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AGENDA

**TOWN OF CAMP VERDE
SPECIAL SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, FEBRUARY 5, 2024 AT 5:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/84042447332?pwd=emZTUytWaGFqUzgxeKhWSXF1UXZDdz09>

One Tap Mobile: 1-253-205-0468 or 1-253-215-7799

Meeting ID: 840 4244 7332

Passcode: 942458

**If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the
Request to Speak Form**

Note: Commission member(s) may attend Meetings either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call:** Chairperson Dave Grondin, Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Wayne Smith
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 Commission requests.
 - a) **Approval of Minutes:**
 - 1) Work Session – January 8, 2024, at 4:30 p.m.
 - 2) Special Session – January 8, 2024, at 5:30 p.m.
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, March 4, 2024, Work Session at 4:30 p.m.
 - 2) Monday, March 4, 2024, Regular Session at 5:30 p.m.
5. **Special Announcements and presentations:**

- **Presentation and update regarding Verde Lakes Community Park progress and plans.** Staff Resource: Ken Krebbs
 - **Update on progress on the Disc golf Course at the Camp Verde Sports Complex.** Staff Resource : Michael Marshall
 - **Update and information on possible APS or other grants for heating the pool.** Staff Resource: Ken Krebbs and Michael Marshall
6. **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))
 7. **Discussion, consideration, review and possible recommendation regarding our current gym key card use policy.** (Staff Resource Michael Marshall)
 8. **Discussion, consideration, and review of the 2023 4th Quarter Parks and Recreation Commission Quarterly Report.** (Staff Resource Michael Marshall)
 9. **Discussion, consideration, review and possible recommendation regarding P&R Commission public survey questions.** (Staff Resource Michael Marshall)
 10. **Discussion and review of the Parks & Recreation Division's Priorities and Goals for 2024 and beyond.** (Staff Resource: Michael Marshall)
 11. **Discussion and review of Parks and Recreation special events and programming.** Staff Resource: Michael Marshall
 12. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
 13. **Discussion and direction to staff on topics for future Agenda Items.** (Staff Resource: Michael Marshall)
 14. **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.

15. **Adjournment**

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. 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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and the Town Web site on 1/30/2024__ at _ 2:30 p.m._

___Shawna Figy_____

S

DRAFT MINUTES
WORK SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, JANUARY 8, 2024
4:30 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 4:30 p.m.

2. Roll Call

Chairman Dave Grondin, Vice Chair Candra Faulkner, Commissioner Jerry Morris, Commissioner Wayne Smith, Commissioner Glenda Duncan, Commissioner Jeffrey Noonan (arrived at 5:15pm) and Commissioner Mary Hughes were present.

Also Present

Recreation Supervisor Shawna Figy, Director of Public Works Ken Krebs, and Recording Secretary Jennifer Reed.

3. Discussion and review regarding staffing options for Parks & Recreation with emphasis on the Heritage Pool. (Staff Resource Michael Marshall)

Recreation Supervisor Shawna Figy gave an overview of this item. Commissioners discussed training, the job description, rate of pay and budget.

Commissioner Faulkner stated that propane cost is a big expense, are there gas lines close to the pool to possibly switch to natural gas? Director of Public Works Ken Krebs said not at this time.

Commissioners discussed advertisement for the pool; it possibly needs more signs. Ms. Figy said the pool has a website and it gets a lot of traffic. Staff and Commission can brainstorm different ways of getting the word out.

Vice Chair Morris asked if solar was an option for heating the pool. Mr. Krebs said Council would have to talk about funding. Chair Grondin suggests possibly working with APS. Mr. Krebs said staff could look into it, but it may take away parking.

4. Discussion about P&R Commission public survey questions and methodology. (Staff Resource Michael Marshall)

Recreation Supervisor Shawna Figy handed out a list of potential questions, the Commission could use for the next survey. The first survey was to find out what the community wanted for the future so when we ask Council for money for something we have public input.

Vice Chair Faulkner said the first survey was more generic, the second one will be more tailored to what is coming; less broad. Mr. Krebs said the Town is working on Strategic Planning, it is important to grab information and bring it back to help Council decide how to prioritize items based on public input.

Ms. Figy read aloud the suggested survey questions:

1. If you had to choose between a Town Fourth of July Event or Cornfest, which would you prefer?

2. If the pool is open until 8pm, would you go to the pool at that time?
3. Parks and Rec is looking at changing the weekly maintenance closure at the pool from Friday to Monday, would you support this change?
4. We get many comments about our marketing, we do marketing for our programs and events through press releases, paid advertising on the radio and newspaper, social media, flyers, bulletin boards, Marquee and banners. Do you have other ideas on ways we could market? Which is your preferred method of finding information?
5. If you have teenagers, other than a carnival at Fort Verde Days, what kinds of activities would you like to see for them at our events and at our programming.
6. As a Senior Citizen what programs or activities would you like to see added to our offerings. Please note that our current SR Center is not operated by the town, but it does receive some financial support from the town.
7. How would you feel if Fort Verde Days was a one-day event held on Saturday only?

Again, Ms. Figy said these are just ideas of questions. Commissioners need to decide what they would like to hear about from the public.

Commissioners discussed the questions and recommended rewording questions 2-6 and approve on the next agenda.

5. Discussion and preparation for 4th Quarter PRC report to Council Feb. 7. (Staff Resource Michael Marshall)

Recreation Supervisor Shawna Figy reminded Commissioners the Quarterly Report is how the Council gets feedback from the Commission and what they are doing. Ms. Figy asked the Commission what they want to see in the report. Commissioners decided they would like to see these items included in the Quarterly Report:

1. Working on the recommendation to hire a new staff person & a grant writer.
2. Disc Golf Meeting with the designer.
3. Christmas events and staff that were involved.
4. Sports Complex- batting cages and parking lot AB and turf.

Chair Grondin suggested in the future the Chair and Vice Chair will put together the Quarterly Report with Ms. Figy using the monthly report.

6. Adjournment:

Meeting adjourned at 5:27 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 Work Session held the 8th day of January 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of January 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, JANUARY 8, 2023
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 Candra Faulkner, Commissioner Jerry Morris, Commissioner Wayne Smith, Commissioner Jeffrey Noonan, Commissioner Glenda Duncan, and Commissioner Mary Hughes were present.

Also Present

Recreation Supervisor Shawna Figy, Director of Public Works Ken Krebbs, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Smith led the Pledge.

4. Election of Chairperson to a term of office until the first meeting in January 2025. (Staff Resource: Shawna Figy)

Motion was made by Commissioner Morris to nominate Dave Grondin as Chair. Second was made by Vice Chair Faulkner.

Roll Call:

Commissioner Hughes: Aye
Commissioner Smith: Aye
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Faulkner: Aye
Chairman Grondin: Aye

Motion passed unanimously 7-0.

5. Election of Vice Chairperson to a term of office until the first meeting in January 2025. (Staff Resource: Shawna Figy)

Motion was made by Commissioner Hughes to nominate Jerry Morris as Vice Chair. Second was made by Vice Chair Faulkner.

Roll Call:

Commissioner Hughes: Aye
Commissioner Smith: Aye
Commissioner Morris: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Faulkner: Aye

Chairman Grondin: Aye

Motion passed unanimously 7-0.

6. **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) Regular Session – December 4, 2023

b) Set Next Meeting Date and Time:

- 1) Monday, February 5, 2024, Regular Session 5:30 p.m.

Motion was made by Commissioner Faulkner to accept the consent agenda. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 7-0.

7. **Special Announcements and Presentations:**

• **Presentation and update regarding Verde Lakes Community Park progress and plans. Staff Resource: Ken Krebbs**

Director of Public Works Ken Krebbs said there is no update regarding the Verde Lakes Community Park progress since the last meeting, due to losing the Town Manager. Staff is working with Acting Town Manager Gayle Mabery and a meeting is set for Wednesday, January 10th to discuss the lease of the ponds and how to move forward from there.

8. **Call to the Public for items not on the agenda. (Please complete a Request to Speak Card and turn it 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 to speak.

9. **Discussion, consideration, review and possible recommendation regarding staffing suggestions for Council regarding Parks & Recreation with emphasis on the Heritage Pool. (Staff Resource Michael Marshall)**

Motion was made by Commissioner Faulkner to support, as a commission, to add a full time Parks and Recreation employee whose primary focus is on pool management. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 7-0

10. **Discussion, consideration, review and possible recommendation regarding P & R Commission public survey questions. (Staff Resource Michael Marshall)**
~This item was tabled until the next meeting.
11. **Discussion and review of Parks and Recreation special events and programming.** Staff Resource: Michael Marshall
Shawna Figy reviewed the special events and programming:
 - Successful Holiday festivities.
 - Staff is currently working on the Touch A Truck event. There is a push for participants.
 - Staff is registering vendors for the Pecan and Wine Festival.Commissioner Faulkner asked if there is anything Commissioners could help with. Ms. Figy said they could always use volunteers at each event. She also added, if you know businesses with large equipment, have them reach out to the Town to participate in the Touch A Truck Event. The more demo and static display the better for the community. She reviewed the groups that will be participating thus far. Having the Commissioners attend would be good for the Commission. Commissioners suggested having paper copies of the survey available to hand out. Commissioner Faulkner recommend going forward with having a booth at every event. Ms. Figy can do a public notice to cover the event if all members want to volunteer in the booth at the same time. She recommends adding an agenda item, "Event Schedule" to the February agenda.
12. **Commission Informational Reports.** *These reports are relative to the committee meetings or events that Commission members attended.*
Commissioner Faulkner attended Grasshopper Basketball games. There were several games the gym was packed. She said it was exciting and fun.
13. **Discussion and Direction to staff on topics for future Agenda Items.** (Staff Resource Shawna Figy).
 - Schedule for Commission Booth for Touch a Truck
 - Questions for Survey
 - Update on the Verde Lakes Lease Agreement and possible water adjudication process.
 - Research to see if surrounding municipalities have managed shooting ranges.
 - Disc Golf Course Update
14. **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.*
Recreation Supervisor Shawna Figy
 - Handed out the December Staff Report
15. **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: Aye

Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Morris: Aye
Chairman Grondin: Aye
Motion Passed 7-0.

Meeting was adjourned at 6:02 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 8th day of January 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of January 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

Community Gym Access Position Paper

Updated January 2024

Background:

Parks & Recreation has a large gymnasium with restrooms, bleachers and a stage as part of the main 300 building at 395 S. Main Street. Gym access is at 51 East Hollamon Street and includes an access door to a licensed commercial kitchen. There is also a set of double doors that allow access to the rest of the various administrative offices in the 300 building. These doors are wooden with small windows and not of a high security design.

During most regular business hours, the Community Center Gym is open for unprogrammed or informal use by the general public free of charge if no other scheduled use is happening. Various volunteer groups have operated specific recreation opportunities under Parks & Recreation administration both during regular business hours, and after hours and weekends. This currently includes a vigorous pickleball program, Cornhole, and in the past has included “open gym” nights.

In keeping with long-standing practice and Town Manager and Council direction, Parks & Recreation has a liberal policy of allowing unsupervised access to the Community Gym. Residents may pay a deposit which allows them key card access to the Gym between 7am and 10 pm unless the Gym is “locked out” by P&R for other use. The agreement that the key holder signs (see attached) states that the key holder is over 18, is responsible for the actions of anyone else they bring in with them, cannot use the Gym when otherwise scheduled and that they will be present when their key card is being used. They are specifically told not to drop off minor children with the key card unsupervised. Due to the problems stated below and some technical issues with the Gym Card system, P&R in practice has not issued any new public cards for about four years.

Statement of Problem:

Allowing unsupervised gym access exposes the Town to liability claims as well as the potential for vandalism or theft. During business hours staff are present in the building and users are lightly supervised by Town staff, not just P&R, by being aware of their presence and occasional trips to the gym as part of their work.

Numerous people have not followed the guideline of being present when their key card is used. Juveniles are frequently in the Gym without adult supervision along with multiple friends, acquaintances or passersby. People are not diligent about ensuring that everyone has left when they leave and/or no rocks are placed in the door to allow access later. Numerous incidents of vandalism, inappropriate behavior and other prohibited activities have occurred. The key card system logs when a card is used but even with security cameras we have limited knowledge of who is actually present and who caused the damage.

General Concern:

Our primary concern is that someone will be injured while using the gym unsupervised and the Town and Parks & Recreation could be held liable, since we are aware of the problem and arguably did not take adequate precautions. Our secondary but more common concern is that damage or theft, potentially severe, could be caused to the facility resulting in additional staff costs, additional repair costs, interruption of staff work and reduced or eliminated availability of the facility during repair or replacement. The installation of security cameras has reduced overall problems but not eliminated them and they are a reactive solution.

Specific Concerns:

Over the years, staff have observed various activities or damage resulting in a pattern of behavior and the resulting concerns. Specific problems include;

- Concerns about assault – physical or sexual.
- Doors triggered open with rocks allowing uncontrolled access.
- Most user groups observed in the gym are unsupervised juveniles, including large groups.
- Broken windows, lights, broken water fountain and other equipment is fairly common.
- Bathroom vandalism is especially a problem including feces spread on walls and floors since there are no cameras in these areas.
- Concerns about low security for the rest of the building with access through the hallway doors which are decidedly low security.
- Trash can be excessive and shows evidence of alcohol use as well as evidence of other problem activities: beer bottle caps, male & female undergarments.
- Juveniles have been witnessed climbing on HVAC tubes and other areas several feet above the floor.
- A previous incident of vandalism or malicious activity with a light could have easily resulted in a fire which could have destroyed the building.

Possible Solutions:

To help mitigate or prevent these problems the following are possible solutions;

- Reducing the allowed hours the Gym is accessible by key card.
- Increasing open supervised hours of the gym using part-time or volunteer staff.
- Increase security level of the doors leading from the Gym to the rest of the building.
- Eliminating unsupervised access to the Gym.
- Making a change to our current policy to allow only cleared Town volunteers to have gym key cards for long time or extended use.

Key Card Loan Record

Key Card Number _____

Name of Organization _____ Date _____

Name of Individual _____ Phone 1 _____ Phone 2 _____

Mailing Address _____

Email _____

I, the undersigned, on behalf of Myself and The Organization **(I/we)** listed as applicable, acknowledge the receipt and loan of the specified Key Card for access to Town of Camp Verde Gymnasium Facilities **(Facilities)** for recreational use. This Key Card is provided for access only and does not constitute a guarantee of availability of Facilities for use. I/we agree to adhere to policies concerning appropriate and acceptable access and use as detailed below, policies and rules posted at Facilities, the Community Center Gym Key Card Policy and additional policies in the future which may be conveyed verbally, electronically or in writing. I/we further agree that I/we as appropriate, will monitor, supervise and be responsible for the activities of the people and organizations which I/we grant access to the Facilities with this Key Card. Violation of policies concerning appropriate and acceptable access and/or damage resulting from actions by myself, my organization or people and/or organizations which I/we grant access to the Facilities will result in termination of access privileges and return of the Key Card will be required. This Key Card remains the property of the Town of Camp Verde and I/we understand and agree that I/we are required to promptly report loss or theft of the Key Card to Camp Verde Parks & Recreation. I/we agree to the refundable key deposit determined by Council. Access granted by this Key Card is subject to immediate termination by the Town of Camp Verde with no notice or cause required and will require the return of the Key Card to Camp Verde Parks & Recreation.

Current General Access Policies:

1. Parks & Recreation controls the schedule for use and all users must follow posted rules.
2. Loan and possession of this Key Card does not guarantee use of the Facility.
3. Facility access for open recreation is allowed from 7:00 am to 10:00 pm, seven days per week, Holidays included, when the facility is available.
4. "Available" is defined as during the period of time there are no other scheduled users - or you or your organization have been scheduled for a specific use.
5. General access for open recreation during available times does not constitute exclusive use for you or your organization.
6. Access & use is allowed when no other scheduled use is assigned to the Facility by Parks & Recreation.
7. If the Key Card fails to grant access during normally authorized times; the Facility is not available, and access is not allowed.
8. Access and use is specifically prohibited when protective floor mats are in place or when it is apparent that another use has been set up in the facility.

My signature below affirms that I/we have read the above statements and agree to adhere to all Policies. I/we understand that use of this Key Card can be withdrawn by the Town of Camp Verde at any time.

Signature _____ Date _____ Receipt # _____

I acknowledge return of **Key Card #** _____ on this date _____, 20____

Town Rep Name _____ Signature _____

PRC Survey Questions – Draft for review and feedback

- 1) The pool is currently open until 6:00 pm. Would you be interested in the pool remaining open until 8:00 pm? Every day, weekdays, weekends only?
- 2) The pool has traditionally been closed weekly on Fridays for scheduled maintenance. We are considering changing that to be closed on Mondays for maintenance and be open on Fridays. Would you support this change?
- 3) We get many comments about marketing. Our marketing plan includes press releases, radio and newspaper ads, social media, fliers, public service announcements and bulletins, Town website, marquee, and banners. Do you have other ideas or suggestions on ways we can market programs and events? What is your preferred method of finding information?
- 4) Other than a carnival at Fort Verde Days, what types of activities would you like to see for teenagers at events?
- 5) Parks & Recreation currently offers Friday trips, Pickleball, and a variety of exercise classes including Zumba and Yoga, dependent on instructors. What programs or activities would you like to see added to our offerings for Seniors? Please note our current Senior Center is not operated by the Town, but does receive some financial support from the Town annually.

Parks & Recreation Monthly Report – January 2024

- Three of the five P&R staff were out on FMLA nearly all of the month of January.
- Staff continued to attend a variety of virtual forums including tournaments, aquatics, and special events to stay up on what is going on with other P&R Departments around the State.
- Scheduled facility uses this month were as follows: Meeting rooms had 81 uses, Ramadas were at 11 uses, Gym had 80 uses, Sports fields had 90(25 @ SC, 65 @ Butler) uses, kitchen 13 uses, and public showers 19.
- Musco came up and did their initial testing on the lights. They are currently working on the 2 bulbs that are out and need to come back to make some adjustments and do follow-up testing.
- Camp Verde Recreation Association continued work on the newly installed batting cage adding some rock and turf. Staff did a final walk-through/punch list at the Sports Complex with Maintenance and Public Works.
- Pickleball continues play to 4 times per week for a minimum of 3 hours each occasion. Friday night Cornhole League has been put on hold due to conflicts with Grasshopper basketball. It will be returning after Grasshopper is over in March. Our current Yoga and spin classes have been put on hold due to a medical issue for the instructor. We are working with a Zumba instructor to schedule classes 2-3 days a week. Various yoga and martial arts classes continue. There will be a spin class starting in February.
- Parks & Rec had 2 community trips scheduled this month. The trip to the Maricopa Home & Garden show was cancelled due to having only 1 registrant. On Jan. 26, we traveled to the Arizona Natural History Museum in Mesa with 6 people.
- Staff hosted a Regular and Work session with the Parks & Recreation Commission this month. This month's agenda included electing new Chair and Vice Chair, discussion about a new public survey, pool and full-time staffing, and updates on the Sports Complex and Verde Lakes. Staff worked on the regular session minutes for the January meeting and the agenda for the February 5th Regular Session. Staff also scheduled regular monthly agenda meetings with the Chair and Vice-Chair.
- Staff continues the process of researching and earning accreditation through NRPA and the Commission for Accreditation of Park and Recreation Agencies.
- Staff worked **14 occurrences with a total of 57 hours** for activities outside of regular business hours.
- Staff continue to communicate with organizers of the Fiber Festival regarding the logistics of their upcoming planned event in which we are partnering, which included a meeting with 7 members of the group regarding spaces and marketing.
- The 5th-8th grade Grasshopper basketball season began with official games on Jan. 20th. The draft was held Jan. 8th with practices starting that week as well. We were able to add a 5th team to the 5th-6th grade level and have 4 teams in 7th-8th grade with a total of 80 kids playing, our biggest 5th-8th grade season to date. Staff scrambled to add an additional coach and 2 additional officials for this season.
- Exhibitor and Sponsor registration opened, and planning has continued for our 2nd annual Touch A Truck event happening Feb. 10th. We have already gotten a \$1,000 sponsorship from Taylor Waste, Jones Ford, and Optimum, plus \$500 from United Rentals making our monetary event sponsorship total \$3,500. Kiwanis will be providing hotdogs again and Yavapai Broadcasting will be doing a live broadcast at the event as well. Staff ordered giveaways for the event which includes small toy trucks,

gift bags, hard hat flashlights, construction tattoos, and stickers. We currently have over 20 exhibitors registered with 8 demonstrations.

- Vendor registration opened and planning has begun for Pecan & Wine Festival March 16-17, 2024. We already have 73 vendors registered and 15 confirmed wineries for this event. Inside spaces are full. Staff met with the Verde Valley Wine Consortium to discuss the event and the contract has been signed. Staff also reached out to the Rangers to make sure the liquor license had been submitted and worked on quotes for tents, tables, and chairs from Verve Events.
- Staff have been in regular communication with Dillon Gassaway and progress is being made to bring the disc golf course to reality. P&R has ordered 19 baskets with additional sleeves and these were delivered in mid-January. Parks & Recreation has received one \$300 donation towards the installation of the course.
- Staff had 2 meetings with Camp Verde Little League to discuss the fast-approaching season.
- Staff coordinated with Chandler Plante on his annual MLK Day March and additional activities that took place on Town grounds Jan. 15th.
- Staff facilitated and participated in a Verde Lakes Recreation Association meeting.
- Staff facilitated a follow-up meeting with Turquoise Circuit Finals Rodeo. There were some who did not attend the meeting, so staff has scheduled a second meeting to take place in February.
- Staff met with a member of the Friends of the Verde River to discuss the purchase of a memorial bench to be placed at Rezzonico Park. A location has been picked and the bench has been ordered.
- Staff met with A Home For New Beginnings regarding the planning of a new Putt Putt golf event that they will be hosting on Town grounds in June as a fundraiser.
- Completed credit card reconciliation for December.
- Compiled the quarterly Volunteer hours for 4th quarter 2023. It was a very large quarter with 120 volunteers working 869 hours for the quarter.
- Staff worked with Verde Valley School to accommodate them in an emergency to play 3 of their games in our gymnasium.