



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, JANUARY 6, 2024 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82007004439?pwd=i8ndL0eUwtgdzBVT7VJpBZnZgPIDiL.1>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 820 0700 4439

Passcode: 899236

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

- 1) **Call to Order**
- 2) **Roll Call.** Chairperson Dave Grondin, Vice Chairperson Jerry Morris, Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Mary Hughes, Commissioner Zach McKay, and Commissioner Charlotte Salsman.
- 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 4, 2024 Pg. 3
 - 2) Regular Session – December 9, 2024 Pg. 11
 - 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.
- 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))

- 6) **Swearing in of the new Parks & Recreation Commissioners: Glenda Duncan, Zach McKay & Charlotte Salsman.** Staff Resource: Town Clerk Leah Rhodes. Pg. 16
- 7) **Election of Parks & Recreation Commission Chairperson and Vice Chairperson.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 20
- 8) **Orientation meeting date and time selection.** Staff Resource: Town Manager Miranda Fisher. Pg. 22
- 9) **Update on the Heritage Pool.** Staff Resource: Town Manager Miranda Fisher. Pg. 23
- 10) **Update on the Sports Complex.** Staff Resource: Town Manager Miranda Fisher. Pg. 38
- 11) **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
- 12) **Update on Parks & Recreation current programming and events.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 40
- 13) **Adjournment**

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 12-30-2024 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, NOVEMBER 4, 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, 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 Krebbs, 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 $\frac{3}{4}$ 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

Jennifer Reed, Recording Secretary



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**DRAFT 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 Chairman 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 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 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 _____ day of January 2025.

Leah Rhodes, Town Clerk



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 6, 2025

Agenda Item Type:

- ☐ Consent Agenda ☒ Informational Presentation ☐ Discussion Item
☐ Action/Decision Item ☐ Executive Session Request ☐ Other:

Requesting Department: Parks & Recreation

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Swearing in of the new Parks & Recreation Commissioners: Glenda Duncan, Zach McKay, and Charlotte Salsman

Attached Documents:

- Oaths of Office

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- ☒ Town Manager ☐ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

At the December 18, 2024 meeting, the Town Council unanimously approved reappointing Glenda Duncan and appointing Zach McKay and Charlotte Salsman to the Parks & Recreation Commission to serve three year terms ending January 1, 2028. At the January 6, 2025 Parks & Recreation Commission meetings, these individuals will take their oath of office.

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **GLENDA DUNCAN**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **PARKS AND RECREATION COMMISSION MEMBER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 6th day January 2025.

Leah Rhodes -Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **ZACHERY MCKAY**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **PARKS AND RECREATION COMMISSION MEMBER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 6th day January 2025.

Leah Rhodes -Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **CHARLOTTE SALSMAN**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **PARKS AND RECREATION COMMISSION MEMBER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn to before me this 6th day January 2025.

Leah Rhodes -Town Clerk
Town of Camp Verde



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 6, 2025

Agenda Item Type:

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation

Staff Resource: Parks & Recreation Manager Shawna Figy

Agenda Title: Election of Parks & Recreation Commission Chairperson and Vice Chairperson

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

At the first meeting of the year, the Parks & Recreation Commission must select a Chairperson and Vice Chairperson (Town Code Article 4-2). The Commission shall accept nominations from its membership for a chairperson and vice-chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.

As outlined in the Town Code Article 4-2-B, the duties and powers of the various officers and members of the Commission are as follows:

Chairperson. The chairperson shall preside at all meetings and hearings of the board or commission, decide all points of order or procedure, and perform any duties required by law, ordinance or the requirements established in this chapter. The term of the chairperson shall be one year, unless reelected to succeeding terms by a majority vote of the membership. The chairperson shall be responsible for becoming familiar with and adhering to the provisions of the open meeting law. The chairperson shall also become familiar with the provisions of Roberts Rules of Order, and although general informality in such rules of order may prevail, shall adhere to such rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The chairperson may, to the extent necessary, work with the department head assigned to the board or commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports and preparation of agendas. The chairperson will determine whether he/she, staff liaison, or designee, will provide a written report to the Mayor and Council summarizing the board or commission activities during the prior quarter, identifying upcoming activities and reviewing any problems, concerns or proposals. Such reports are to be submitted to the Town Clerk



Parks and Recreation Commission Agenda Information Memorandum

for distribution to the Council. Meetings may be scheduled with Council as needed and/or on a regular quarterly basis. In addition, the chairperson shall sign all minutes and resolutions of the board or commission.

Vice-Chairperson. The vice-chairperson shall have the responsibility of assuming all of the duties and responsibilities of the chairperson in the event that the chairperson should be absent or the position vacant. Additional duties or activities may be assigned by the chairperson upon majority approval of the board or commission as determined necessary.

Dave Grondin currently serves as the Chairperson and Jerry Moris serves as the Vice Chairperson.

Question(s) before the Commission:

- Who does the Commission want to serve as Chairperson?
- Who does the Commission want to serve as Vice Chairperson?

Proposed Motion:

Separate Motions:

I move to elect _____ as the Chairperson.

I move to elect _____ as the Vice Chairperson.

Combined Motion:

I move to elect _____ as the Chairperson and _____ as Vice Chairperson.



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: January 6, 2025

Agenda Item Type:

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Orientation meeting date and time selection

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The Parks & Recreation Division will be hosting an orientation for the Parks & Recreation Commission, which will include a review of what it means to serve on a Town Commission, meeting procedures, and a tour of Town parks and recreational facilities.

We are requesting that all Parks & Recreation Commissioners attend this orientation as we feel it will be helpful to better understand the Commissions roles and responsibilities while also gaining more insight into what the Parks & Recreation Division does on a day-to-day basis and the assets they manage.

To ensure everyone is present, we are looking to discuss a date/time that would work for everyone to meet. We anticipate that the orientation will last 2-3 hours.

Question(s) before the Commission:

- What date/time would work for the Commission orientation?

Proposed Motion:

I move to hold the Parks & Recreation Commission Orientation on _____ [DATE] at _____ [TIME].



Meeting Date: January 6, 2025

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Update on the Heritage Pool.

Attached Documents: AIM and supporting material from the 12/18/2024 Town Council Meeting

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: ARPA & CIP Savings
- Approved in the FY25 Budget? ☐ Yes ☒ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☒ No ☐ N/A ☐ Other:

Background Information:

At the December 18, 2024 meeting, Capital Improvement Project Manager Martin Smith reviewed the attached AIM and 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.

Connection to the [FY25-FY30 Strategic Plan](#)

The pool is a recreational amenity that provides a space for our community to come together for engagement and recreation.

Question(s) before the Commission:

- Does the Commission have any questions about what is happening at the Heritage Pool?



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

MEETING DATE: 12/18/2024

AGENDA ITEM TYPE:

- ☐ Consent Agenda ☐ Informational Presentation ☐ Discussion Item
☒ Action/Decision Item ☐ Executive Session Request ☐ Other:

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Jeff Kobel, Maintenance Foreman

AGENDA TITLE: Discussion, consideration, and possible award of Bid No. 24-200, Heritage Pool Improvements Project.

ATTACHED DOCUMENTS:

- Itemized bid tabs from contractors (will be provided to Council at the meeting)

ESTIMATED PRESENTATION TIME: 5 minutes **ESTIMATED DISCUSSION TIME:** 15 minutes

REVIEWED BY:

- ☒ Town Manager ☐ Legal ☐ Risk Management ☒ Finance ☐ Other:

FINANCIAL REVIEW (if applicable):

- Funding Source: N/A
- Approved in the FY25 Budget? ☐ Yes ☒ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

BACKGROUND INFORMATION:

At the November 6, 2024 Regular Meeting of the Council, Staff presented information regarding the necessary improvements of the Heritage Pool. The improvements included replacement of the filtration equipment and renovations of the interior of the pool and decking. These expenses are not included in the FY25 budget. Recognizing the funding challenges, staff met to discuss how these repairs can be funded. Staff was able to find \$417,000 for this project by utilizing savings from other projects and eliminating or delaying other capital projects. At the conclusion of this discussion, Staff were directed to proceed with the formal bid process.

During the pre-bid meeting with the contractors several issues with the pool interior renovations became apparent. The interior of the pool is in far worse shape than originally anticipated. The stainless-steel gutter system currently in use is exhibiting signs of deterioration and needs to either be replaced in kind or converted into a skimmer type system. The expense for this alone could easily reach \$100K or more.

All three contractors in attendance stated that the overall design of the pool is outdated and may not coincide with the best fit of user demographics. One example that was discussed is the removal of the winding ADA ramp and stainless-steel handrail at the pool entry and instead incorporate a “beach entry” where it is a gradual slope into the pool. This would allow small children more area to play in the shallower depths while not compromising swimming lanes or the deeper areas of the pool.



TOWN COUNCIL AGENDA INFORMATION MEMORANDUM

Another discussion point the three contractors agreed upon is the need for a set of plans for which to bid off of for the pool interior renovations. This will enable the Town to get exactly what it desires for the pool while also providing clear direction of contractors/bidders.

Armed with the information about the need to replace the pool gutters, the need for further consideration of improvements to the pool interior, and the need for design plans, Staff reduced the scope of the bid with the Town Manager's approval to include only the replacement of the filtration and chemical automation equipment.

Completed bids are due December 18th at 1:00 PM. Staff will evaluate the bids prior to the Council meeting that night and will be prepared with documentation and a recommendation for Council for award of the work.

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

This project complies with the Community Infrastructure section described in the Strategic Plan.

QUESTION(S) BEFORE THE COUNCIL:

- Does the Council have any questions regarding the project or estimates received?
- Does the Council want to financially prioritize the Camp Verde Heritage Pool for FY2024-25? If so, how does the Council want to fund the necessary repairs?

MOTION:

Move to award of Bid No. 24-200, Heritage Pool Improvements Project, to **VENDOR NAME** in the amount of **BLANK**.



Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Bid 24-199, Heritage Pool Improvements Project - Itemized Bid Tab

Filtration System

No.	Description	Unit	Quantity	Cost	Total
1	Remove and dispose of existing pool filters	EA	2		\$ 1,895.00
2	Remove and dispose of existing multicyclone prefilter	EA	1		\$ 295.00
3	Remove and dispose of existing pvc plumbing and valves for filters	LS	1		\$ 495.00
4	Remove and dispose of existing electronic controls for pumps and filters	LS	1		\$ 1,895.00
5	Remove and salvage existing filter pumps to TOCV Maintenance Staff	LS	1		\$ 295.00
6	Remove and dispose of existing chlorination system	EA	1		\$ 395.00
7	Remove and dispose of existing chemical automation system	EA	1		\$ 195.00
8	Disconnect, relocate, and reconnect existing pool heater	EA	1		\$ 4,500.00
9	Disconnect, relocate, and reconnect water heater and venting	EA	1		\$ 7,503.00
10	Remove and dispose of existing acid pump	EA	1		\$ 195.00
11	Remove and dispose of existing emergency pump shut-off on exterior pool deck	EA	1		\$ 895.00
12	Inspect surge pit	LS	1		\$ 895.00
13	Install Stark Filter System, SS Series SS1-96-06, 27 SF total area**, or approved equal	EA	1		\$ 29,837.50
14	Install pool filter sand, #20 pool filter sand / 50 lbs. bags	EA	96		\$ 2,304.00
15	Install AD075X-2301-N12 Acu-Drive XS Variable Frequency Drive (7.5 HP 200-240 VAC / Single Phase), NEMA 12 Enclosure, with Battery Backup and fused disconnect, or approved equal	EA	1		\$ 8,895.00
16	Install 4" flow sensor with mounting saddle and 4-20ma output	EA	1		\$ 2,895.00
17	Install EQ Pentair 7.5 HP pump, or approved equal	EA	1		\$ 1,395.00
18	Install pvc piping, fittings, valves, etc. required to connect new equipment	LS	1		\$ 16,675.00
19	Install new electrical service to pump controller	LS	1		\$ 7,795.00
20	Install new chlorination system; MT Accu-tab 3140 AT or approved equal	EA	1		\$ 2,919.38
21	Install new IntelliChem chemical automation system or approved equal	EA	1		\$ 2,903.00
22	Install new bulk acid tank and pump	LS	1		\$ 3,895.00
23	Install Pentair IntelliFlo3 1.5 HP pump with check valve for slide	EA	1		\$ 1,864.00
24	Install new emergency shut-off with alarms for pumps and pool heater on pool deck	LS	1		\$ 13,450.00
25	Pressure test piping for leaks	LS	1		\$ 3,850.00
				Subtotal:	\$ 118,130.88
				10% Owner Allowance:	\$ 11,813.09
				TOTAL:	\$ 129,943.97

****Filter system shall include:**

Manual tandem mount linkage backwash with (1) C-style horizontal filter
100 PSI rating
42" dia x 27 SF
Clear viewport manway,
Butterfly valve piping kit with 6" Inf/Eff & waste flags
(2) 6" tandem butterfly backwash valves
Sight glass/spool
B4221KIT Inf/Eff guage kit
Minimum Backwash Rate: 405 GPM
Filter conditions:



Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Current: 8 HR. T/O = 260 GPM / 14.12 SF = 18.41 GPM/SF
Proposed: 6 HR. T/O = 347 GPM / 27 SF = 12.85 GPM/SF

Bid Alt 1 - Backwash Pit Improvements

1	Remove and reconstruct existing backwash pit. New pit shall have a capacity of at least twice existing pit	LS	1		\$	-
2	Sawcut existing asphalt	LF	110		\$	-
3	Remove existing asphalt pavement	SY	25		\$	-
4	Install 6" C900 PVC pit drain to existing retention area	LF	110		\$	-
5	Install 6" ABC below asphalt pavement.	SY	25		\$	-
6	Install bituminous tack coat	LF	110		\$	-
7	Install 3" AC pavement	SY	25		\$	-
					Subtotal:	\$ -
					10% Owner Allowance:	\$ -
					TOTAL:	\$ -

TOTAL PROJECT COST: \$ 129,943.97

Signature of Company Official

VP General Manager

Title

LANDMARK AQUATIC SERVICE, LLC

Company Name

7721 N 65th AVENUE

Address

GLENDALE, AZ 85303

City/State/Zip

12-18-2024

Date Signed

480-861-7165

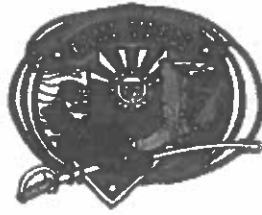
Phone Number

480-661-7066

Fax Number

MSTOCKLEY@LANDMARK
AQUATIC.COM

Email Address



Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

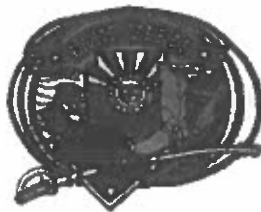
Bid 24-199, Heritage Pool Improvements Project - Itemized Bid Tab

Filtration System

No.	Description	Unit	Quantity	Cost	Total
1	Remove and dispose of existing pool filters	EA	2	\$ 1,000.00	\$ 2,000.00
2	Remove and dispose of existing multicyclone prefilter	EA	1	\$ 1,000.00	\$ 1,000.00
3	Remove and dispose of existing pvc plumbing and valves for filters	LS	1	\$ 2,000.00	\$ 2,000.00
4	Remove and dispose of existing electronic controls for pumps and filters	LS	1	\$ 2,000.00	\$ 2,000.00
5	Remove and salvage existing filter pumps to TOCV Maintenance Staff	LS	1	\$ 2,000.00	\$ 2,000.00
6	Remove and dispose of existing chlorination system	EA	1	\$ 2,000.00	\$ 2,000.00
7	Remove and dispose of existing chemical automation system	EA	1	\$ 2,000.00	\$ 2,000.00
8	Disconnect, relocate, and reconnect existing pool heater	EA	1	\$ 5,000.00	\$ 5,000.00
9	Disconnect, relocate, and reconnect water heater and venting	EA	1	\$ 5,000.00	\$ 5,000.00
10	Remove and dispose of existing acid pump	EA	1	\$ 1,500.00	\$ 1,500.00
11	Remove and dispose of existing emergency pump shut-off on exterior pool deck	EA	1	\$ 1,500.00	\$ 1,500.00
12	Inspect surge pit	LS	1	\$ 1,500.00	\$ 1,500.00
13	Install Stark Filter System, SS Series SS1-96-06, 27 SF total area**, or approved equal	EA	1	\$ 48,500.00	\$ 48,500.00
14	Install pool filter sand, #20 pool filter sand / 50 lbs. bags	EA	96	\$ 15.65	\$ 1,502.40
15	Install AD075X-2301-N12 Acu-Drive XS Variable Frequency Drive (7.5 HP 200-240 VAC / Single Phase), NEMA 12 Enclosure, with Battery Backup and fused disconnect, or approved equal	EA	1	\$ 14,500.00	\$ 14,500.00
16	Install 4" flow sensor with mounting saddle and 4-20ma output	EA	1	\$ 2,500.00	\$ 2,500.00
17	Install EQ Pentair 7.5 HP pump, or approved equal	EA	1	\$ 14,000.00	\$ 14,000.00
18	Install pvc piping, fittings, valves, etc. required to connect new equipment	LS	1	\$ 30,000.00	\$ 30,000.00
19	Install new electrical service to pump controller	LS	1	\$ 25,000.00	\$ 25,000.00
20	Install new chlorination system; MT Accu-tab 3140 AT or approved equal	EA	1	\$ 25,000.00	\$ 25,000.00
21	Install new IntelliChem chemical automation system or approved equal	EA	1	\$ 12,500.00	\$ 12,500.00
22	Install new bulk acid tank and pump	LS	1	\$ 25,000.00	\$ 25,000.00
23	Install Pentair IntelliFlo3 1.5 HP pump with check valve for slide	EA	1	\$ 8,500.00	\$ 8,500.00
24	Install new emergency shut-off with alarms for pumps and pool heater on pool deck	LS	1	\$ 6,000.00	\$ 6,000.00
25	Pressure test piping for leaks	LS	1	\$ 3,500.00	\$ 3,500.00
				Subtotal:	\$ 244,002.40
				10% Owner Allowance:	\$ 24,400.24
				TOTAL:	\$ 268,402.64

**Filter system shall include:

Manual tandem mount linkage backwash with (1) C-style horizontal filter
100 PSI rating
42" dia x 27 SF
Clear viewport manway,
Butterfly valve piping kit with 6" Inf/Eff & waste flags
(2) 6" tandem butterfly backwash valves
Sight glass/spool
B4221KIT Inf/Eff guage kit
Minimum Backwash Rate: 405 GPM
Filter conditions:
Current: 8 HR. T/O = 260 GPM / 14.12 SF = 18.41 GPM/SF



Town of Camp Verde
Public Works Division
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Bid Alt 1 - Backwash Pit Improvements

1	Remove and reconstruct existing backwash pit. New pit shall have a capacity of at least twice existing pit	LS	1	\$ 30,000.00	\$ 30,000.00
2	Sawcut existing asphalt	LF	110	\$ 31.81	\$ 3,499.10
3	Remove existing asphalt pavement	SY	25	\$ 200.00	\$ 5,000.00
4	Install 6" C900 PVC pit drain to existing retention area	LF	110	\$ 90.00	\$ 9,900.00
5	Install 6" ABC below asphalt pavement.	SY	25	\$ 180.00	\$ 4,500.00
6	Install bituminous tack coat	LF	110	\$ 22.70	\$ 2,497.00
7	Install 3" AC pavement	SY	25	\$ 600.00	\$ 15,000.00
				Subtotal:	\$ 70,396.10
				10% Owner Allowance:	\$ 7,039.61
				TOTAL:	\$ 77,435.71

TOTAL PROJECT COST: \$ 345,838.35

Signature of Company Official

12/18/21

Date Signed

Owner / Operator

Title

Desert Art Pools, LLC

Company Name

602 619 0950

Phone Number

2109 Swanton Ave #9, LHC Pools

Address

LHC AZ 86401

City/State/Zip

Fax Number

desertartpools@gmail.com

Email Address



Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Bid 24-199, Heritage Pool Improvements Project - Bid Comparison

Filtration System				Landmark Aquatic		Desert Art Pools	
No.	Description	Unit	QTY	Cost	Total	Cost	Total
1	Remove and dispose of existing pool filters	EA	2	\$947.50	\$ 1,895.00	\$1,000.00	\$ 2,000.00
2	Remove and dispose of existing multicyclone prefilter	EA	1	\$295.00	\$ 295.00	\$1,000.00	\$ 1,000.00
3	Remove and dispose of existing pvc plumbing and valves for filters	LS	1	\$495.00	\$ 495.00	\$2,000.00	\$ 2,000.00
4	Remove and dispose of existing electronic controls for pumps and filters	LS	1	\$1,895.00	\$ 1,895.00	\$2,000.00	\$ 2,000.00
5	Remove and salvage existing filter pumps to TOCV Maintenance Staff	LS	1	\$295.00	\$ 295.00	\$2,000.00	\$ 2,000.00
6	Remove and dispose of existing chlorination system	EA	1	\$395.00	\$ 395.00	\$2,000.00	\$ 2,000.00
7	Remove and dispose of existing chemical automation system	EA	1	\$195.00	\$ 195.00	\$2,000.00	\$ 2,000.00
8	Disconnect, relocate, and reconnect existing pool heater	EA	1	\$4,500.00	\$ 4,500.00	\$5,000.00	\$ 5,000.00
9	Disconnect, relocate, and reconnect water heater and venting	EA	1	\$7,503.00	\$ 7,503.00	\$5,000.00	\$ 5,000.00
10	Remove and dispose of existing acid pump	EA	1	\$195.00	\$ 195.00	\$1,500.00	\$ 1,500.00
11	Remove and dispose of existing emergency pump shut-off on exterior pool deck	EA	1	\$895.00	\$ 895.00	\$1,500.00	\$ 1,500.00
12	Inspect surge pit	LS	1	\$895.00	\$ 895.00	\$1,500.00	\$ 1,500.00
13	Install Stark Filter System, SS Series SS1-96-06, 27 SF total area**, or approved equal	EA	1	\$29,837.50	\$ 29,837.50	\$48,500.00	\$ 48,500.00
14	Install pool filter sand, #20 pool filter sand / 50 lbs. bags	EA	96	\$24.00	\$ 2,304.00	\$15.65	\$ 1,502.40
15	Install AD075X-2301-N12 Acu-Drive XS Variable Frequency Drive (7.5 HP 200-240 VAC / Single Phase), NEMA 12 Enclosure, with Battery Backup and fused disconnect, or approved equal	EA	1	\$8,895.00	\$ 8,895.00	\$14,500.00	\$ 14,500.00
16	Install 4" flow sensor with mounting saddle and 4-20ma output	EA	1	\$2,895.00	\$ 2,895.00	\$2,500.00	\$ 2,500.00
17	Install EQ Pentair 7.5 HP pump, or approved equal	EA	1	\$1,395.00	\$ 1,395.00	\$14,000.00	\$ 14,000.00
18	Install pvc piping, fittings, valves, etc. required to connect new equipment	LS	1	\$16,675.00	\$ 16,675.00	\$30,000.00	\$ 30,000.00
19	Install new electrical service to pump controller	LS	1	\$7,795.00	\$ 7,795.00	\$25,000.00	\$ 25,000.00
20	Install new chlorination system; MT Accu-tab 3140 AT or approved equal	EA	1	\$2,919.38	\$ 2,919.38	\$25,000.00	\$ 25,000.00
21	Install new IntelliChem chemical automation system or approved equal	EA	1	\$2,903.00	\$ 2,903.00	\$12,500.00	\$ 12,500.00
22	Install new bulk acid tank and pump	LS	1	\$3,895.00	\$ 3,895.00	\$25,000.00	\$ 25,000.00
23	Install Pentair IntelliFlo3 1.5 HP pump with check valve for slide	EA	1	\$1,864.00	\$ 1,864.00	\$8,500.00	\$ 8,500.00



Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

24	Install new emergency shut-off with alarms for pumps and pool heater on pool deck	LS	1	\$13,450.00	\$ 13,450.00	\$6,000.00	\$ 6,000.00
25	Pressure test piping for leaks	LS	1	\$3,850.00	\$ 3,850.00	\$3,500.00	\$ 3,500.00
				Subtotal:	\$ 118,130.88		\$ 244,002.40
				10% Owner Allowance:	\$ 11,813.09		\$ 24,400.24
				TOTAL:	\$ 129,943.97		\$ 268,402.64

Bid Alt 1 - Backwash Pit Improvements

				Landmark Aquatic		Desert Art Pools	
No.	Description	Unit	Quantity	Cost	Total	Cost	Total
1	Remove and reconstruct existing backwash pit. New pit shall have a capacity of at least twice existing pit	LS	1	No Bid	\$ -	\$30,000.00	\$ 30,000.00
2	Sawcut existing asphalt	LF	110	No Bid	\$ -	\$31.81	\$ 3,499.10
3	Remove existing asphalt pavement	SY	25	No Bid	\$ -	\$200.00	\$ 5,000.00
4	Install 6" C900 PVC pit drain to existing retention area	LF	110	No Bid	\$ -	\$90.00	\$ 9,900.00
5	Install 6" ABC below asphalt pavement.	SY	25	No Bid	\$ -	\$180.00	\$ 4,500.00
6	Install bituminous tack coat	LF	110	No Bid	\$ -	\$22.70	\$ 2,497.00
7	Install 3" AC pavement	SY	25	No Bid	\$ -	\$600.00	\$ 15,000.00
				Subtotal:	\$ -		\$ 70,396.10
				10% Owner Allowance:	\$ -		\$ 7,039.61
				TOTAL:	\$ -		\$ 77,435.71

TOTAL PROJECT COST: \$ 129,943.97

\$ 345,838.35



Town of Camp Verde
Gateway to the Verde Valley

♦ 395 S. Main Street ♦ Camp Verde, AZ 86322 ♦
♦ Telephone: 928.554.0872 ♦ www.campverde.az.gov ♦

24-199 Heritage Pool Improvements Project

Bid Opening: December 18, 2024 at 1:00 PM

Contractor	Bid Bond?	Addm 1	Bid Amount
Desert Art Pools	No	Yes	Base: \$268,402.64 / Bid Alt: \$77,435.71
Landmark Aquatic	Yes	Yes	Base: \$129,943.97 / Bid Alt: <i>No Bid</i>

In Attendance:

Martin Smith - Town of Camp Verde

Mike Stockley - Landmark Aquatic

TOWN OF CAMP VERDE HERITAGE POOL IMPROVEMENTS PROJECT

24-199

AGREEMENT

THIS AGREEMENT, made and entered into this 18th day of December, 2024, by and between the **Town of Camp Verde**, Yavapai County, State of Arizona (herein called the "**Town**") acting herein by the **Mayor, Dee Jenkins**, and Common Council, party of the first part, and **Landmark Aquatic Services LLC** (herein called the "**Contractor**") party of the second part.

WITNESSETH THAT:

The Town of Camp Verde desires to engage the **Contractor** to render construction services (**Work**) for the Town of Camp Verde Heritage Pool Improvements Project #24-199, located within the Town of Camp Verde, Arizona 86322.

1. Work

The **Contractor** shall complete all **Work** as specified in these bid documents and set forth in the Plan Set, Specifications and Agreement General Provisions attached, or incorporated in this Agreement. The **Contractor** shall furnish the qualified personnel, materials, equipment and other items necessary to carry out the terms of this Agreement with regards to the performance of the **Work** and the Agreement. This **Work** shall be accomplished in the agreed upon time per the Notice to Proceed per these Agreement Documents.

2. Access to Information

It is agreed that all information, data reports, records as exist, available and necessary for carrying out of the **Work** outlined in the Plan Set, Specifications and General Provisions have been furnished to the **Contractor** by the **Town** and its agencies. The **Contractor** hereby acknowledges receipt of the same. The **Town** and its agencies will cooperate with the **Contractor** in every way possible to facilitate the performance of the **Work** described herein with regards to any and all information required.

3. Project Manager - Administration

The **Town** has designated the Public Works Department and Town CIP Project Manager, as Project Administrator and Manager for this Project and Agreement. The Project Manager shall be empowered to perform all administrative functions as required for management of the project.

4. Agreement Time

Contract time for this project shall be **120 calendar days** to Final Completion. The Town of Camp Verde Project Manager shall contact the successful Contractor/Bidder once the project is formally awarded by the Town of Camp Verde Council and Mayor. The Project Manager will schedule a pre-construction meeting with the Contractor and Public Works staff. Prior to this meeting, the Contractor shall provide the Town of Camp Verde with performance and payment bonds for the total project as well as a detailed Project Work Schedule. At the pre-construction meeting the Town of Camp Verde Project Manager shall provide the Contractor/Bidder with a formal Notice to Proceed with the project starting dates, term of project, and project completion dates. The Notice to Proceed shall be signed by both the Contractor/Bidder and the Public Works Department. This will serve to establish a clear understanding of the project start date

and completion date for liquidated damages should the Agreement completion date be exceeded by the Contractor due to inadequate performance.

5. Compensation

The maximum amount of compensation and reimbursement to be paid to the **Contractor** for the completion of the **Work** as specified in this Agreement shall not exceed that amount given by the **Contractor** in their formal bid; which has been voted on by the Town of Camp Verde Council followed by their acknowledgement and acceptance by issuing the **Contractor** a formal **Notice of Award** for this Project. Any adjustments to Compensation for change orders or changes made to the **Work** by the **Town** shall be handled under an additional written Agreement between the **Town** and the **Contractor** and follow the Town of Camp Verde Financial Operations Guide and may be subject to approval/disapproval by the Town of Camp Verde Council.

6. Termination of Agreement

- a. If, for any reason, the **Contractor** shall fail to fulfill in a timely and proper manner his/her obligations under this Agreement, or if the **Contractor** shall violate any of the covenants, agreements, or stipulations of this Agreement, the TOWN shall thereupon have the right to terminate the Agreement by giving written notice to the **Contractor** of such termination and specifying the effective date thereof. In such event, all finished or unfinished site or structural improvements as well as all materials or equipment acquired or stored by the **Contractor** under this Agreement shall, at the option of the TOWN, become the TOWN's property and the **Contractor** shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the **Contractor** shall not be relieved of liability to the TOWN for damages sustained by the TOWN by virtue of any breach of the Agreement by the **Contractor**, and the TOWN may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the TOWN from the **Contractor** is determined.

- b. The TOWN may terminate this Agreement at any time by giving at least ten (10) days' notice in writing to the **Contractor**. If the Agreement is terminated by the TOWN as provided herein, the **Contractor** will be paid for the time expended and expenses incurred up to the termination date. If this Agreement is terminated due to the fault of the **Contractor**, all conditions relative to termination given within this Part 6 shall apply.
- c. This Agreement may be terminated as per A.R.S. §38-511, Conflict of Interest.

7. Miscellaneous Provisions

- a. This Agreement shall be construed under and in accordance with the laws of the State of Arizona, and all obligations of the parties created hereunder are performable in Camp Verde, Yavapai County, Arizona.
- b. This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.

In any case one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable said holding shall not affect any

other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision and never been contained herein.

- c. Action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court including the appellate court, may adjudge reasonable as attorney fees.
- d. This Agreement represents the entire understanding of the TOWN and **Contractor** as to those matters contained in this Agreement, and no prior oral or written understanding shall be of any force or effect with respect to this Agreement. This Agreement may be amended only by mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement.

8. Project Familiarity and Identification of Conflicts

In order to induce the TOWN to enter into this Agreement, **Contractor** makes the following representation:

- a. The **Contractor** has familiarized himself/herself with the nature and extent of the Agreement documents, work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
- b. The **Contractor** has given the Project Manager a written notice of all conflicts, errors, or discrepancies discovered in the Agreement documents and the written resolution thereof by the Project Manager is acceptable to the **Contractor**.
- c. The **Contractor** has examined and carefully studied the Agreement documents and other related data identified in the bidding documents.
- d. The Contractor is familiar with and satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the work.

9. Insurance/Bonding

The **Contractor** shall procure and maintain, at **Contractor's** sole expense, until completion of the Agreement, coverages as specified in the Agreement General Provisions within this Bidder Packet.

Certificate(s) of Insurance naming the Town of Camp Verde as Additional Insured verifying the minimum coverage's specified in the Agreement General Provisions within this Bidder Packet shall be delivered to the Town just prior to issuance of the Notice to Proceed. A Performance and Payment Bond with a Corporate Surety, each in the amount of 100% of the Agreement price shall be required for this Project. Performance and Payment Bonds must be executed and approved and submitted to the Town of Camp Verde at the Pre-Construction and Scheduling Meeting in exchange for the formal Notice to Proceed. The Notice to Proceed will not be issued without the submission of these bonds.

10. Indemnity

The **Contractor** agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees (hereinafter referred to as "Indemnities") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of **Contractor** or any of its owners, officers, directors, agents, employees or sub-contractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such **Contractor** to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except to the extent Claims arise from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that **Contractor** will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the **Contractor** agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the **Contractor** for the TOWN.

11. Agreement Documents

All items and documents contained in or included with or attached to this Bidder Packet are a part of the Agreement Documents and are to be followed and/or completed by those bidding this project as required portions of the Agreement. In the event of conflicts between or among these documents, the documents shall be interpreted in the following order: The Agreement, the Agreement Special Provisions, the Agreement General Provisions, the Plan Set, Project Specifications and Special Notes, the Bid Schedule and Bid Totals, and last the Invitation for Bids; with each specific item or document serving as the most important for its own specific purposes.

IN WITNESSETH HEREOF, the parties have hereunto set their hands and seals.

For the Town of Camp Verde

Approved as to Form:



Town Attorney, Trish Stuhan



Mayor, Dee Jenkins

Attest:



Town Clerk, Leah Rhodes

For the Contractor:

Landmark Aquatic Services, LLC

Contractor's Name Robert Stockley

Vice President & General Manager

Title



Contractor's Signature



Meeting Date: January 6, 2025

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Update on the Sports Complex

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable): Financial information regarding the Sports Complex expenditures can be accessed here under the “Financial Overview” section: [Camp Verde Sports Complex | Town of Camp Verde, AZ](#)

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Below are the newest updates for the Sports Complex since the last Parks & Recreation Commission meeting:

Sports Complex Flagpole

Town staff are evaluating suitable poles for the Sports Complex. Once ordered, Town staff will likely be the ones to install the flagpoles.

Sports Complex Lift Station

Town staff are in the process of ordering the approved materials and are preparing to begin excavation for the installation of the wet well.

Expenditures

Mayor Jenkins has been assisting staff with preparing expenditure reports that show all Sports Complex related transactions. The newest report with financial data (updated November 25, 2024), can be accessed on the Sports Complex webpage under “Financial Overview”: [Camp Verde Sports Complex | Town of Camp Verde, AZ](#)



Parks and Recreation Commission Agenda Information Memorandum

Connection to the [FY25-FY30 Strategic Plan](#)

The Sports Complex is a recreational amenity that provides a space for our community to come together for engagement and recreation.

Question(s) before the Commission:

- Does the Commission have any questions about what is happening at the Sports Complex?



Meeting Date: January 6, 2025

Agenda Item Type:

- | | | |
|---|--|--|
| ☐ Consent Agenda | ☒ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Parks & Recreation

Staff Resource: Parks & Recreation Manager Shawna Figy

Agenda Title: Update on Parks and Recreation programming and events

Attached Documents:

- Current Press Releases
- December monthly report
- Christmas Magic On Main summary
- Touch A Truck flier

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

- | | | | | |
|---------------------------------------|------------------------------|-----------------------------|---|---------------------------------|
| • Funding Source / GL Account Number: | | | | |
| • Approved in the FY25 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

This is a standard update added to the agenda at the request of the Commission. This update will include information about upcoming events, including 5th-8th grade Grasshopper basketball, Touch A Truck, and 2025 Pecan & Wine Festival.

Connection to the [FY25-FY30 Strategic Plan](#)

The events the Parks & Recreation Department host advance the goal of “enhancing our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.”

Question(s) before the Commission:

- Do you have any questions about our upcoming events or programs?



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: December 18, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Ripley's Believe It or Not Community Trip

The Town of Camp Verde's Parks & Recreation Division invites adventurers of all ages to join us on thrilling community trips that promise fun, discovery, and connection. Our first winter excursion of 2025 is set for **Friday, January 10th**, taking participants to **Scottsdale for the Ripley's Believe It or Not exhibit**.

Step into a world of wonder with hands-on, interactive activities and explore hundreds of exhibits showcasing the bizarre, fascinating, and extraordinary. This trip is a perfect opportunity for individuals, families, and friends to experience something truly unique.

The cost of this trip is \$43.00 and includes travel and admission. Lunch is not included in the price, but you may choose to pack your own lunch or dine at a nearby restaurant. Trips depart from the Parks and Recreation Office at 395 Main Street at 9:00 am and return by 4:00 pm. The trip capacity is limited to 13 people.

Registration is open at <https://campverde.sportsites.com/player> or click the blue "Sign Up" link on the Camp Verde Parks and Recreation Facebook page. In person registration can be done at 395 S. Main Street.

The best place to see our future trips is through the registration link listed above. Registration for each trip opens one month prior to the date of the trip.

For more information, contact the Camp Verde Parks & Recreation Division via email at parks@campverde.az.gov or call (928) 554-0820 Option 3.

Ripley's Believe It or Not!®

January
10th

\$43



WHERE TRUTH IS ALWAYS STRANGER THAN FICTION!

Built upon the adventures of Robert Ripley and his travels across the globe searching for extraordinary people, unusual artifacts, and unbelievable things, Ripley's Believe It or Not! embraces the spirit of discovery and curiosity. Step into a Ripley's Believe It or Not! to get hands-on with out-of-this-world interactives and marvel at hundreds of exhibits that celebrate the odd and unusual. You'll be amazed, astounded, and most of all entertained as the unbelievable comes alive right before your very eyes!



All trips leave at 9:00 am and returns at 4:00 pm unless otherwise stated. Choose to buy lunch on site or pack your own. Cancellations with at least 48 hours' notice are eligible for a full refund.

TO REGISTER OR FOR MORE INFORMATION:



<https://campverde.sportsites.com/player>



parks@campverde.az.gov



928-554-0820 # 3



January 6, 2025

395 S. Main Street, Camp Verde

Page 42 of 49

TOWN OF CAMP VERDE

Parks & Recreation

Parks & Recreation Commission



MUSICAL INSTRUMENT MUSEUM

January
24th

\$46

Featuring Exhibit:

*Stradivarius and Golden Age of
Violins and Guitars*

The World's Only Global Musical Instrument Museum

MIM has a collection of more than 7,500 instruments from more than 200 world countries and territories. The galleries reflect the rich diversity and history of many world cultures. But music and instruments also show us what we have in common—a thought powerfully expressed in our motto; music is the language of the soul.

All trips leave at 9:00 am and returns at 4:00 pm unless otherwise stated. Choose to buy lunch on site or pack your own. Cancellations with at least 48 hours' notice are eligible for a full refund.

TO REGISTER OR FOR MORE INFORMATION:



<https://campverde.sportsites.com/player>



parks@campverde.az.gov



928-554-0820 # 3



Parks & Recreation Commission

395 S. Main Street, Camp Verde

January 6, 2025



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: December 19, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Camp Verde Gears Up for Annual Pecan & Wine Festival!

Camp Verde Parks & Recreation is excited to announce that preparations are in full swing for the Annual Pecan & Wine Festival, scheduled for Saturday, March 15 & Sunday, March 16, 2025. This signature spring event promises a delightful weekend of showcasing Camp Verde's idyllic weather, free admission, and historic charm in Downtown Camp Verde, adjacent to Fort Verde State Historic Park. Mark your calendars for this exciting celebration of wine, music, food, and community. The Pecan & Wine Festival is a must-attend event for locals and visitors alike.

In partnership with the Verde Valley Wine Consortium, the festival will feature a wine tasting tent with 15 wineries from across the Verde Valley. Adding to the festivities, music on the main stage offers stellar live performances throughout the weekend.

Food lovers and shoppers alike will enjoy a variety of food vendors, unique products for sale, and a beer garden featuring local favorites. Don't miss the annual Pecan Pie Contest on Sunday afternoon, a community favorite celebrating Camp Verde's pecan heritage!

The festival would not be possible without the support of its generous sponsors. This year's Platinum sponsors include SRP, Yavapai College, and its Southwest Wine Center.

Vendor registration is now open for outdoor spaces as indoor spaces are currently full with a waitlist. The vendor registration fee is \$75.00 for a 10' x 10' space. Interested vendors can apply at www.visitcampverde.com/events.

For more information, please call Parks and Recreation at 928-554-0820 (3) or email us at parks@campverde.az.gov.

Parks & Recreation Monthly Report – December 2024

- Scheduled facility uses this month were as follows: Meeting rooms had 67 uses, Ramadas were at 14 uses, Gym had 43 uses, Sports fields had 26(16 @ SC, 10 @ Butler, 0 @Comm. Center) uses, kitchen 20 uses, and public showers 67. Some of the notable uses this month included a Christmas Pageant and High School basketball tournament both hosted by Camp Verde High School, the non-profit Verde Villages group who utilized the kitchen for 6 full days, and Vitalant blood drive. Note: field uses do not factor in multiple practices or games per night.
- Pickleball continues to be played 4 times per week for a minimum of 3+ hours on each occasion. Friday night Cornhole League continues and are using the gym a few Friday evenings a month.
- There were 2 free Pilates classes offered this month. Yoga classes continue weekly on Tuesdays.
- Parks & Rec had 1 scheduled Friday trip this month which was our annual holiday shopping trip. This year we took 4 people to Arrowhead Mall. The trips for the first quarter of 2025 have been released and registration is open for the first trip to Ripley's Believe It or Not on January 10th.
- Staff hosted a Special session with the Parks & Recreation Commission this month. Items on the agenda included the Parks & Recreation Manager update, proposed fee schedule changes, new Commission candidates, and Heritage Pool. Our next Regular meeting will be Monday, January 6, 2025, at 6:00 pm.
- The 4 full-time staff worked **7 occurrences for a total of 113 hours** for activities outside of regular business hours this month.
- Completed credit card reconciliation for November.
- 3rd-4th grade Grasshopper had their playoff games on Dec. 2-3rd to officially end the season. 5th-8th grade registration remained open.
- Our Christmas Magic on Main event has come and gone for another year. This year we had a total of 59 registered vendors, with 53 participating in the craft fair. We had several cancellations due to sickness and a few no-shows, which is normal. Our parade entries were the highest we have ever had with 42 participating and a few no-shows for that as well. This was the first year we gave awards for the best parade entries.
- Staff have been working on American Camp Association trainings online with a goal to have them completed prior to the start of camp next year.
- Staff continued to attend a variety of virtual forums including tournaments, aquatics, and special events to stay up on what is going on with other P&R Departments around the State.
- United Christian School used our gym every weekday for basketball practice and games. Verde Valley School also uses our gymnasium for their basketball and volleyball games.
- Vitalant hosted a blood drive in the gym on Thursday, Dec. 12th. They have scheduled the use of the gym for 6 blood drives in 2025.
- Vendor registration for the 2025 Pecan & Wine Festival opened on Oct. 21. Inside spaces were filled within 24 hours and there are currently 92 vendors registered for the event. Staff has reserved tents and equipment for the event with Verve Events and Tents. Staff has also reached out to Northern Arizona Blues Alliance for the music portion of the event.

- Shawna Figy was officially offered the position of Parks and Recreation Manager and accepted the position Dec. 9th.
- Registration opened for the February 8th Touch A Truck event. We are looking for static exhibitors, demonstrations, and sponsors for this event. Taylor Waste is a sponsor for this event, giving \$1,000.

Christmas Magic on Main Ideas/Improvements List

- 1.** Consider opening the inside Gym at 9:00 in conjunction with the Breakfast with Santa.
- 2.** The stable worked well photos with Santa, need to add a roof of some type, especially for the morning sun.
- 3.** Look at improving the parade line-up on the field. Need at least 3 people for parade line-up.
- 4.** Volunteers to help decorate very beneficial.
- 5.** Have a clicker for Mrs. Claus so we can track how many kids/families visit with Santa in the am and pm.
- 6.** Elf was a nice touch, look at bringing her back, maybe adding more?
- 7.** Need a table lamp for the parade judges so they can see.
- 8.** Having Phyllis with a radio telling the announcer and judges who was coming worked well, especially when not in order and accommodated for the no-shows.
- 9.** Look at getting a new sound system with PA. Was suggested to get one that covers all of Main St.
- 10.** Gingerbread workshop on Friday to allow kids/adults to come and build their houses for the contest. Winner this year would be willing to do the workshop to help and we could do it for free or as a fundraiser.
- 11.** Need to do online registration for the Gingerbread contest.
- 12.** Use Ramada and space around it for additional vendors.
- 13.** Need to get more string lights and extension cords, maybe cords with multiple plug options.
- 14.** Improve/add to Candyland
- 15.** Order new backdrop
- 16.** Traffic control for Kiwanis – how to control foot traffic to breakfast, additional signs, additional seating a plus in 204
- 17.** Wrapping trees with lights great addition
- 18.** More ornaments in trees



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: January 6, 2025

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

3rd Annual Touch A Truck Event: February 8, 2025!

The Parks and Recreation Division of Camp Verde is thrilled to announce the 3rd Annual Touch A Truck Event, happening on Saturday, February 8, 2025, from 11:00 AM to 3:00 PM at the Camp Verde Sports Complex (990 Champion Trail). With no admission fees, the 2025 Touch A Truck event is the perfect outing for families and an excellent opportunity for businesses to connect with the community. Don't miss out on the chance to join this growing tradition of fun, exploration, and community spirit!

After an incredible turnout in 2024 this year promises to be even bigger and better! Join us as the parking lot transforms into an exciting, hands-on playground of vehicles and activities for the whole family.

Discover hands-on exploration while getting up close and personal with a variety of public service, emergency, utility, construction, and transportation vehicles. Operators will be on hand to share insights and answer questions. Witness powerful machines in action as they lift, dig, and perform live demonstrations showcasing their capabilities. Children can enjoy a dedicated play zone with activities like a toy construction vehicle sandbox and more!

Enjoy a free hot dog lunch, courtesy of the Camp Verde Kiwanis Club, and explore booths from community organizations offering valuable information and resources.

Companies and organizations are invited to take part in this exciting community event at no charge! Opportunities include:

1. **Static Display:** Share your company's vehicles and allow kids to explore them up close. This is a fantastic way to engage with families and showcase your role in the community.
2. **Live Demonstrations:** Have a vehicle or piece of equipment with impressive features? Take part in the demonstration area and show off what it can do!
3. **Sponsorships:** By sponsoring the event, your company could help support this free, family-friendly activity while gaining visibility. Sponsorships often come with perks like having your logo featured in promotional materials or on-site signage.

To register, visit www.visitcampverde.com Click on events/annual events and Touch A Truck.

For more information, please contact Parks and Recreation at 928-554-0820 ext. 3, email us at Parks@campverde.az.gov, or stop in and see us at 395 S Main St in Camp Verde.

TOUCH-A-TRUCK

A hands on opportunity to explore a variety of machinery!

FREE Kids Event



February 8th, 2025
11:00am to 3:00pm



Camp Verde Sports Complex!
990 Champion Trail
Camp Verde, Az!

Live Demonstrations!
Meet the people who
build, protect, and serve
the Verde Valley!

WARNING

No Pets or Dogs Allowed
Registered
Service Animals
Only

FREE Lunch
provided by



Kiwanis
CAMP VERDE ARIZONA

Register for Touch a Truck at
www.visitcampverde.com

Click Events

Annual Events



**to be a part
of our event!**

**2024 attendance
was over 3,500!**

**Would your business
like to be a sponsor?**

**Do you have a
unique vehicle
that kids would love?**

**Are you a non-profit
that helps kids and
families?**

**No cost
to participate!**

TOWN OF CAMP VERDE
Parks & Recreation

928-554-0820 X3