



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, MARCH 3, 2025 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/86505205881?pwd=vPWOPMdfJzTnbPd7Z5XBQSe08jKaci.1>

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

Meeting ID: 865 0520 5881

Passcode: 149514

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 – January 6, 2025 Pg. 3
 - 2) Work Session/Site Tour – February 3, 2025 Pg. 7
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, April 7, 2025 at 6:00 p.m.
 - 2) Monday, May 5, 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) **Sesquicentennial Park Presentation.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 9
- 7) **Dark Sky Presentation.** Staff Resource: Town Manager Miranda Fisher. Pg. 13
- 8) **Discussion and Review of Fort Verde Days Grand Marshal Selection.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 15
- 9) **Parks & Recreation Commission Quarterly Report.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 17
- 10) **Update on the Parks and Recreation Master Plan Request for Proposal.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 19
- 11) **Tourism Community Survey.** Staff Resource: Town Manager Miranda Fisher. Pg. 21
- 12) **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
- 13) **Update on Parks & Recreation current programming and events.** Staff Resource: Parks & Recreation Manager Shawna Figy. Pg. 23
- 14) **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 02-26-2025 at 5:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



DRAFT MINUTES
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, JANUARY 6, 2024 at 6:00 P.M.

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

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

Also Present
Parks & Recreation Manager Shawna Figy, Town Manager Miranda Fisher, Town Clerk Leah Rhodes and Administrative Clerk Jadie Edwards
- 3) **Pledge of Allegiance**
Commissioner Mary Hughes led the Pledge
- 4) **Consent Agenda** - All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission requests.
 - a) **Approval of Minutes:**
 - 1) Regular Session – November 4, 2024
 - 2) Regular Session – December 9, 2024
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, February 3, 2025 at 6:00 p.m.
 - 2) Monday, March 3, 2025 at 6:00 p.m.

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

Roll Call:
Commissioner Hughes: Aye
Commissioner Faulkner: Aye

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

- 5) **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to Town Staff).** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

No public comments.

- 6) **Swearing in of the new Parks & Recreation Commissioners: Glenda Duncan, Zach McKay & Charlotte Salsman.** Staff Resource: Town Clerk Leah Rhodes.

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

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

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

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

Commissioner Faulkner volunteered to take the Vice Chairperson position.

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

Roll Call:

Commissioner Hughes: Aye
Commissioner Faulkner: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner Salsman: Aye
Vice Chair Morris: Aye
Chair Grondin: Absent

Motion Passed: 6-0

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

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

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

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

Roll Call:

Commissioner Hughes: Aye
Commissioner Faulkner: Aye
Commissioner Duncan: Aye
Commissioner McKay: Aye
Commissioner Salsman: Aye
Vice Chair Morris: Aye
Chair Grondin: Absent

Motion Passed: 6-0

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

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

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

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

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

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

Town Manager Fisher recommended to the Commission to review the newest report with

financial data (updated November 25, 2024), which can be accessed on the Sports Complex webpage under “Financial Overview”.

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

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

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

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

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

- 13) **Adjournment**

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

Vice Chair Candra Faulkner

Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Recreation Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 6th day of January 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____ 2025.

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION/SITE TOUR
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, FEBRUARY 3, 2025 at 9:00 A.M.

1. Call to Order

Chair Dave Grondin called the meeting to order at 9:00 a.m.

2. Roll Call

Chairperson Dave Grondin, Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes and Commissioner Zack McKay (arrived at 9:04 a.m.), Commissioner Charlotte Salsman were present. Commissioner Jerry Morris was absent.

Also Present

Parks & Recreation Manager Shawna Figy, and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

The Commission Members led the Pledge of Allegiance.

4. Commission Orientation. (Staff Resource: Town Clerk Leah Rhodes).

Town Clerk Leah Rhodes and Parks and Recreation Manager Shawna Figy conducted an orientation session for the Commission Members. The training aimed at providing all Commission Members with a clear understanding of their roles, responsibilities, meeting procedures, and key policies, including open meeting laws, ethics and conflict-of-interest guidelines. The orientation was designed to promote consistent decision-making, ensure legal compliance, and foster a collaborative relationship between the Commission and staff.

Parks and Recreation Manager Shawna Figy and Town Clerk Leah Rhodes responded to questions from the Commission Members.

Chairperson Grondin stated the Commission Members and Town staff would start their tour of the Parks and Recreation facilities, as listed on the agenda, and no action would be taken.

5. Travel to the Parks & Recreation Office, located at 395 S. Main Street for office tour and recreational assets and use of the site. (Staff Resource: Parks & Recreation Manager Shawna Figy).

6. Travel to Community Park, located at 75 E Hollamon Street, for a site tour and discussion of recreational assets and use of the site. (Staff Resource: Parks & Recreation Manager Shawna Figy).

7. **Travel to the Sports Complex, located at 990 E Champion Trail, for a site tour and discussion of recreational assets and use of the site.** (Staff Resource: Parks & Recreation Manager Shawna Figy).
8. **Travel to Verde Lakes Community Park, located at 3012 S. Aspen Way, for a site tour and discussion of recreational assets and use of the site.** (Staff Resource: Parks & Recreation Manager Shawna Figy).
9. **Travel to Rezzonico Family Park, located at 33 W Moser Lane, for a site tour and discussion of recreational assets and use of the site.** (Staff Resource: Parks & Recreation Manager Shawna Figy).
10. **Travel to Heritage Family Pool & Skatepark, located at 290 Apache Trail, for a site tour and discussion of recreational assets and use of the site.** (Staff Resource: Parks & Recreation Manager Shawna Figy).
11. **Travel to Butler Park, located at 1213 Garner Lane, for a site tour and discussion of recreational assets and use of the site.** (Staff Resource: Parks & Recreation Manager Shawna Figy).
12. **Travel to Arturo Park, located at 2431 N. Arturo Circle, for a site tour and discussion of recreational assets and use of the site.** (Staff Resource: Parks & Recreation Manager Shawna Figy).

The Commission Members and Town staff did not conduct an on-site tour of the Arturo Park facility.

13. **Adjournment/Travel to Town Hall, 473 S. Main Street**

The meeting was adjourned at 11:50 a.m.

Chair Dave Grondin

Leah Rhodes, Town Clerk

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 3rd day of February, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: March 3, 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: Sesquicentennial Park Presentation

Attached Documents:

- Concept Drawing

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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 presentation from members of the community who are interested in making improvements to Sesquicentennial Park, specifically the addition of a new pavilion and possible other monuments. This group is interested in starting a non-profit and collecting donations or doing fundraisers to complete this project. They are bringing this presentation to the Commission hoping for a recommendation to Council in support of the project. Parks and Recreation staff, as well as the Town Manager, have discussed this with a member of the group and encouraged them to bring it to the Commission.

Question(s) before the Commission:

- Do you have any questions about this potential project?

Proposed Motions:

I move to recommend **APPROVAL** of the Sesquicentennial Park improvements to Town Council.

I move to recommend **DENIAL** of the Sesquicentennial Park improvements to Town Council.

Sesquicentennial Park - Phase 2

2024



**LOCAL VISUAL
VERNACULAR**

**LOW-MAINTENANCE
CONSTRUCTION:**

**CORRUGATED
METAL ROOF
GALV. SCREENING
STEEL COLUMNS
AND TRUSSES**

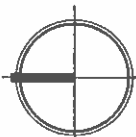
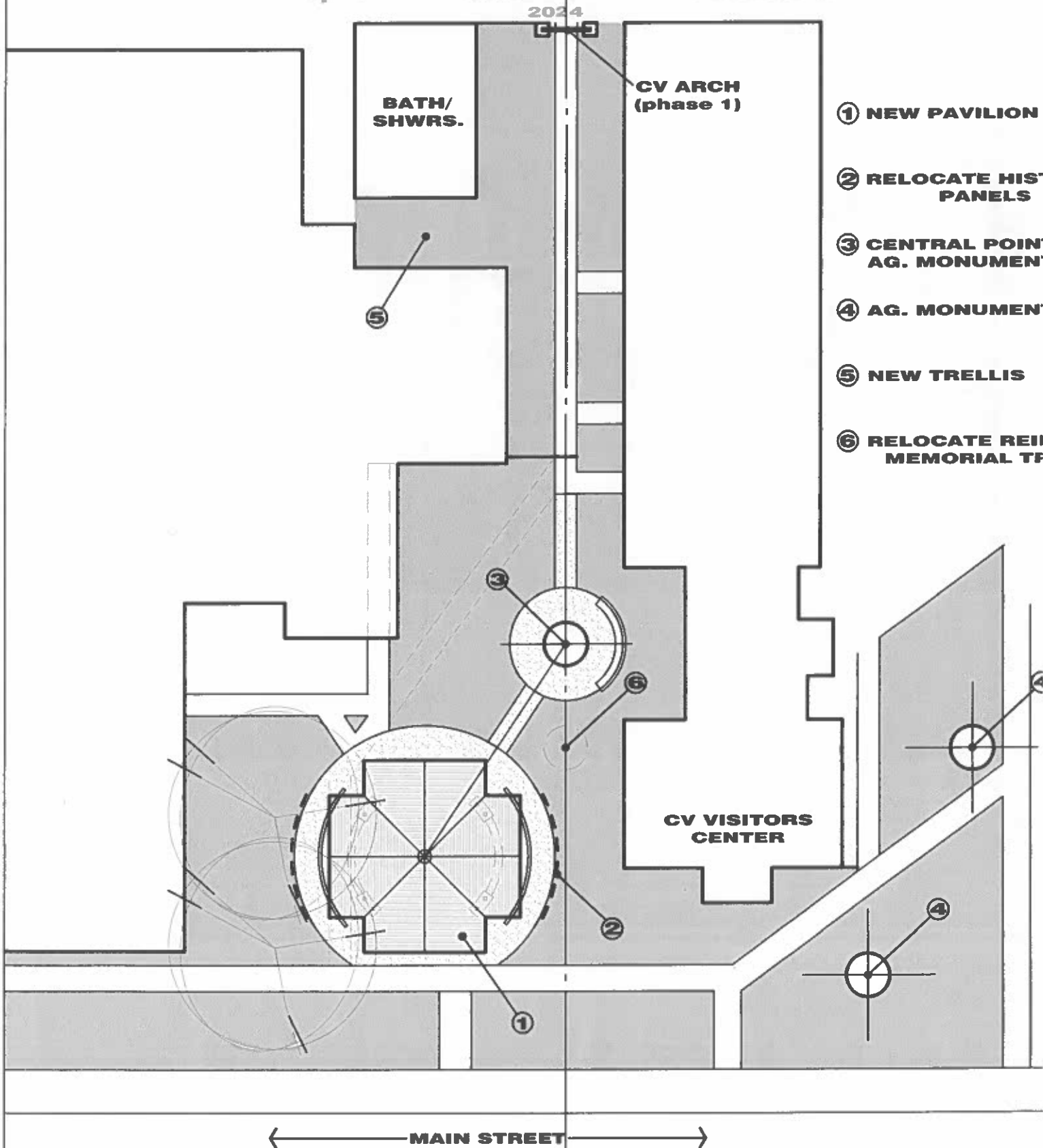
**CONCRETE &
RIVER ROCK
SURFACES**

**WAGON WHEEL
TENSION RING**

**DARK SKY
LIGHTING**

PAVILION CONCEPT RENDERINGS

Sesquicentennial | Park - Phase 2

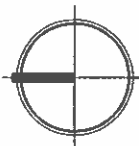
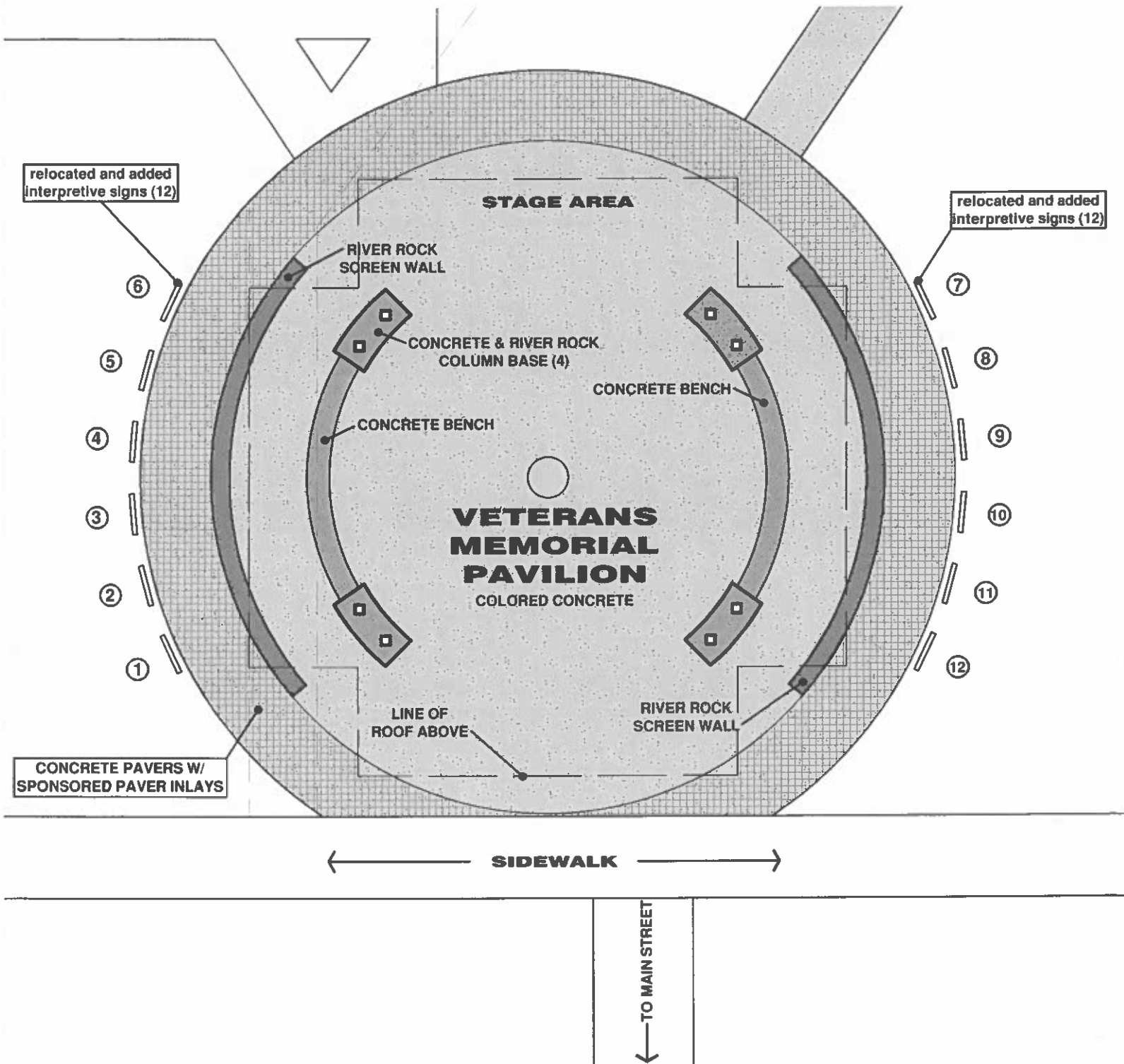


MASTER SITE PLAN

$$1'' = 30' - 0''$$

Sesquicentennial Park - Phase 2

2024



PAVILION PLAN

1" = 10'-0"



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: March 3, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Dark Sky Presentation

Attached Documents: N/A

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 10 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:

Dave Inman, a volunteer delegate with the [International Dark Sky Association](https://darksky.org/places/camp-verde-dark-sky-park/), and a founding member and former board chair of the Camp Verde Dark Sky Community, Inc. will be presenting to the Parks and Recreation Commission about what it means to be a designated Dark Sky community.

Camp Verde Dark Sky Annual Report: <https://darksky.org/places/camp-verde-dark-sky-park/>

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

The strategic plan includes a year one action plan goal of educating the Parks and Recreation Commission and Council about Dark Sky. Town Council and the Planning and Zoning Commission will receive a similar presentation in March as well.

Question(s) before the Commission:

- Does the Commission have any questions for Mr. Inman?

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Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: March 3, 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: Discussion and Review of Fort Verde Days Grand Marshall Selection Process

Attached Documents:

- Process Documentation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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 Commission requested a review of the process used by Parks & Recreation staff to determine the Grand Marshall for the Fort Verde Days parade. Members of the Commission have voiced some frustration with previous Grand Marshall selection and would like to know how that is determined. The process has changed some over the years depending on who was in charge of the event or parade, but since 2020, what is outlined in the attached document has been the general process with improvements in marketing each year.

Question(s) before the Commission:

- Do you have any questions about this process?
- Does the Commission have any recommendations on how the process can be improved?

Nomination and Voting Process

1. Nomination Collection (March - June):

- **Start:** Staff begins collecting nominations from the community in March.
- **Methods:**
 - In-person events at the Parks and Recreation (P&R) tent or in the P&R office.
 - Announcements on social media.
 - Press releases in the local newspaper.
- **Nomination via Email:** Community members can send their nominations to **parks@campverde.az.gov**.
- **Duration:** Nominations are accepted through June.

2. Nominee Selection and Public Voting (Late June - July):

- **Nominee Gathering (Late June):** At the end of June, staff gathers all the nominations.
- **Top 3 Nominees:** The three nominees with the most nominations are selected and put out to public vote.
- **Public Voting:**
 - Voting is announced through in-person events, social media, and press releases.
 - Each nominee is represented through a write-up to inform the public about that nominee.
 - Voting Methods:
 - On social media.
 - In-person at events or the P&R office.
 - Via email to **parks@campverde.az.gov**.

3. Vote Counting and Winner Announcement (End of July):

- **Vote Counting:** Staff counts all public votes.
- **Winner Determination:** The nominee with the most votes is declared the winner.

4. The timeline for this process is determined by the deadline for the Kiwanis Fort Verde Days booklet. The deadline for information to be included in that booklet is normally at the end of July. This deadline is set by the newspaper printing the booklet.



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: March 3, 2025

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: David Grondin, Commission Chair

Agenda Title: Parks & Recreation Commission Quarterly Report

Attached Documents: N/A

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:
- 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 an opportunity for the Commission to provide input for the Q4 Quarterly Report, which will be presented to Town Council in March 5, 2025. The Quarterly report is normally created and presented by the Commission Chair. Q4 is from October – December 2025. The report should include agenda items and events that the Commission have been involved in or provided motions for during the previous quarter's meetings.

Question(s) before the Commission:

- Do you have any questions about this quarterly report?

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Meeting Date: March 3, 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 the Parks & Recreation Master Plan Request for Proposal

Attached Documents: N/A

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:
- 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 Master Plan Request for Proposal was put out to bid in January. Parks & Recreation staff and Martin Smith, the Town's Capital Improvements Project Manager, held a pre-bid meeting on January 22nd with 12 participants on the virtual call. There was a question period where potential bidders could ask questions to clarify anything within the Request for Proposal. The question period ended February 12th and all interested parties were provided with an addendum that included all the questions that had been submitted with answers. All bids were due February 19th. Four bids were received, and a review committee has been established who will meet the first week of March to discuss the proposal and determine who they are recommending the contract be awarded to.

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

The strategic plan includes a year one action plan goal of identifying and budgeting for a consultant to complete the Master Plan.

Question(s) before the Commission:

- Does the Commission have any questions about this update on the Request for Proposal?

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Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: March 3, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Tourism Community Survey

Attached Documents: N/A

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 Town of Camp Verde is calling on community members to make their voices heard through a Community Tourism Survey. This is your chance to share ideas and help shape the future of tourism in our town! Take the survey today at [Tourism Community Survey](#)

As part of the Town's strategic plan, enhancing tourism-related revenue is a key goal to promote sustainable growth and economic vitality. Input from residents will play a crucial role in identifying opportunities to improve tourism promotion, attract visitors, and ensure tourism benefits both visitors and the local community.

"Our community's voice is essential in shaping the future of tourism in Camp Verde. We want to ensure that our tourism efforts not only support our local economy but also reflect the values and priorities of our residents," said Town Manager Miranda Fisher.

The survey is open through March 7, 2025, and your feedback will help shape tourism strategies for the next five years. Don't miss this chance to make an impact—take the survey today and help us create a future where tourism benefits everyone!

The Town is partnering with a third-party community engagement firm, Polco, that works to help governments and organizations better understand and respond to the needs of their community stakeholders.



Parks and Recreation Commission Agenda Information Memorandum

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

The strategic plan includes a year one action plan goal of creating a Marketing Plan and this tourism survey is a part of that process.

Question(s) before the Commission:

- Does the Commission have any questions about the tourism survey or the Marketing Plan?



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: March 3, 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:

- January Monthly Report
- Current Press Releases
- Pecan & Wine Flier
- Phoenix Zoo Flier/Museum of Indigenous People Flier
- Touch A Truck improvements list and summary

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: | | | | |
| • 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 Pecan & Wine Festival, Grasshopper basketball, Corn Fest, along with summaries of recently completed events and programming.

Question(s) before the Commission:

- Does the Commission have any questions about the upcoming events?

Parks & Recreation Monthly Report – January 2025

- Scheduled facility uses this month were as follows: Meeting rooms had 70 uses, Ramadas were at 9 uses, Gym had 74 uses, Sports fields had 32(11 @ SC, 21 @ Butler, 0 @Comm. Center) uses, kitchen 8 uses, and public showers 37. We are also happy to have gotten our Parks & Rec Conference room back mid-month and it had 3 scheduled uses. Highlighted use this month was a Boy Scouts Fundraising Chili Dinner in the gym. 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.
- Yoga classes continue weekly on Tuesdays and Tai Chi is held on Wednesdays.
- Parks & Rec had 2 scheduled Friday trips this month. We traveled with 3 people to the Ripley's Believe It or Not exhibit, and 3 people to the Musical Instrument Museum. Staff is working on trips for the next quarter, along with our Diamondbacks game schedule for this year.
- Staff hosted a Regular of the Parks & Recreation Commission this month. Items on the agenda included the new Commissioners swearing in and an update on Heritage Pool. Our next Regular meeting will be Monday, March 3, 2025, at 6:00 pm.
- The 4 full-time staff worked **8 occurrences for a total of 51 hours** for activities outside of regular business hours this month.
- Completed credit card reconciliation for December.
- 5th-8th grade Grasshopper began with evaluations and the draft being held January 6th. Games started on January 18th with 4 teams in each age group.
- Staff continues 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.
- Vendor registration for the 2025 Pecan & Wine Festival remains open. Inside spaces were filled within 24 hours and there are currently 99 vendors registered for the event. The music line-up and wineries have all been solidified. Marketing has begun in partnership with Verde Valley Wine Consortium.
- Staff began recruitment for the full-time Recreation Supervisor position along with our pool and summer camp seasonal employees.
- Registration and planning continued for the February 8th Touch A Truck event. We have 19 participants with 30 vehicles registered. Kiwanis will be offering free hot dogs and water, with 1,000 to give away this year. We have received \$4,000 in sponsorship for this event. This money is used for giveaways and additional marketing for this event. We also have 3 non-profit groups participating this year.
- Circus Pop! The bubble Magic Show came and presented 2 shows in the Community Center Gym. This was a partner event. 242 people attended the event and Parks & Recreation received a portion of the proceeds, a total of \$680. The feedback on the show was very positive.
- Staff has been working closely with Camp Verde Little League who is getting ready for their evaluations being held Feb. 8th at Butler Park.
- Staff met with a community member who is working on a plan to replace the gazebo. This presentation will be brought to the Parks & Rec Commission in March.

- Staff met with Economic Development and the Arizona Rally Race group to discuss options to better collaborate on the events they have at the Sports Complex.
- Staff has been working with different promoters to bring 2 different adult softball tournaments to the Sports Complex this spring. They are also working with Showtime Sports to host a youth flag football tournament at the Sports Complex.
- Staff has begun the budget process including updating budget narratives, updating the fee schedule, planning for future CIP projects and staff, and evaluating budget line items for increase or decrease for FY26. As part of the budget process, staff is researching shuttle bus upgrade options, pool alternatives, and facility reservation software, along with other potential CIP items.
- Staff ordered lifeguard gear and started planning lifeguard certification for the seasonal pool staff.
- The Parks & Recreation Master Plan RFP is out for bid. Staff hosted a pre-bid meeting this month and are working with Martin and Miranda to answer questions that come in regarding the RFP.
- Staff is conducting a survey through Polco which was released this month. The survey is gathering information from the public regarding our Friday trip program. The survey closes at the end of February.
- Shawna participated in the interviews for new Deputy Town Clerk and assisted with the tours for the Library Manager candidates.
- Staff met with disc golf volunteers to continue to work on a plan for maintenance, upkeep, and improvements to the disc golf course.



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 and Dessert 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.



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

For Immediate Release

Date: February 24, 2025

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Sweet Competition Heats Up at the Pecan and Wine Festival

CAMP VERDE, AZ – Get ready for a pecan-packed weekend! Camp Verde Parks & Recreation is excited to announce the introduction of the Pecan Dessert Bakeoff, taking place on Sunday, March 16, 2025, at the Camp Verde Pecan and Wine Festival. This delicious competition invites community members to showcase their best pecan-themed baked goods including pies, cakes, bars/brownies, cookies, and breads. There will be two categories, Pecan Pies and Pecan Desserts.

A panel of volunteer judges will sample each entry, awarding prizes to the best Pecan Pie and Best Pecan Dessert. Awards are given by our Hometown Hero Sponsor, Ruby Road Vintage. Whether it's a classic pecan pie or a unique new creation, the bakeoff is the perfect opportunity for both amateur and experienced bakers to share their talents and celebrate Camp Verde's rich pecan-growing tradition.

The Camp Verde Pecan and Wine Festival, held on March 15-16, 2025, in partnership with the Verde Valley Wine Consortium, will also feature a wine tasting tent with 15 wineries from across the Verde Valley. Festivalgoers can sip on locally crafted wines and unique beer while enjoying live music on the main stage throughout the weekend. The Arts and Crafts show features over 100 vendors selling unique items as well as a variety of food trucks.

The event is made possible through the support of generous sponsors, including Platinum sponsors SRP, Yavapai College, and its Southwest Wine Center and the Verde Valley Wine Consortium.

You may register for the Pecan Dessert Bakeoff at <https://campverdesportsites.com/player>

For more information, please contact Camp Verde Parks & Recreation at 928-554-0820 (ext. 3) or email parks@campverde.az.gov.



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

For Immediate Release

Date: January 29, 2025

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Camp Verde Parks & Recreation Seeks Community Input for Upcoming Trips

Camp Verde, AZ – Camp Verde Parks and Recreation is inviting community members to share their input on the Friday Community Trip program. Each month, Parks and Recreation organize trips to various destinations, offering residents the opportunity to explore new attractions while enjoying convenient transportation. The cost of each trip includes travel and transportation, but participants are responsible for their own lunch, whether they choose to pack a meal or dine at a nearby restaurant. All trips depart from the Parks and Recreation office at 9:00 a.m. and return by 4:00 p.m.

To improve the program and better accommodate the community's interests, Parks and Recreation is seeking feedback on preferred travel days and desired destinations. Residents are encouraged to complete a short survey to help shape future trips. The deadline to participate is Friday, February 28, 2025.

The survey can be accessed online at <https://polco.us/ses6ek>.

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



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

For Immediate Release

Date: January 22, 2025

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Join Camp Verde Parks & Recreation for Exciting February Adventures!

The Town of Camp Verde's Parks & Recreation Division invites adventurers of all ages to embark on thrilling community trips filled with fun, discovery, and connection. This February, we're exploring the Goldfield Ghost Town & Mine and experiencing the Scottsdale Arabian Horse Show—two unforgettable excursions!

Step back in time on Friday, February 7th at Apache Junction at Goldfield Ghost Town! This historic destination offers an authentic Old West experience, featuring a guided mine tour, Arizona's only narrow-gauge train, the Superstition Museum, and attractions like the Lost Dutchman Mine Exhibit. Stroll through unique shops and enjoy the rich history of the Wild West! The cost is \$63.00.

On Friday, February 21st, experience the 70th Annual Scottsdale Arabian Horse Show, the world's largest Arabian horse event! Watch top-tier horses compete, meet elite owners, trainers, and breeders, and explore over 250 vendor booths showcasing jewelry, clothing, and exquisite works of art. The International Cuisine Court will be available for a delicious meal! The cost is \$31.00

The cost of trips 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.

Stay updated on future trips! Registration for each trip opens one month prior to the event. The best way to stay informed is through the registration link above.

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



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

For Immediate Release

Date: January 29, 2025

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Camp Verde Parks & Recreation Now Hiring Summer Staff:

Lifeguards and Summer Camp Counselors

Camp Verde Parks & Recreation is now hiring enthusiastic and responsible individuals for seasonal summer positions, including lifeguards and camp counselors. These roles offer a fantastic opportunity to gain experience, develop leadership skills, and be part of a fun and dynamic team.

Lifeguards are responsible for ensuring the safety of swimmers, enforcing pool regulations, and responding to emergencies. Paid lifeguard training, CPR, and First Aid classes will be held on Thursday, March 13th, and Friday, March 14th, and applicants must pass the course to be considered for employment. The minimum age requirement for lifeguard training and certification is 16 years old. Lifeguards must have flexible availability, including evenings and weekends. The Heritage Pool is scheduled to open for the season on Friday, May 23rd, and hourly wages start at \$15.70 per hour, depending on assignment, experience and qualifications.

Camp counselors will lead recreational activities, supervise campers, and foster a safe, positive, and engaging environment for children who have completed Kindergarten through 6th grade. Applicants must be at least 18 years old. Paid training will take place from Monday, May 19th, through Friday, May 23rd, and the summer camp program will run from Tuesday, May 27th, through Thursday, July 17th. Counselors must be available to work Monday through Thursday from 7:45 AM to 4:30 PM. Hourly rates begin at \$15.70 per hour based on assignment, experience and qualifications.

To apply, visit [Jobs | Town of Camp Verde, AZ](#) and complete the online application. Join us for a rewarding summer job where you can make a difference, have fun, and gain valuable experience! For more information, contact the Parks & Recreation Division at 928-554-0820 ext. 3 or email parks@campverde.az.gov.

Town of Camp Verde

Pecan & Wine Festival 2025



**75 E. Hollamon Street
Downtown Camp Verde**

FREE ADMISSION



Saturday, March 15th ♦ 11am - 7pm

Sunday, March 16th ♦ 11am - 4pm

*A Fun & Fabulous Weekend of
Local Wine, Food, Craft Vendors, Beer Garden
& Live Music!*

Yavapai
COLLEGE

Parks and Recreation Regular Session



Delivering water and power®

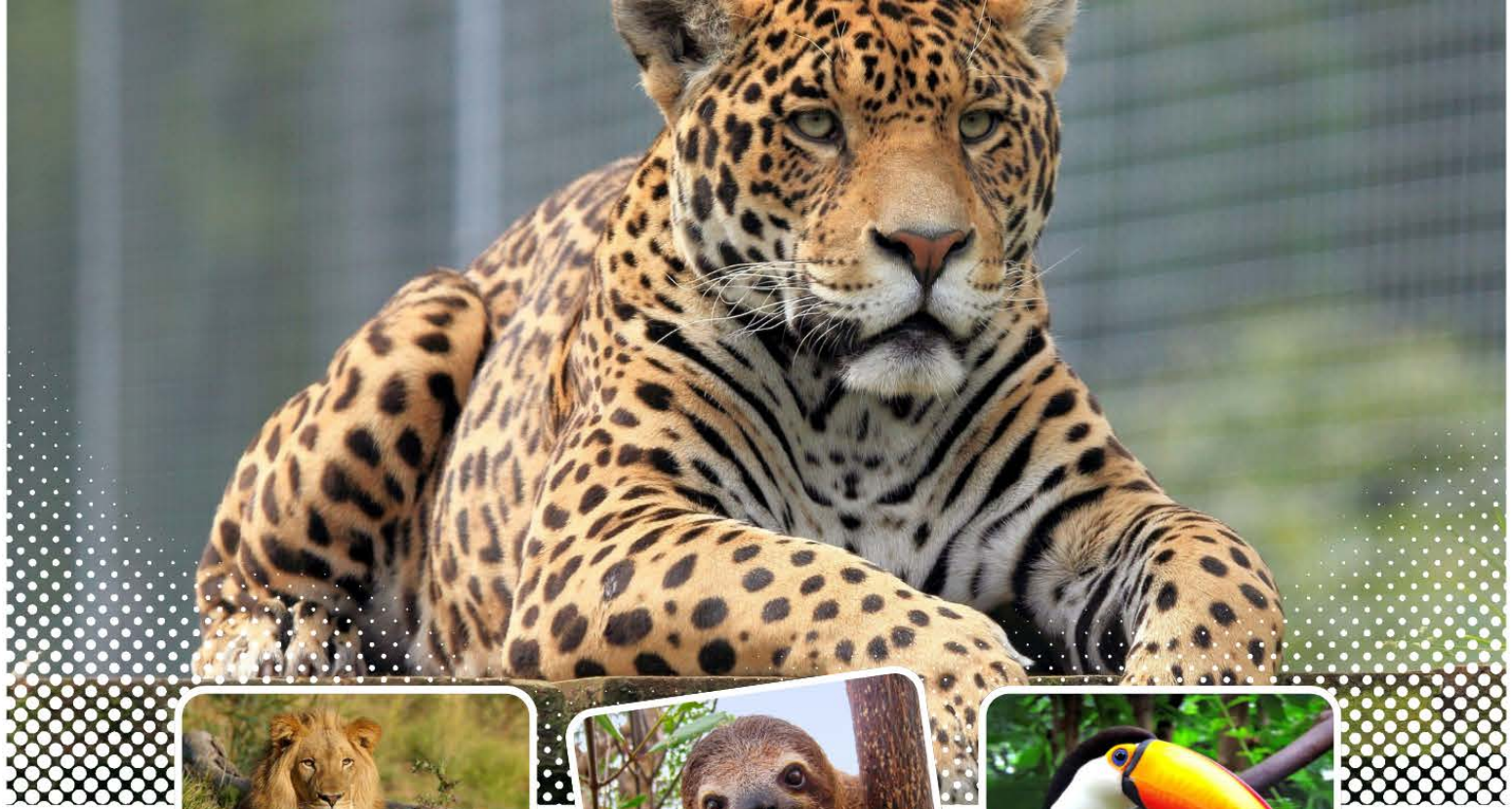
March 3, 2025



TOWN OF CAMP VERDE
Parks & Recreation



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Phoenix ZOO

The Phoenix Zoo, located in Papago Park, is one of the largest nonprofit zoos in the United States, home to over 3,000 animals representing nearly 400 species, including many that are threatened or endangered. Visitors can explore four distinct trails—Arizona, Africa, Tropics, and Children's—each showcasing unique wildlife and habitats. The zoo is dedicated to conservation, offering educational programs and engaging exhibits that inspire a connection with the natural world. Open daily from 9 a.m. to 4 p.m., the Phoenix Zoo provides a memorable experience for guests of all ages.

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.

March 7th, 2025
\$63

TO REGISTER OR FOR MORE INFORMATION:

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

 parks@campverde.az.gov  928-554-0820 # 3

 395 S. Main Street, Camp Verde

**MARCH
21ST**

\$23

Museum of Indigenous People

The Museum of Indigenous People (MIP) in Prescott is the only museum in the area dedicated to the culture and art of Native peoples. Established in 1935 and housed in historic stone buildings, MIP celebrates the indigenous cultures of the Southwest with exhibits featuring prehistoric, historic, and contemporary art and artifacts from the southwestern United States and northern Mexico. Renamed in 2020 to better reflect its mission, MIP serves as a venue where Native voices are heard, appreciated, and understood. Guided by Native advisors and a diverse team, MIP strives to enlighten visitors and foster respect for the vibrant traditions and history of Native communities

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.

TOWN OF CAMP VERDE
**Parks &
Recreation**



Parks and Recreation Regular Session

TO REGISTER OR FOR MORE INFORMATION:



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



parks@campverde.az.gov



928-554-0820 # 3



March 3, 2025

395 S. Main Street, Camp Verde

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Touch A Truck Recap

Sponsorships:

Taylor Waste	\$1,000.00
Optimum	\$1,000.00
Jones Ford	\$1,000.00
NCS	\$ 500.00
Renewal By Anderson	\$ 500.00
Mark Cole	\$ 150.00
Yavapai Broadcasting Live Remote	In kind donation –
Total:	\$4,150.00

Partners:

Roaming Railroad received	\$150.00
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Expenses:

Advertising	
Juan/Jack Fm	\$ 510.00
Yavapai/My Radio Place	\$ 648.00
Larson Newspaper	\$ 232.00
Total:	\$1,390.00

Give-aways	\$ 492.52
Hand-Washing Stations	\$
Sponsor Banners	\$ 81.84

Demonstrators:

	# of Vehicles
Builder's First Choice	2
Johnson's Heavy Towing	1
Firebird Towing	1
Optimum	2
Taylor Waste	2

Static Display

ADOT	1
Arborist Standards Tree Care	1
CV Marshall's Office	2
CV Parks & Recreation	1
Copper Canyon Fire	2
(Devine Pies) *	1
Don Liles	1
Endeavor HCBS	1
Horses With Heart	2
Jones Ford	2
Mark Cole	1
McDonald Brothers	3
Rare Breed Leasing	1
United Rentals	5
Verde Valley 4 Wheelers	2
Verde Valley Rentals	2
(Yavapai Broadcasting) *	1
Yavapai County Sheriff's Office	2
Total:	39

Non-Profits

All Boss
Devine Pies *
Rashawn Gilmer (books)
The Verde Villages

2025 Touch A Truck Improvement Lists

Put only rodeo panels around the demonstration area.

Use traffic and pedestrian barricades between the static display and visitor parking.

Send out Task List the first part of January.

Make the static parking lot bigger.

Move the demonstration area further down west towards McCracken Road.

Ask the vendors to put the correct length of the vehicle on the application as well as the number of vehicles they are bringing. (Including the ones on the trailer that they will unload and set up. Encourage to leave vehicles on the trailer or move the trailer to the overflow parking which will allow more space for other vehicles.

Add an additional sand box with more of the “digger” toys in them.

Reach out to motorcycle clubs / dirt bikers and race cars.

Maybe add a health fair alongside? Reach out to Yavapai Apache Diabetes Program

Coordinate with Little League so tryouts are not on the same weekend.

Find a horse and wagon to give rides.

Include Mary's Marvelous Mini's with Horses with Heart horse trailer.

Swap the tent with the shuttle bus for more visibility.

Place rodeo panels in front of the concrete blocks by the bleachers for added safety.

PA system

Better communication with other departments for event for street signs and layout.

Bigger banner for the road.