



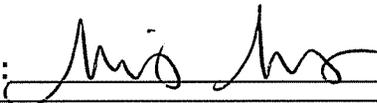
**AGENDA
REGULAR SESSION
PARKS and RECREATION COMMISSION
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
Tuesday, November 4th, 2008
5:30 P.M.**

1. **Call to Order**
2. **Roll Call**
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 the Commission so requests.
 - a. **Approval of the Minutes:**
 - 1.) September 2, 2008
 - b. **Set Next Meeting, Date and Time:**
 - 1.) December 2, 2008
5. **Call to the Public for Items not on the Agenda** Pursuant to ARS §38-431.01.G, Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Council from taking any action on items not on the agenda, except to respond to criticism made by those who have addressed the public body, ask staff to review a matter, or ask that a matter be included on a future agenda.

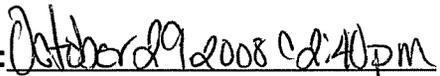
Public input may be invited on the following:
6. **Welcome new Parks and Recreation Commissioner, Marlin Parker.**
7. **Discussion, consideration and possible selection or a Chairperson and Vice Chair.**
8. **Update on the development of Black Bridge Park, followed by possible discussion. Discussion may include but is not limited to the park name, sign road and restroom.**
9. **Update on the Community Park Master Plan Project, followed by possible discussion. Discussion may include but is not limited to schedule for upcoming meetings with Council, Tribal Council and the public.**
10. **Discussion in regards to a class on Robert's Rules of Order conducted by Jerry Tobish. (requested by Commissioner Tobish).**
11. **Discussion in regards to a means of public recognition on the Parks and Recreation Department. (Requested by Commissioner Ellington).**

12. **Presentation, followed by possible discussion in regards to the Town of Camp Verde's Fingerprint Policy for the volunteers working with youth.**
13. **Directors Report, followed by possible discussion.**
14. **Commission Informational Reports:** Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for informing the public of events and activities. The Commission will take no discussion, consideration or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.
15. **Adjournment.**

Posted by:



Date/Time:



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.

MINUTES
REGULAR SESSION
PARKS and RECREATION COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
Tuesday, September 02, 2008
5:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. Call to Order

The meeting was called to order at 5:32 p.m.

2. Roll Call

Chairperson Whatley, Vice Chairperson Ellington, Commissioners Teague, George, and Goetting were present; Commissioners Tobish and Clawson were absent.

Also Present: Parks & Recreation Director Lynda Moore, and Recording Secretary Margaret Harper

3. Pledge of Allegiance

The Pledge was led by Teague.

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 so requests.

a. Approval of the Minutes:

1.) August 05, 2008 5:30 p. m.

b. Set Next Meeting, Date and Time:

1.) Regular Session – October 07, 2008 5:30 p. m.

On a motion by Teague, seconded by George, the Consent Agenda was unanimously approved as presented, with the correction to the Minutes of August 5, 2008, as noted.

Parks & Recreation Director Moore requested a correction to the Minutes of August 5, 2008, Item 6, to properly reflect that she had been advised by Mr. Bantel that the Town had met the requirement to relieve it from liability by posting notices regarding No Smoking and No Bicycles.

5. Call to the Public for Items not on the Agenda

There was no public input.

6. Update on the development of Black Bridge Park, followed by possible discussion.

Director Moore reported on the progress made on the new road and the plan to construct the privacy walls for the restrooms. Bids are being readied to go out for the fencing around the park; the name of the park has been recommended by the P&R Commission, but no decision has yet been made by Council. Signage for the Park is waiting for direction from the Council.

7. Update on the Community Park Master Plan project, followed by possible discussion. Discussion may include but is not limited to schedule for upcoming meeting dates with the Council, Tribal Council and the public.

Moore reviewed the Community Park meetings as listed on the Project Meeting Schedule that had been included in the agenda packets; the September 9th meeting with the Yavapai-Apache Nation has been moved from 1:00 p.m. to 3:00 p.m. Moore urged everyone to attend the Council Visioning Session tomorrow evening at 5:00 p.m. in the

Council Chambers, as well as all three scheduled Community Open House meetings. Staff is working with gathering information for the RBF representative on questions regarding the issues of surveying the property, water, wells and irrigation rights. Flyers on the September 3rd Community Meeting were distributed during the Block Party.

8. Discussion, consideration and possible recommendation on a means of public recognition of the Parks & Recreation Department. (Requested by Commissioner Ellington)

Commissioner Ellington explained that there apparently is a lack of public awareness of the work done by the Parks & Recreation Department to provide and maintain all the recreation facilities and activities for the community. Following a general discussion by the Commissioners of possible ways to promote the P&R Department, Director Moore agreed to design a brochure that would list the different Town Parks and facilities, including the Skate Park and the Pool, and the various sponsored events, to be distributed at community events as well as to restaurants and the Chamber. Moore said she will also work on improving the Website. Moore will bring the proposed brochure back to the Commission for review and approval.

9. Discussion in regards to a class on Roberts Rules of Order conducted by Jerry Tobish. (Requested by Commissioner Tobish)

It was agreed to continue this item to a future meeting for further discussion.

Moore explained that the Town follows the Open Meeting Laws and the Town Code regarding the conduct of meetings and proper etiquette, rather than Roberts Rules of Order. Furthermore, Town Clerk Debbie Barber gives presentations to the Commissions on a yearly basis on the Open Meeting Laws. Moore said that the Town Clerk would also be available for such a presentation at any meeting if so requested.

10. Discussion, consideration and possible recommendation in regards to adding "Kingdom of the Spiders" Movie Reunion to the 2009 or 2010 Calendar of Events. (Requested by Commissioner Goetting)

On a motion by Goetting, seconded by Ellington, the Commission voted unanimously to set up a committee for the 2009 Kingdom of the Spiders Movie Reunion event

Commissioner Goetting commenced a round-table discussion on promoting and showing the classic movie, "Kingdom of the Spiders", including ways to create a major Town event with community participation for a "Kingdom of the Spiders" Movie Reunion. It was finally agreed to put together a committee to plan on mid-September of 2009 for the first showing, with work on the publicity to commence around February or April of 2009. Director Moore said she will report back to the Commission at the meeting next month on a suggested September date.

11. Update on the Community Meeting Regarding the Skate Park that is scheduled for September 8, 2008, followed by possible discussion. Discussion may include but is not limited to flyers, format and logistics of meeting, and refreshments.

Moore said she has made a wide distribution of the flyers advertising the upcoming community meeting on the Skate Park; copies of the flyer were included in the agenda packets. Joe Perez has also informed the Youth Commission of the scheduled meeting. The Commission discussed with Moore the proposed procedure for the meeting; Moore

added that she will invite Mr. Gorlick to attend the meeting as well. She advised the members that information from the Risk Management representative will be given on liability insurance, as well as recommendations from Town Attorney Bill Sims on legal issues.

12. Director's Report, followed by possible discussion.

Moore said she is looking forward to a lot of good community input for the first Community Meeting on the Park. She reviewed and added further details to the activities and proposed events outlined in her written report, copies of which had been included in the agenda packets. Moore also said that today she received a check for \$1,000 from the two local vendors handling the Gun & Knife Show; those proceeds will go toward the Youth Program for the Teen Center. Moore pointed out that in connection with the Trick or Treat event, the Town has found it will need triple the amount of candy for this year, and donations are being requested. Receptacles have been placed around Town for donations of candy. Moore reviewed Joe Perez's work schedule on the Teen Center, and invited the members to turn out for the September 20th clean-up day.

13. Commission Informational Reports

Whatley commented on the success of the Block Party as well as the fine transition the Town has made working with outside groups on continuing events.

14. Adjournment.

On a motion by Goetting, seconded by George, the meeting was adjourned at 6:24 p.m.

Robin Whatley, Chairperson

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Parks & Recreation Commission of the Town of Camp Verde during the Regular Session of the Parks & Recreation Commission, Camp Verde, Arizona, held on the 2nd day of September 2008. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2008

Margaret Harper, Recording Secretary

OUTDOOR CREATIONS, INC.

Model # 710S Concrete Sign with Concrete Base



NOTES:

1. Rezzonico: 8.5" X 45"
Family Park: 7.5" X 59"

River Rock Veneer applied to base

- B) All original appointments shall be subject to a probationary period of six months of continuous and successful service. Certified Marshal's Department employees are subject to a one-year probation period. All promotional appointments, voluntary transfers, and voluntary demotions shall be subject to a probationary period of six months of continuous and successful service as well.
- C) During an original appointment probationary period, an employee may be dismissed at any time without a statement of cause, without prior notice, and without the right of grievance or appeal.
- D) Probationary employees become regular employees upon submission of the completed Personnel Action Form by the Department Head to the Personnel Director at the end of the probationary period. Probation does not end until this paperwork is completed, however, it will be the Department Heads responsibility to complete the paperwork by the end of the probation period. It is at the sole discretion of the employee's Department Head to extend the probation if necessary. The extension of the probation must be done before the end of the probationary period and for a specified amount of time, generally not to exceed three (3) months.

SECTION 503

VOLUNTEER RECRUITMENT

- A) The Town appreciates and values volunteers who give their time, talent, and abilities to assist the Town in serving the citizens' of our community. We believe volunteers with the Town have an obligation to the public to demonstrate a high level of integrity and ethical standards in both personal and official conduct. It is, therefore, the Town of Camp Verde's policy that when appointing volunteers, steps are taken to ensure a safe working environment for our children, employees, citizens, and visitors.
- B) The Town shall require a minimum of a local conviction investigation (county-wide) and a fingerprint check on all volunteers appointed to positions that the duties involve the supervision of children, and/or Public Safety/Security positions, and/or handling town funds, and/or in the event of disclosure of a prior criminal conviction by the candidate during the application/appointment process.
- C) The Department Head has the responsibility for insuring that fingerprints are taken and a background investigation is completed before a volunteer is appointed.
- D) All Volunteers will need to be background checked and fingerprinted if they:
 - 1) Are being appointed to a position that involves the supervision or working with children, i.e. managing, coaching, refereeing, teaching, and/or
 - 2) Appointed to a position that involves public safety/ security sensitive positions, and/or
 - 3) Appointed to a position that involves the handling of town funds, and/or
 - 4) Discloses on their application that they have a prior criminal conviction.



**Camp Verde Parks & Recreation
Volunteer Application**

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: home _____ work: _____ cell: _____

E-mail: _____

Social Security Number: _____ Birth Date: _____
(FOR PUPOSE OF CRIMINAL HISTORY CHECK)

Have you been convicted of a felony within the past five years? Yes No

If yes, please explain: _____

Emergency Contact: _____ Phone: _____

What type of work would you like to do here? _____

List hobbies or interests: _____

What skills, training or knowledge do you wish to utilize here? _____

Why do you want to volunteer here? _____

When are you available to volunteer and for how long?

Time of day _____ Day of week _____ How often per week/month _____

Volunteering for:

Coaching Assistant Coach Team Parent Summer Program

Special Event Office Grounds Other _____

For office use only

Application received: ____ / ____ / ____ Interviewed on: ____ / ____ / ____

Applicant: Accepted _____ Denied _____

If denied, reason _____

Criminal history: ____ / ____ / ____