



**MINUTES
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, JANUARY 6, 2025 at 6:00 P.M.**

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

- 1) **Call to Order**
Vice Chair Jerry Morris called the meeting to order at 6:00 p.m.
- 2) **Roll Call.**
Chairperson Dave Grondin(absent), Vice Chairperson Jerry Morris, Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Mary Hughes, Commissioner Zach McKay, and Commissioner Charlotte Salsman.

Also Present

Parks & Recreation Manager Shawna Figy, Town Manager Miranda Fisher, Town Clerk Leah Rhodes and Administrative Clerk Jadie Edwards

- 3) **Pledge of Allegiance**
Commissioner Mary Hughes led the Pledge
- 4) **Consent Agenda** - All those items listed below may be approved by one motion 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) Regular Session – November 4, 2024
 - 2) Regular Session – December 9, 2024
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, February 3, 2025 at 6:00 p.m.
 - 2) Monday, March 3, 2025 at 6:00 p.m.

Motion was made by Commissioner Faulkner to approve the next meeting dates and times, and approving the meeting minutes. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Hughes: Aye
Commissioner Faulkner: Aye
Commissioner Duncan: Aye

Vice Chair Morris: Aye
Chairman Grondin: Absent
Motion Passed 4-0.

- 5) **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to Town Staff).** 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) **Swearing in of the new Parks & Recreation Commissioners: Glenda Duncan, Zach McKay & Charlotte Salsman.** Staff Resource: Town Clerk Leah Rhodes.

Town Clerk Leah Rhodes swore in Commission Members Glenda Duncan, Zach McKay and Charlotte Salsman.

- 7) **Election of Parks & Recreation Commission Chairperson and Vice Chairperson.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Town Manager Fisher informed the Commission of the duties for the Commission Chairperson and Vice Chairperson.

Vice Chair Morris stated Chairman Grondin agreed to remain Chair if no one else wants the Chair position and he is stepping down from Vice Chair.

Commissioner Faulkner volunteered to take the Vice Chairperson position.

Motion was made by Commissioner Hughes to appoint David Grondin as Chair and Candra Faulkner as Vice Chairperson. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Hughes: Aye
Commissioner Faulkner: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner Salsman: Aye
Vice Chair Morris: Aye
Chair Grondin: Absent
Motion Passed: 6-0

- 8) **Orientation meeting date and time selection.** Staff Resource: Town Manager

Miranda Fisher.

Town Manager Fisher recommended to the Commission to set a time to visit all the outdoor Recreation assets and to learn about the Parks and Recreation division.

Town Manager Fisher recommended for the Commission to meet February 3, 2025 at 9:00 a.m. to 12:00 p.m. instead of meeting at the Regular Session meeting that evening.

Motion was made by Commissioner McKay to meet February 3, 2025 at 9:00 a.m. to 12:00 p.m. and seconded by Vice Chair Faulkner.

Roll Call:

Commissioner Hughes: Aye
Commissioner Faulkner: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner Salsman: Aye
Vice Chair Morris: Aye
Chair Grondin: Absent
Motion Passed: 6-0

9) **Update on the Heritage Pool.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated at the December 18, 2024 meeting, Capital Improvement Project Manager Martin Smith reviewed the agenda information memorandum that is included in the agenda packet and supplemental documentation with the Town Council as it relates the bids for improvement at the Heritage Pool.

After a robust discussion, specifically regarding the amended scope for the pool repair, which includes only the replacement of the filtration and chemical automation equipment, the Town Council approved contracting with Landmark Aquatic Services, LLC for \$129,943.97 to repair the pool so it could open for the 2025 season. The cost for the pool repairs will be covered by unallocated American Rescue Plan Funds as well as savings for the Court Addition capital improvement project, which came in \$200,000 under bid.

Commissioner Duncan asked Town Manager Fisher if the owner's allowance is a contingency plan. Town Manager Fisher stated yes, the Town uses a 10 percent contingency and all the parts come with a two-year warranty.

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

Town Manager Fisher stated Town staff are evaluating suitable flagpoles for the Sports Complex. Once ordered, Town staff will likely be the ones to install the flagpoles. Town Manager Fisher also shared that Mayor Jenkins has been assisting staff with preparing expenditure reports that show all Sports Complex related transactions.

Town Manager Fisher recommended to the Commission to review the newest report with financial data (updated November 25, 2024), which can be accessed on the Sports

Complex webpage under "Financial Overview".

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

The Vice Chair, Commission and Parks and Recreation Manager reported on current events.

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

Parks and Recreation Manager Figy provided information regarding upcoming events, including 5th-8th grade Grasshopper basketball, Touch A Truck, and 2025 Pecan & Wine Festival.

Parks and Recreation Manager Figy answered questions from the Commission regarding Touch a Truck.

- 13) **Adjournment**

Vice Chair Faulkner adjourned the meeting at 6:32 p.m.


Vice Chair Candra Faulkner


Town Clerk Leah Rhodes

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 6th day of January 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4 day of March 2025.


Leah Rhodes, Town Clerk