



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, APRIL 7, 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**
Chairman Grondin called the meeting to order at 6:01 p.m.
- 2) **Roll Call.**
Chairperson Dave Grondin, Vice Chairperson Candra Faulkner (via Zoom), Commissioner Glenda Duncan (Absent), Commissioner Jerry Morris, Commissioner Mary Hughes, Commissioner Zach McKay, and Commissioner Charlotte Salsman (absent).

Also Present

Town Manager Miranda Fisher, Parks and Recreation Manager Shawna Figy and Acting Deputy Town Clerk Jadie Edwards.

- 3) **Pledge of Allegiance**
Commissioner Morris 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 the Commission requests.

a) **Approval of Minutes:**

- 1) Regular Session – March 3, 2025

b) **Set Next Meeting Date and Time:**

- 1) Monday, May 5, 2025 at 6:00 p.m.
- 2) Monday, June 2, 2025 at 6:00 p.m.

Motion was made by Commissioner Hughes to approve the next meeting dates, times, and approve the meeting minutes. Second was made by Commissioner Morris.

Roll Call:

Commissioner Hughes: Aye

Commissioner Morris: Aye
Commissioner Duncan: Absent
Commissioner McKay: Aye
Commissioner Salsman: Absent
Vice Chair Faulkner: Aye
Chair Grondin: Aye
Motion Passed: 5-0

- 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) **Introduction to our new Parks & Recreation Supervisor Tiffany Smith.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Town Manager Fisher introduced the new Parks & Recreation Supervisor Tiffany Smith.

Parks & Recreation Supervisor Tiffany Smith thanked the Commission and spoke on her event planning experience and stated she was excited to be a part of the Parks and Recreation team.

- 7) **Update on the Parks & Recreation Master Plan Request for Proposal.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks & Recreation Manager Figy provided an overview of the Request for Proposal (RFP) process for the Parks & Recreation Master Plan. Parks & Recreation Manager Figy stated the RFP was awarded to Kimley-Horn.

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

- 8) **Review, discussion, and possible recommendation for Heritage Pool renovations.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks & Recreation Manager Figy stated that the Heritage Pool closed last fall due to the filtration system and the water quality. Staff met with Landmark Aquatics to discuss proposals for renovating the current pool facility versus a new pool facility.

The Heritage Pool item is scheduled to be heard at the April 16, 2025 Town Council meeting to assess how they would like to proceed regarding the pool.

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

Motion was made by Commissioner Hughes to approve the recommendation to the Town Council to move forward with the renovations to the existing Heritage Pool. Second was made by Commissioner Morris.

Roll Call:

Commissioner Hughes: Aye

Commissioner Morris: Aye

Commissioner Duncan: Absent

Commissioner McKay: Aye

Commissioner Salsman: Absent

Vice Chair Faulkner: Aye

Chair Grondin: Aye

Motion Passed: 5-0

- 9). **Discussion and possible recommendation for a Request for Proposal for an outside party to host and organize a summer concert series.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks & Recreation Manager Figy indicated that, rather than having Parks & Recreation manage a concert series, the department is exploring alternative options, such as engaging an external organization or nonprofit to host and coordinate the events.

Town Manager Fisher noted that this recommendation originated from her, suggesting the issuance of a Request for Proposal (RFP) as a way to expand Town services while alleviating the workload on Town staff.

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

Motion was made by Commissioner McKay to approve the recommendation of seeking an RFP for a vendor to execute the concert series for the Town of Camp Verde. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Hughes: Aye

Commissioner Morris: Aye

Commissioner Duncan: Absent

Commissioner McKay: Aye

Commissioner Salsman: Absent

Vice Chair Faulkner: Aye

Chair Grondin: Aye
Motion Passed: 5-0

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

The Commission reported on current events they attended.

Chair Grondin voiced the need for additional parking and signage for the Pecan and Wine Festival. Commissioner Hughes echoed the need for more signage at the Pecan and Wine Festival. Vice Chair Faulkner voiced her concern on the lack of designated handicapped parking and requested that when advertising the event, the public be notified that no dogs are allowed at the Pecan and Wine Festival.

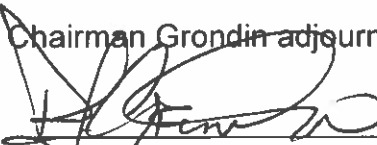
- 11) **Update on Parks & Recreation current programming and events.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks & Recreation Manager Figy reported on past and current events in the Town.

- 12) **Adjournment**

Motion was made by Commissioner McKay to adjourn the meeting. Second was made by Commissioner Morris.

Chairman Grondin adjourned the meeting at 6:43 p.m.


Chair Dave Grondin


Town Clerk Leah Rhodes

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 7th day of April, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5 day of May, 2025.


Leah Rhodes, Town Clerk