

**MINUTES  
REGULAR SESSION  
PARKS and RECREATION COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
Tuesday, May 6, 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 5:30 p.m.; with Commissioner Ellington presiding.

2. **Roll Call**

Commissioners Ellington, Clawson, Tobish and Whatley were present; Commissioner Teague was absent; there are currently two seats vacant.

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

3. **Pledge of Allegiance**

The Pledge was led by Clawson.

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. March 4, 2008
2. April 1, 2008 Cancelled

b. **Set Next Meeting, Date and Time:**

1. Regular Session – June 3, 2008

On a motion by Whatley, seconded by Clawson, the Consent Agenda was unanimously approved as presented.

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

**Linda Buchanan** announced that in the Summer Program for children Yavapai College will be collaborating with the Town of Camp Verde and offering a computer class.

There was no further public input.

6. **Selection of Chairperson and Vice Chairperson.**

On a motion by Ellington, seconded by Tobish, the Commission voted unanimously to continue this Item 6 to the next meeting.

In light of the anticipated appointment of two new Commissioners tomorrow night, and only four members in attendance at this meeting, the Commission decided to continue the election of Chairperson and Vice Chairperson to the next meeting.

7. **Presentation by Housing Commissioner(s) and Housing & Neighborhood Revitalization Director Matt Morris, followed by Commission discussion and possible recommendation to Housing Commission regarding the Parkway Homes Development on the Town owned five-acre property located on Cliff's Parkway (APN: 404-28-439), and possible selection of Commission liaison for**

**future Housing Commission work sessions to draft Request For Proposals.**

On a motion by Ellington, seconded by Whatley, the Commission voted unanimously to continue to the next meeting the selection of a Commission liaison for the Housing Commission work sessions to draft RFPs.

Housing & Neighborhood Revitalization Director **Matt Morris**, together with input from Housing Commission Vice Chairperson **Linda Buchanan**, gave a presentation on the background and current progress of the proposed Parkway Homes development project on the Town-owned five-acre property located on Cliffs Parkway. A chart was displayed showing the proposed layout of the homes, a percentage of which will consist of attainable housing. The presentation stressed the two main goals of, first, raising funds for construction of the new library, and, second, to provide attainable housing opportunities for the working class citizens of Camp Verde.

The Commission discussed with Morris and Buchanan the proposed amenities indicated in the development, including open space, pathways and a possible pet park. Morris explained that the Housing Commission will be working on drafting a Request for Proposal that will set forth the criteria for builders to incorporate in building the project. Morris said that input from the Parks & Recreation Commission will be requested, and invited the P&R Commission to appoint a member as liaison to represent the interests of the P&R Commission in the process of drafting the Request for Proposal; the Housing Commission meets at 4:00 p.m. on the third Tuesday of every month. After further discussion, together with general approval expressed for the proposed project, the Commission decided to defer selection of a liaison until there is a full slate of Commissioners present at the next meeting.

8. **Presentation by Patrick Gorlick followed by discussion and possible recommendation to Council regarding the Heritage Skate Park. Discussion may include: park rules, possible volunteer program, and parent concerns.** There was no action taken.

**Patrick Gorlick**, a resident of the County area in Camp Verde on Salt Mine Road, and the parent of a nine-year-old son, said he had addressed the Council on his concerns about the Skate Park approximately five months ago, and it appears that nothing has been done. Mr. Gorlick said he appreciated the vision and mission of the Town in creating the Skate Park; however, the Park appears to be far removed from the original vision. Mr. Gorlick outlined the list of serious problems and liability issues now existing at the Park, including bike riding, even though that is posted as prohibited; lack of upkeep creating a safety hazard; high level of profanity used by the youth; excessive litter indicating under-age smoking; drug use; curfew violations; inoperative video cameras; and overall concern about how the Park is being managed. Mr. Gorlick discussed with the members some ideas for working on the problems including enlisting leaders from among the young people to work among their peers to help correct problems and project good modeling examples, as well as closing the Park while solutions are being sought.

The Commission discussed with Mr. Gorlick his concerns; Moore said she has been in contact with Southwest Risk Management regarding the Town's liability, and also plans to contact the Town Attorney to discuss that issue. Suggestions were made by the members, such as closing the Park temporarily, imposing a charge to use the facility

using a sign-in system, limiting the hours of use, enclosing the Park and using lock and keys, and the lack of staff to enforce restrictions. After further discussion, Moore said she will schedule a Work Session to address the issues raised, and in the interim the members plan to each visit the Skate Park to personally investigate the conditions and problems at that facility.

9. **Discussion, consideration and possible recommendation to council relative to permitting alcohol sales and/or consumption on Town-owned property and at Town-sponsored events.**

On a motion by Whatley, seconded by Tobish, the Commission unanimously recommended to Council that alcohol continue to be allowed at the Town-sponsored Pecan & Wine Festival and Fort Verde Days; that organizations hosting non-sponsored special events be required to come before Council to request approval of the use of alcohol; that alcohol be banned at all facility rentals.

Moore said that the Commission had previously made a recommendation regarding permitting alcohol on Town facility rentals; Councilor Garrison has requested that the Commission discuss and make a recommendation regarding alcohol use at Town-sponsored events which now consist of only the Pecan & Wine Festival, Fort Verde Days and the Corn Fest. The members generally agreed that two of the events do lend themselves to the use of alcohol, the Pecan & Wine Festival and Fort Verde Days. Moore commented that the Verde Valley Rangers are considering hosting the Crawdad Festival and will be asking permission from the Council for alcohol sales; that would be a non-sponsored event as opposed to Town-sponsored. The discussion also addressed the issue of alcohol use at private parties held in the Town facilities, and prohibiting alcohol at non-sponsored special events.

10. **Update, discussion and possible recommendation to Council on Parks & Recreation Facility Rules, Regulations and Rental Fees.**

There was no action taken.

Moore requested that the Commission review once more the proposed Rules, Regulations and Rental Fees; she said that consideration is being given to simplifying the Rules and Regulations, and will address that after the upcoming meeting with Southwest Risk Management on insurance issues. Moore added that the subject of regulating alcohol use may require an amendment to the Town Code.

The Fee and Deposit Schedule was reviewed, with additional changes suggested for the lighting at the ball fields and clarifying the charge for cancellations of light reservations, Community Center rental fees, meeting room rental fees and cleaning deposits, including requiring cash only or cashier's checks; discontinuing setting up tables and chairs in meeting rooms; and discontinuing all rentals of Town chairs and tables, the Castle Jump and Sno-Cone machine.

Moore explained that nobody can use or rent the facilities without insurance; that can be purchased through Parks & Recreation; Hold Harmless Waivers also will be required in connection with the rentals.

11. **Update and discussion on the Camp Verde Community Youth Coalition.**

Moore said that the group she and Joe Perez are working with have now been renamed

as the Camp Verde Community Youth Coalition. It has dropped in numbers, but needs to be an ongoing group with more people involved, including parents. The group is not just about the Teen Center but is working to constantly find more ways to help the youth in the community to combat drug use and crime. The last meeting addressed how to get more people in the community involved. The next meeting is scheduled for May 16<sup>th</sup> at noon at the Marshal's office; everyone is welcome to attend and the members were urged to invite others who might be interested in joining the group.

12. **Update and discussion on the future Teen Center.**

Moore said that the Council has designated the building next to the Marshal's Office for the new Teen Center. The Boys & Girls Club group will assist in getting the doors open; the Youth Commission has sent out letters for donations, and volunteers are being solicited for work on the facility. It is hoped that the doors will open this Fall.

13. **Update and discussion regarding Town-sponsored events that were removed from the calendar and on groups who are possibly interested in taking over those events, events include Crawdad Festival, Gun Show, Pioneer Days, Block Party and Farmers Market.**

Moore reported that at the Council meeting tomorrow night the Verde Valley Rangers will be requesting permission for beer sales at the Crawdad Festival which they plan to host, contingent upon approval of the alcohol sales. Any money left after deducting expenses will be donated to Parks & Recreation. The Spring and Fall Gun Shows have been picked up two local vendors who have participated in the shows for years. The merchants have taken over the Block Party, working through the Chamber of Commerce. The vendors will be taking over responsibility for and handling the Farmers Market.

Ellington suggested that for the events being taken over by other groups, no charge for the use or rental of the Town facilities be made, at the discretion of the Parks & Recreation Director; the one consideration might be to still require the cleaning deposit.

14. **Discussion and update on Black Bridge Park.**

Moore explained that the State Parks has requested revisions to the archaeological report; that is causing some delay. Staff will continue to work on the trails and picnic areas, and the area will be used for the summer program, but no construction will be done until the clearance is received.

15. **Update and discussion on the 118-acre Community Park site.**

Moore said that she is working with Matt Morris on an RFP to solicit bids on submitting a Master Plan for the Community Park; that should go out next week, and selection of a company should be made by the next six weeks, after which there will be a lot of community involvement in the process. Ellington suggested that discussion of plans for the Community Park also be included in the upcoming Work Session on the Skate Park.

16. **Director's Report & Discussion.**

Moore reported on the completion of the new Restroom funded by the Grant, and reviewed highlights of her written Report, copies of which had been included in the agenda packets. The members also discussed the recent publicity and misrepresentation about the change in the Independence Day celebration.

17. **Commission Informational Reports:**

**Whatley** reported that she had attended the History of the Soldier event, and commented on the success of Camp Verde welcoming the Pony Express riders and hosting them at the barbeque; they have committed to their participation in the Fort Verde Days Parade.

**Tobish** also commented on the Pony Express event, and suggested that more publicity be given to the Ride next year.

18. **Adjournment.**

On a motion by Clawson, seconded by Tobish, the meeting was adjourned at 7:24 p.m.

Robin Whatley  
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 6<sup>th</sup> day of May 2008. 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, 2008

Margaret Harper  
Margaret Harper, Recording Secretary