin Kugler, and Landscape Architect Steven Rogers.

Mr. Hohulin stated they were very excited about the project; RBF was founded in 1944 and ranked as the 40<sup>th</sup> largest design firm, with 130 years of experience. Hohulin stated some of there previous projects include Garrett Sports Park, Big League Dreams Sports Park, West Covina Sports Complex and others ranging from 10 acres and upward.

Mr. Kugler stated the critical components of the Master Plan include public consensus, design, cost and schedule, and indicated the Master Plan will be delivered by November 18, 2008 for the Town to apply for the Heritage Grant in February.

The RBF team passed out interactive audience remotes to each Council member, stating that during the Community input, every person in attendance will have a vote using the hand held voting device and the team will have an immediate response. The group will be divided and participate in a 'group outbreak exercise' where each group will be provided cutouts to design a site plan and complete cost estimates.

RBF stated they would meet with the Yavapai-Apache Nation Tribal Council for input and plan on bringing a Master Plan to the Council for adoption during the November 5, 2008 regular session.

Councilor Garrison questioned if the landscaping would include drought tolerance vegetation and the team stated there were several choices that would be considered, and the final decision would be up to the Council.

Community Development Director Buckle questioned if the team was taking into consideration dark skies and lighting. RBF responded that they are definitely taking dark skies into consideration along with the ingress and egress.

Linda German questioned if the access would be off McCracken lane, and reminded them traffic speed is posted at 25 miles per hour, however people travel at 45 miles an hour, RBF stated Council would make the ultimate decision, reminding Council if you use Highway 260 you will have to deal with ADOT.

Jim Ellington questioned how long RBF had been using the technology. RBF stated they have been using it for over 8 years; it was first developed for educational use. RBF stated success comes down when you get the public to attend the meeting, you make announcements, provide food and people will attend.

Parks Commission Ellington inquired how the consultants would include the kids that are involved in soccer and baseball. RBF stated they could include a youth visioning workshop and get the word out to community, coordinating with school

Scannell questioned the members of RBF regarding the small triangular piece of property located on the opposite side of McCracken and asked for a professional opinion as to how to develop that portion. RBF stated that it would be fiscally responsible to sell to a private individual, explaining the Town would not want to place a public works department in that area and compromise the integrity of the neighborhood.

Councilor Elmer questioned how RBF would involve the neighbors in that area. RBF stated they would like to see a member of the neighborhood on the Technical Advisory Committee.

Mayor Gioia questioned the amount of assistance that would be given by the team for the grant application. RBF stated they would be willing to assist, and stated there are other grants available besides the Heritage Grant.

Mayor Gioia questioned what type of experience was brought to the table regarding the use of alternative turf. The team responded you can only seed during certain times of the year, sod is grown in very light soil and does not always do well, they indicated there are seed mixes that can be used that stand temperatures as high as 105 degrees.

Council thanked RBF for the presentation and took a short break.

Members of the Council, citizens and staff each stated their opinion of each presentation. Staff was asked to do reference checks on RBF and bring the item to Council for a decision at the August 6, 2008 Regular Session.

4. **Adjournment**

The meeting adjourned at 6:30 p.m.

  
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Virginia Jones, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 29<sup>th</sup> day of July 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 2 day of September, 2008.

  
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Debbie Barber, Town Clerk