



**MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, NOVEMBER 4, 2024 AT 5:30 P.M.**

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chair Dave Grondin called the meeting to order at 5:30 p.m.

2. Roll Call

Chairman Dave Grondin, Vice Chair Jerry Morris, Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Mary Hughes and Commissioner Jeffrey Noonan were present. Commissioner Wayne Smith is absent.

Also Present

Acting Parks & Recreation Manager Shawna Figy, Town Manager Miranda Fisher, CIP Project Manager Martin Smith, Public Works Director Ken Krebs, Deputy Town Clerk Virginia Jones, Recreation Coordinator Phyllis Nettik, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Faulkner led the Pledge.

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 requests.

a) Approval of Minutes:

- 1) **Regular Session – September 9, 2024**
- 2) **Work Session – October 17, 2024**

b) Set Next Meeting Date and Time:

- 1) **Monday, December 2, 2024 at 5:30 p.m.**
- 2) **Monday, January 6, 2025 at 5:30 p.m.**

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

Roll Call:

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

Motion Passed 6-0.

Chairman Grondin announced that at 6pm the Commission would take a moment of silence to give everyone an opportunity to pray for the election.

- 5. 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 comments.

- 6. Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.

Commissioner Faulkner attended the Trunk or Treat Event and basketball games in the gym.

Commissioner Hughs attended the Trunk or Treat Event and volunteered during Fort Verde Days.

Commissioner Noonan helped with judging the Trunk or Treat Displays and helped organize the Fort Verde Days Parade.

Commissioner Duncan attended Fort Verde Days Little Britches and Petticoat Competition.

Chairman Grondin attended Fort Verde Days and the Trunk or Treat Event. He also gave a shout out to the Parks and Rec Division and said they did a great job during these past two events.

- 7. Update on the Parks & Recreation Manager position.** (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher explained that on August 15th, she made the decision to temporarily suspend the hiring process for the Parks & Recreation Manager position to give space to the current team to get away from any misperceptions.

On October 10, 2024, the Town reopened the permanent Parks & Recreation Manager position. Applications are due November 15th with a goal of interviewing the week of December 2nd. The interview will include another candidate meet and greet, which Commissioners are encouraged to attend. As soon as the date and time for the meet and greet is set, staff will let the Parks & Recreation Commission know.

Shawna Figy will continue to serve as the Acting Parks & Recreation Manager until the position is filled. Manager Figy does intend to submit her application for the position.

Chairman Grondin asked why did we bring this back after only two months? Town Manager Fisher explained that a pause was needed because of misperceptions of the current team. The team was able to show up and demonstrate that they were strong and willing to work along whatever leader is in place.

- 8. Update on the Sports Complex.** (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher encouraged Commissioners to watch the weekly reports and announced the Sports Complex Website is now live. The website is dedicated to keeping the community informed on the latest updates from the construction site. Town Council selected a color pallet for the concession stand. Staff noted that the AIM provides all additional updates.

Chairman Grondin asked if solar could be used for lighting and if staff had considered

waterless urinals. Public Works Director Ken Krebs explained that all the interior details for the concession stand are already set, as far as the urinals are concerned. Regarding solar, his team is in the process of researching this.

9. Discussion and possible recommendation for Town Council consideration regarding the Heritage Pool restoration. (Staff Resource: Maintenance Division Manager Jeff Kobel, Public Works Director Ken Krebs & CIP Project Manager Martin Smith)

Town Manager Miranda Fisher explained why the Commission had received two different AIMS for this agenda item. Fisher explained the change was because staff thought it would cost one thing and then when CIP Project Manager Martin Smith did a thorough review, he discovered that finances had changed. The question now is, does the Commission recommend going out to bid so staff can narrow in on the financial scope.

CIP Manager Martin Smith explained on August 16, 2024, the Town made the difficult decision to close the pool after it had been temporarily closed for a little over two weeks due to significant mechanical issues. These issues, primarily involving inadequate filtration and chemical dosing systems, posed risks to the health and safety of pool users. Since then, Town staff, in collaboration with third-party vendors, have worked to assess the situation, and identify the best path forward. Mr. Smith said we need to update all of the equipment to match the capacity of the pool, as well as the usage. Staff has secured a couple of proposals for that included in the Commissions packet. Mr. Smith explained he had a couple of questions after he reviewed the proposals. There is a substantial amount of work that needs to be done that is not included in the quotes from the pool companies, leading to a higher cost to complete this project. Town Manager Fisher explained the estimates are lacking because there was a lack of scope. She explained that Mr. Martin's preliminary review estimates the cost at about \$610,000 without a slide, which puts us at significantly more than the estimates we have received. We need to put a bid package out to get true financial figures to know how to fund this.

CIP Manager Martin explained one thing that was not included in these proposals is the replacement of the backwash filters. The facilities current filters are undersized. We would need to hire a contractor to enlarge the backwash pit, and then route plumbing to an existing retention pond. He approximates this would add a little over \$15,000 to the cost but really needs to be done. If not, it could fail ADEQ regulations for water deposits.

Town Manager Fisher said there are two things for the Commission to consider:

1. Does the Commission want to recommend to the Council that we go out to bid so we can get those financial figures so we can narrow in how we can fund this?
2. Does the Commission want to recommend to the Council that we hire a pool manager?

Commissioners discussed the cost of repairs with the slide verses without the slide. CIP Manager Martin explained that staff has identified sources of funding to help pay for the cost of the pool. They have already found about ¾ of the cost by delaying CIP Projects and leveraging possible saving of other CIP projects.

Chairman Grondin asked about delaying American Rescue Plan Act funding. Town Manager Fisher explained the American Rescue Plan Act funds require that you be either under contract or completed with the project you have committed the funds for, by December 31, 2024. Since the 3rd Street and Maryville Sewer extension will not be under contract by the due date, utilities is willing to forgo that project and seek funding in a later budget, to free up the funds to go towards the pool. She added there are other CIP Projects that could be delayed to free up

funding as well. Town Manager Fisher said that Public Private Partners or other entities could contribute to the pool to help get the funds needed for the repairs. Staff would like to go out to bid sooner rather than later to know what it costs financially and start to work out a "phase financial approach" to be able to open the pool next year.

Vice Chair Morris asked if it would make sense to get an engineer or consultant to write the scope of work so that everything is covered. CIP Manager Smith said staff has basically already done this when collecting the proposals from pool builders. There are no structural changes needed. There would be a substantial extra cost if we hired a civil engineer. Town Manager Fisher explained that when we release the bid documents, it will go out to pool experts. That expert could indicate in their bid if additional work is necessary. Mr. Martin has combined all issues noted into the bid sheet he has proposed. She also would rather not delay the start of the repairs. Hiring an additional engineer would add time to the cost and they could lose ARPA funding.

Commissioner Faulkner asked if the repairs would be done in time to open the pool for the next season. CIP Manager Smith said yes.

Chairman Grondin asked if it would be a lump sum bid? CIP Manager Smith said it would be a line item bid so he can easily track the cost.

Commissioner Noonan asked if we could postpone using the money set aside for improving the bathroom and showers in the gym towards the pool? CIP Manager Smith is not sure which fiscal year budget those funds were designated for, those funds may not be available to leverage to use at this point. Town Manager Fisher added this may be an opportunity for the community to show up or industries that operate in the Town of Camp Verde, to contribute. We just need to know how much it is.

***** 6:00 p.m. the Commission took a one-minute moment of silence to say a prayer for the country, for the election that will be happening tomorrow.***

Motion was made by Commissioner Faulkner to recommend to Council to go out to bid. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 6-0

Motion was made by Commissioner Faulkner to recommend to Council to financially prioritize the hiring of a pool manager under the FY26 Budget. Second was made by Vice Chair Morris.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye
Chairman Grondin: Aye
Motion Passed 6-0

10. Discussion, consideration, and possible recommendation for approval to the Town Council for the Verde Lakes Strategic Plan (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy)

Town Manager Miranda Fisher said at the September 9, 2024 meeting, the Parks & Recreation Commission reviewed the draft plan and requested that Town staff seek feedback from the community on the plan prior to their recommended approval. Town staff uploaded the strategic plan to the Town's website after the meeting and over the last two months have been pushing out requests on social media for people to review and provide feedback. Town staff did not receive any written feedback from the community. However, on October 23, 2024, the Verde Lakes Recreation Corporation held a meeting for the Verde Lakes Community, where residents, including two of the Moody sisters, requested the following changes:

1. Reference Elmer V. Moody under "Park Property Description," who was an influential person within the Verde Lakes community and founded the park.
2. Moody sisters want to be involved in any discussions about the park.
3. Reference to community is needed more throughout the document.
4. Strategic Goal #1:
 - o If the Town can acquire the parcel, ownership transfer would happen as a gift vs. purchasing. The last bullet point under "Action Steps" needs to be changed to reflect that.
5. Strategic Goal #2:
 - o Under "Users," use a different word than "cater"
 - ☐ Statement previously read: "The Park will cater to individuals, families and small groups, emphasizing passive, informal recreation."
 - o Under "Environment," add that the Town will seek to install grass where appropriate.
 - o Under "Preliminary Appropriate Improvements," add the installation of bulletin boards added to the park for public engagement purposes and the evaluation of additional parking options.
 - o Under "Action Steps":
 - ☐ CVMO to provide an assessment of safety concerns.
 - ☐ Review the deed to see if the language can be strengthened on restricting the site to be only used as a park.

Town Manager Fisher said the Commission can recommend for approval and have it go to Council to potentially adopt it.

Commissioner Noonan leaves meeting at 6:10 p.m.

Chairman Grondin asked if there is a well on site. Public Works Director Ken Krebs stated on the north end of the ponds, there is a pressurized system there. He is not sure who owns the water out there. Chairman Grondin suggests using Buffalo grass in that location because it is drought tolerant and easy to maintain.

Commissioner Noonan returns to the meeting at 6:12 p.m.

Chairman Grondin also asked about toilet facilities. Public Works Director Ken Krebs would not recommend a fix facility it at this time until we have a longer lease or ownership. Port-a-potties

are being used now.

Chairman Grondin asked if there is an alternate plan if water isn't available for the ponds. Public Works Director Ken Krebs thinks there could be the possibility for a multiuse area while they are dry. Town Manager Fisher said we are not guaranteeing anything with water, what we are saying is, we are willing to put resources towards helping to see what that situation is. We are looking at a 25-year lease.

Vice Chair Morris asked if we have enough funding and resources to take care of equipment? Public Works Director Ken Krebs explained we already maintain the area now. This will be a small neighborhood type of park that is not labor intensive. Town Manager Fisher explained that it is hard to find a grant funder for a project that is based on a year-to-year situation. This will be grant heavy, staff are looking at alternative funding.

Commissioner Duncan said if the parcel ceases to be a park, the ownership would revert back to the Moody sisters and unless that occurs, the Moody sisters have no legal standing with regard to the parcel. The other issue that is difficult for the Town is until the adjudication comes through, no changes will be made. It does not look like it will come through the area in the next three years. It does not stop us from looking at the best ways to improve the park in the meantime. Commissioner Duncan invited Commissioners to attend the Fall Festival on November 16th.

Commissioner Hughes motion to recommend approval of the Verde Lakes Strategic Plan to the Mayor and Common Council of the Town of Camp Verde. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chair Grondin: Aye

Motion Passed 6-0

11. Discussion, consideration, and possible recommendation for approval to the Town Council for the Parks & Recreation Master Plan Request for Proposal (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy)

Town Manager Miranda Fisher explained Town staff reviewed the initial draft of the Parks & Recreation Master Plan Request with the Parks & Recreation Commission for Proposals (RFP). Staff noted there were a few areas they were waiting for risk management and/or legal guidance on. Given that, after a review of the RFP, the Commission noted that they did not want to vote on recommending approval of the RFP until risk management/legal had weighed in on these outstanding items:

Bond: Section 2.2, it says the Town can do 50% or 100%. The Parks & Recreation Commission questioned why we would not do 100%.

• **Legal/Risk Management Response:**

- The choice between a 50% or 100% bond generally depends on the level of risk associated with the project. A 100% bond provides full coverage of the contract value, ensuring that all obligations are met and mitigating risks for the Town. However, this also increases the cost for potential bidders, as higher bond amounts can lead to higher premiums. For projects of significant value or complexity (like this one) a 100%

bond might be appropriate to ensure comprehensive protection. The RFP has been amended to reflect a 100% bond.

Surety Bond (p.18): Does the Town need a surety bond?

• Legal/Risk Management Response:

o Typically, a Surety Bond is required to ensure the contractor fulfills their obligations. Given the scope and importance of this Master Plan, maintaining a Surety Bond requirement could be a prudent measure to protect the Town's interests.

Invoices: Section 2.3 – why do July invoices have to be submitted on or before 8/1? Also, is there a state statute that requires payment within 28 days?

• Legal/Risk Management Response:

o July should have been June; this change has been made.

Town Manager Fisher said this document is now ready to go and staff is eager to get moving, especially because there are funds available this fiscal year and will roll over for the next two years.

Vice Chair Morris asked if a Parks & Recreation Manager will be on board before the work starts? Town Manager Fisher said yes, they will be on board by the end of December.

Motion was made by Commissioner Faulkner to recommend approval of the Parks & Recreation Master Plan request for proposal to the Mayor and Common Council of the Town of Camp Verde. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chair Grondin: Aye

Motion Passed 6-0

12. Update on Parks & Recreation current programming and events. (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy

- Reviewed the Sept/Oct monthly reports & handouts.
- Reviewed the Fort Verde Days Summary, Improvements and Ideas List and Vendor/Public Survey.
- Reviewed Grasshopper Basketball 1st-4th grade season started October 19th, and 5th-8th Grade Registration opened November 4th with the season starting mid-January.
- Reviewed the Trunk or Treat Event
- Pecan and Wine Festival the vendor registration is open, 60 vendors have signed up so far.
- Christmas Craft Bazaar vendor registration is open, approximately 60 vendors have signed up.
- Attended the Verde Lakes Rec Corporation Meeting
- Butler Bathrooms are now open.

- Sports complex is back open, it had been closed for seeding.
- Town Manager Fisher pointed out staff bios are included in the packets.

Chair Grondin asked if the Commission is doing a review of the events or just getting reports? Town Manager Fisher said this will be done at the next meeting.

Vice Chair Morris said employees were offered to be paid for working at Fort Verde Days. How did that work? Acting Parks & Recreation Manager Shawna Figy said they had a few people sign up to help and thinks it was successful. Town Manager Fisher said she heard from employees that they wanted comp time instead of being paid OT. Staff will look into offering comp time to see if that will increase employee interest.

Chair Grondin asked if there is a way to increase revenue at events. Town Manager Fisher said that question is larger than Parks and Rec, the Economic Development Department might be able to help with this question.

13. Adjournment:

Motion was made by Commissioner Hughes to adjourn the meeting. Second was made by Commissioner Noonan.

Roll Call:

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

Motion Passed 7-0.

The meeting was adjourned at 6:42 p.m.


 Chair Dave Grondin


 Parks & Rec Supervisor Shawna Figy

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 4th day of November 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4th day of November 2024.



Jennifer Reed, Recording Secretary