



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, DECEMBER 1, 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 6:00 p.m.
- 2) **Roll Call.** Chairperson Dave Grondin, Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Victoria O'Malley and Commissioner Zach McKay.
- 3) **Pledge of Allegiance**
- 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 3, 2025
 - b) **Set Next Meeting Date and Time:**
 - 1) Regular Session Monday, January 5, 2026 at 6:00 p.m.
 - 2) Regular Session Monday, February 2, 2026 at 6:00 p.m.

Motion: Vice Chairperson Faulkner made a motion to approve the upcoming meeting dates, times, and meeting minutes. Commissioner Hughes seconded the motion.

Roll Call:

Commissioner Hughes: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner O'Malley: Aye
Vice Chairperson Faulkner: Aye
Chairperson Grondin: Aye

Motion Passed: 6-0

- 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))

There were no speakers.

- 6) **Swearing in of the new Parks & Recreation Commissioner: Shane Gerhardt.** Staff Resource: Deputy Town Clerk Laura Keesler.

Deputy Town Clerk Laura Keesler swore in the newly appointed Parks and Recreation Commissioner Shane Gerhardt. Commissioner Gerhardt was then seated at the Dias for the remainder of the meeting.

- 7) **Introduction to new and current Parks & Recreation Staff.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy introduced the new and current Parks & Recreation staff members: Parks and Recreation Supervisor Tiffany Smith, Recreation Coordinator Sarah Woodson, Recreation Leader II Roquelyn Parker, Recreation Leader II Marat Shkandin.

- 8) **Discussion, consideration, and possible recommendation of approval of Resolution 2025-1198 to the Mayor and Common Council on the Verde Lakes Community Park parcel transfers from Verde Lakes Recreation Corporation to the Town of Camp Verde.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that the Town of Camp Verde has been collaborating with the Verde Lakes Recreation Corporation (VLRC) to enhance recreational amenities and ensure long-term stewardship of Verde Lakes Park. As part of the Verde Lakes Community Park Strategic Plan, the proposed transfer of park parcels implements the Town's strategic goal regarding ownership or long-term control. Town Manager Fisher stated the Resolution authorizes the Mayor, Town Manager, and Town Attorney to execute all necessary documents to complete the acquisition.

The Commission members expressed their support for the transfer of the Verde Lakes Community Park from Verde Lakes Recreation Corporation to the Town of Camp Verde.

Commissioner Duncan stated she would abstain from voting due to her involvement

serving on the Verde Lakes Recreation Corporation Commission.

Deborah Moody, one of the original owners of the Verde Lakes Community Park, provided a history of the Verde Lakes ponds and park.

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

Motion: Vice Chairperson Faulkner made a motion to recommend approval of Resolution 2025-1198 to the Mayor and Common Council on the Verde Lakes Community Park parcel transfers from the Verde Lakes Recreation Corporation to the Town of Camp Verde. Commissioner O'Malley seconded the motion.

Roll Call:

Commissioner Hughes: Aye
Commissioner Duncan: Abstained
Commissioner McKay: Aye
Commissioner O'Malley: Aye
Vice Chairperson Faulkner: Aye
Chairperson Grondin: Aye
Commissioner Gerhardt: Aye

Motion Passed: 6-0

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

Town Manager Fisher reported that the Camp Verde Unified School District met and unanimously voted to renegotiate the Intergovernmental Agreement regarding the Heritage Pool with the Town, rather than proceed with the sale of the property. Town Manager Fisher stated that the Town Council will meet in Executive Session in January to discuss contract negotiations.

Additionally, Town Manager Fisher reported that Town staff released the pool survey to the community. Town Manager Fisher noted there has been significant engagement on the topic on social media, and that the survey results will be reviewed with the Parks and Recreation Commission at the January 5, 2026 meeting.

Town Manager Fisher responded to questions from the Commission.

- 10) **Update on the Parks & Recreation Master Plan.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Town Manager Fisher stated that Town staff, in coordination with Kimley-Horn, are continuing work on the Parks and Recreation Master Plan, and emphasized that community input is a vital component of the process. Town Manager Fisher, Parks and Recreation Manager Figy, and Town staff are meeting with community organizations, youth and senior groups, sports leagues, and other Town stakeholders. Town Manager Fisher encouraged residents to participate in the online survey.

Chair Grondin stated he would like to see the Commission participate in more stakeholder meetings and at a future meeting review the survey results.

- 11) **Update on the Town's 40th Anniversary planning.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy reported that a committee has been established and is continuing to meet to plan the Town's 40th anniversary celebration, which will coincide with the 2026 State of the Town address.

- 12) **Review and Feedback on the Draft 2026 General Plan.** Staff Resource: Town Manager Miranda Fisher

Town Manager Fisher stated staff are still seeking feedback between now and December 31, 2025, to ensure the final plan reflects the needs, priorities, and values of our community. Town Manager Fisher anticipated holding open houses for the community feedback in January.

Town Manager Fisher answered questions from the Commission.

- 13) **Discussion, consideration, and possible recommendation for a new community engagement website, See My Legacy.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy reported that while exploring options to further develop the Memorial Tree and Bench Program, she reviewed the See My Legacy platform. The program would enhance community engagement and offers additional functionality, including project-specific fundraising, advertising, sponsorships, interactive tours, volunteer management, and vendor registration.

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

Motion: Commissioner McKay made a motion to recommend approval for Parks and Recreation Staff to move forward with the See My Legacy subscription. Commissioner Gerhardt seconded the motion.

Roll Call:

Commissioner Hughes: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner O'Malley: Aye
Vice Chair Faulkner: Aye
Chair Grondin: Aye
Commissioner Gerhardt: Aye

Motion Passed: 7-0

- 14) **Update on ActiveNet, the new facility and program registration software.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Figy addressed the Commission regarding phase 2 of the registration software launch for summer camp, facility reservations, and other programming reservations. ActiveNet launch is scheduled for February 2026.

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

Town Manager Fisher spoke to the Commission about the various software used by different departments in the Town.

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

Vice Chairperson Faulkner, Commissioner Hughes and Chairperson Grondin reported on events they attended.

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

Parks and Recreation Manager Figy reported on upcoming events and provided the monthly report.

Parks & Recreation Manager Figy answered questions from the Commission.

- 17) **Adjournment**

Chair Grondin adjourned the meeting at 7:13 p.m.



Vice Chairperson Candra Faulkner

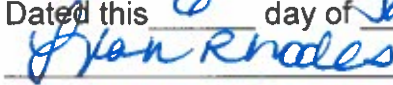


Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 1st day of December, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 6 day of January, 2026



Leah Rhodes, Town Clerk