



**MINUTES
SPECIAL SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, STE. 106
CAMP VERDE, AZ. 86322
MONDAY DECEMBER 9, 2024
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

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

2. Roll Call

Chairman Dave Grondin, Vice Chair Jerry Morris (absent), Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Mary Hughes and Commissioner Jeffrey Noonan.

Also Present

Acting Parks & Recreation Manager Shawna Figy, Town Manager Miranda Fisher, Town Clerk Leah Rhodes, and Recreation Coordinator Phyllis Nettik.

3. Pledge of Allegiance

Commissioner Mary Hughes 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 – November 4, 2024 at 5:30 p.m.

b) Set Next Meeting Date and Time:

1) Monday, January 6, 2025 at 5:30 p.m.

2) Monday, February 3, 2025 at 5:30 p.m.

Town Manager Miranda Fisher announced that at the December 4th, 2024, Town Council meeting, the Council adopted Resolution 2024-1153, setting the 2025 meeting dates and times for Town Council and Boards and Commissions, amending the start time for Parks and Recreation Commission from 5:30 p.m. to 6:00 p.m., which means the start time for the January 6, 2025 and the February 3, 2025 meetings will need to be amended to 6:00 p.m.

Motion was made by Commissioner Faulkner to approve the next meeting dates and times,

amending the times to start at 6:00 p.m. instead of 5:30 p.m., and approve the meeting minutes. Second was made by Commissioner Hughes.

Roll Call:

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

Motion Passed 5-0.

Motion was made by Commissioner Duncan to revisit the consent agenda to review the minutes from November 4, 2024. Second was made by Commissioner Faulkner.

Roll Call:

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

Motion Passed 5-0.

Commissioner Duncan pointed out that on Page 7 of the November 4, 2024, meeting minutes, Item 10 incorrectly states that the Moody sisters are the owners of the parcel, which is not the case. This information should be removed from the minutes. Additionally, on Page 8, in the fourth paragraph, it is stated that the Moody's do not have any legal repercussions. This should be revised to indicate that the Moody's do not have any legal standing at this time, and only if the park ceases to operate as a park would it automatically revert to the Moody family estate.

Town Manager Fisher recommended to revote on the consent agenda. Manager Fisher suggested a motion to table the November 4, 2024 meeting minutes to the January meeting and approve the next meeting dates to 6:00 p.m.

Motion was made by Chaiman Grondin with the motion suggested by Town Manager Fisher. Second was made by Commissioner Faulkner.

Roll Call:

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

Motion Passed 5-0.

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

No public comments.

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

Commissioner Faulkner reported on current events.

7. **Introduction of the candidates who are seeking appointment on the Parks and Recreation Commission.** (Staff Resource: Town Manager Miranda Fisher).

Town Manager Miranda Fisher stated the interview process has started for the three (3) vacancies on the Parks and Recreation Commission and the Town received four applications: 1) Charlotte Salsman, 2) Robert (Bob) Benson, 3) Glenda Duncan, and 4) Zachary McKay. Manager Fisher stated the applicants were in attendance. Glenda Duncan, Charlotte Salsman, Robert (Bob) Benson and introduced themselves to the Commission.

8. **Update on the Parks and Recreation Manager position.** (Staff Resource: Town Manager Miranda Fisher).

Town Manager Miranda Fisher announced that Acting Parks and Recreation Manager Shawana Figy has been promoted to the Parks and Recreation Manager.

Chairman Grondin questioned Parks and Recreation Manager Figy on future positions that the Commission had suggested.

Town Manager Fisher and Parks and Recreation Figy responded to Chairman Grondin's questions aquatics positions. Chaiman Grondin congratulated Shawn Figy on her promotion.

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

Town Manager Fisher presented the item, provided an overview of upcoming ongoing projects, and noted that these projects are included in her weekly manager reports.

Town Manager Fisher announced that Zachery McKay, an applicant for the Parks and Recreation Commission, was present. Following the "Update on the Sports Complex" Zachery McKay introduced himself to the Commission.

10. **Review and discussion of October events (Little Britches/Little Petticoats, Fort Verde Days, Trunk or Treat) regarding opportunities for improvements.** (Staff Resource: Parks & Recreation Manager Shawna Figy).

Parks and Recreation Manager Figy stated she included in the packet a summary of the Town's events and requested feedback from the Commission.

Chairman Grondin stated his concerns with entrance gates for vendors at Fort Verde Days and recommended addressing the issue with possibility of vendor tags or gate tenders.

Commissioner Noonan questioned the need for volunteers. Commissioner Hughes stated her concerns were kids racing bikes up ramps and was an issue with several vendors. Chairman Grondin suggested having more brochures for Fort Verde Days. Commissioner Duncan suggested starting the judging earlier for the Little Britches/Little Petticoats due to the warm weather.

Public Comment:

Charlotte Salsman stated she attended the Corn Fest and suggested starting earlier due to the warm weather.

Parks and Recreation Manager Figy responded to questions from the Commission.

11. Discussion and possible recommendation to Town Council for an adjustment to the current fee schedule specific to the Town's sports fields. (Staff Resource: Parks & Recreation Manager Shawna Figy).

Parks and Recreation Manager Figy provided an overview of the fee schedule for the sports fields, noting an increase in the use of the Town's facilities and an anticipated rise in field usage. She highlighted concerns that had been raised regarding the Town's fee schedule, particularly for the sports fields, which may be higher compared to other venues. Manager Figy emphasized the need for the Town's fee schedule to align with those of neighboring communities and expressed her intention to present the proposed adjustments to the Council. She reviewed the proposed fee structure for the Butler and Sport Complex fields, Class A, B, C, and D.

Chairman Grondin questioned what other venues were compared and what was the attendance at the sports fields. Chairman Grondin spoke in concern regarding the lower cost in the rental of sports fields especially concerning the cost of lighting.

Commissioner Duncan questioned if the Town could justify a much higher rate. Commissioner Duncan stated we need to keep in mind economic drivers and to stay comparable to other venues.

Commissioner Noonan questioned the use of the fields at the current rate of \$60 and if we adjusted the rate to \$35 the Town could attract more users.

Commissioner Faulkner proposed the idea of adding the light fee and field prep fee with the lower rental rate while ensuring the Town remains competitive with other venues.

Chairman Grondin felt like the Class D fee of \$35 for the sports complex was too low and would like to see a field preparation fee and the Class D fee increase to \$40.

Commissioner Hughes agreed with the increase of the field preparation fee and the Class D fee to \$40 for the sports complex, while maintaining the current Butler fees.

Commissioner Noonan stated he would like to see the fees lower than higher to increase field use.

Commissioner Faulkner suggested approving the Class D fee of \$35 with the possibility of revisiting the fees next year.

Commissioner Duncan emphasized that staff should assess what the Town offers beyond the field fee, including considerations for field preparation and cleanup fees.

Parks and Recreation Manager Figy responded to questions from the Commission. Following the discussion by the Commission, Manager Figy reiterated what she was hearing from the Commission is they would like to keep leave the fee schedule as recommended, keep the lighting fee and add the preparation fee/clean-up fee at this point and revisit the fees in the future.

Motion was made by Councilor Hughes to accept the proposed fee schedule as written with the addition of the preparation fee and keeping the lighting fee. Second was made by Commissioner Noonan.

Roll Call:

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Morris: Absent
Chairman Grondin: Aye
Motion Passed 5-0.

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

Parks and Recreation Manager Figy provided an update on upcoming events including Christmas Magic on Main, Grasshopper basketball, Touch A Truck and the 2025 Pecan and Wine Festival.

Town Manager Miranda Fisher stated she emailed the Commission on the new Code of Conduct and Ethics Policy as well as the meeting management policy on meeting agendas, packets and minutes that was approved by the Town Council. Town Manager Fisher discussed the bid that was open for the pool renovations and will be discussed at the December 18th Council meeting. Town Manager Fisher encouraged the Commission to provide feedback and to attend the Council meeting.

13. Adjournment:

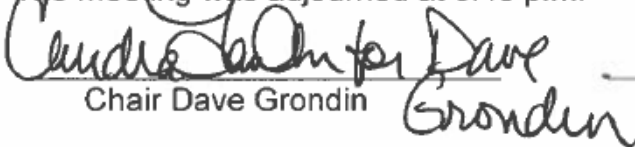
Motion was made by Commissioner Noonan to adjourn the meeting. Second was made by Commissioner Hughes.

Roll Call:

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

Motion Passed 5-0.

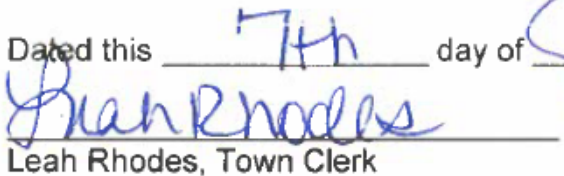
The meeting was adjourned at 6:48 p.m.


Chair Dave Grondin


Parks & Recreation Manager Shawna Figy

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, Arizona during the Regular Session held on the 9th day of December 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 7th day of January 2025.

Leah Rhodes, Town Clerk

