

**MINUTES
REGULAR SESSION
PARKS and RECREATION COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
Tuesday, October 2nd, 2007
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.

2. Roll Call

Chairperson Trapper Moore, Commissioners Teague, Ellington, Mason, Clawson and Whatley were present; there is currently one seat vacant.

Also Present: Parks & Recreation Director Lynda Moore, Town Clerk Debbie Barber, Deputy Town Clerk Virginia Jones, Records Administrator Sharon McCormick, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Mason.

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) Tuesday, September 4th, 2007

b. Set Next Meeting, Date and Time:

1) Regular Session – November 6th, 2007, 5:30 p.m.

On a motion by Ellington, seconded by Teague, the Consent Agenda was unanimously approved as presented.

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

There was no public input.

6. Presentation and discussion by Debbie Barber, Town Clerk regarding Open Meeting Laws.

Town Clerk Barber explained that the subject presentation is made once a year at the time new Commissioners are seated in order to train them in the requirements of the Open Meeting Law in order to avoid violations that could subject the members to penalties. Barber introduced her staff, reminding the Commission that she and her staff are available to help the members any time they might have questions or concerns.

Deputy Town Clerk Jones gave a Power Point presentation on the Open Meeting Law, beginning with an outline of the purpose and requirements. The presentation included a review of meeting procedures, contents of and adherence to agendas, public participation, and penalties for violations, and responses to questions from the members, Jones also cited examples of violations, with input from Barber.

During the presentation, Barber also referred to further examples of possible violations

that had been highlighted on copies of Minutes from other Commissions. In conclusion, Barber again stressed that the Clerk's Office is available for any questions or concerns that any member may have.

Note: Following the subject presentation and discussion, Barber, Jones and McCormick left the meeting.

7. **Selection of Chairperson and Vice Chairperson.**

On a motion by Clawson, seconded by Teague, the Commission voted unanimously to re-elect Trapper Moore as Chairperson.

On a motion by Ellington, seconded by Clawson, the Commission voted unanimously to elect Ginger Mason as Vice Chairperson.

The elections of officers were made after only a brief discussion.

8. **Discussion and update on Commission Quarterly Reports.**

Director Moore reminded the Commission that Quarterly Reports are due in the Clerk's Office by Wednesday, October 10th. Council has scheduled a Work Session at 6:30 with all Commissions, with each Chairperson to give a verbal report. Chairperson Moore invited any of the members to also accompany him to the meeting; he will also provide the members with copies of the Quarterly Report prior to that meeting..

9. **Discussion and update on the Camp Verde Youth Commission.**

Director Moore reported on the first Youth Commission meeting that was held last Thursday with about 10 potential members attending. Moore commented that they were very enthusiastic, with good ideas. It is anticipated that future meetings will be held on the third Thursday of each month, with the next meeting to be scheduled for October 18th. The meetings will be conducted on an informal basis and not subject to the Open Meeting Laws. Before the group is introduced to Council, they will attend a P&R Commission meeting. The Youth Commission will be asked to present a report to P&R, possibly on a quarterly basis, and will be seeking support of this Commission for their ideas and goals.

10. **Discussion, consideration and possible approval to re-schedule a date for a Parks & Recreation Commission Work session.**

On a motion by Mason, seconded by Ellington, the Commission voted unanimously to hold a Work Session on Saturday, November 3, 2007, from 8:00 a.m. to 11:00 a.m.

Director Moore apologized for the need to cancel the previously scheduled Work Session; after a brief discussion the members agreed on a date and time for the subject Work Session.

11. **Discussion and update on the Black Bridge Park Project.**

Director Moore reported that she had received the final paperwork from PaleoWest for signature; work on the study should be commenced next week, after which bids will be sent out for the restrooms. There are still details to be resolved regarding the sewer system. Moore added that the funding for the boat ramp has now been designated for the restrooms instead, that it was determined that a foot trail would better serve as a boat ramp for that area.

12. **Discussion and update of the proposed Community Park located at the Old Airstrip Site.**

Director Moore said that the Heritage Grant had been lost because of not being able to meet the deadlines; however, State Parks has encouraged the Town to reapply as soon as property has been secured, and that possible funding as much as \$750,000 could be available. The Town has had its appraisal done, and the Forest Service appraiser will now start her second appraisal of the property, after which the Town will make a decision on the purchase; the Mayor has also asked to see the bid package received for the property across the street from the proposed park site. The cycle for applying for the Heritage Grant begins toward the end of the year; it is hoped that the Town might be able to make this coming cycle, but that depends on how quickly a decision is made regarding the property.

13. **Discussion and update on Parks & Recreation Facility Rules, Regulations and Rental Fees.**

Director Moore explained that any changes to the Rules, Regulations and Rental Fees are usually worked on in December; however, she hoped the members would have sufficient time to study the existing documents. One of the main issues of concern is the rental of the community center for weekend events or parties, and the damage, wear and tear that appear to be resulting from the use of alcohol at those events. Forfeit of the current amount of the security deposit does not seem to be any deterrent for those holding the event. Moore said that staff recommends discontinuing the use of alcohol.

The members discussed several serious problems cited by Moore, including the staff time required for the Monday morning clean-up of excessive trash, and the unavailability of the gym on weekends for youth programs as well as the apparent destruction occurring. Moore agreed that the cleaning deposit could be raised substantially, as well as rental fees, but explained how that would not resolve all the problems. Moore reiterated that staff strongly recommends eliminating alcohol at the events. The members were asked to review the existing tables and charts and be ready to discuss possible changes, perhaps beginning with the upcoming Work Session.

14. **Discussion regarding Director's report for the months of September/October.**

Director Moore reviewed highlights of her written report, including an update on the upcoming Fort Verde Days and the need for more judges for the Parade. Also, 3 period dresses and 8 officers' uniforms will be received this week, and it is hoped to have the cannon up in time for Fort Verde Days. Moore also reported on plans for the new Halloween program called, "Trick or Treat Main Street," and invited the members to help out with the many details. Moore also reviewed some of the activities described in Joe Perez' Recreation Report.

15. **Commission Informational Reports:**

Mason said that a group of merchants will try to put on a Halloween Haunted House in their courtyard; the Golden Bone will be holding a doggie costume contest on that Wednesday, and there are many activities planned for the children.

Whatley said she is looking forward to Fort Verde Days and is hoping for more parade entries. A doggie fashion show will be held during Fort Verde Days at 3:00 in the mall where the Golden Bone is.

16. **Adjournment.**

On a motion by Moore, seconded by Clawson, the meeting was adjourned at 6:50 p.m.

Trapper Moore, 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 October 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Margaret Harper, Recording Secretary