



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, FEBRUARY 2, 2026 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 Faulkner called the meeting to order at 6:00 p.m.

2) Roll Call Chairperson Candra Faulkner, Vice Chairperson Mary Hughes, Commissioner Glenda Duncan, Commissioner Victoria O'Malley, Commissioner Doug Ashley, Commissioner Zach McKay (Absent), and Commissioner Shane Gerhardt (via Zoom).

Also Present:

Town Manager Miranda Fisher, Parks and Recreation Manager Shawna Figy, and Assistant Clerk Beth Evans.

3) Pledge of Allegiance

Commissioner Ashley 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 – January 5, 2026

b) Set Next Meeting Date and Time:

- 1) Regular Session Monday, March 2, 2026 at 6:00 p.m.
- 2) Regular Session Monday, April 6, 2026 at 6:00 p.m.

Motion was made by Commissioner Duncan to approve the next meeting dates, times, and meeting minutes, seconded by Vice Chairperson Hughes.

Note: No vote was taken after the motion. Commissioners voted after Agenda Item 5.

Roll Call:

Commissioner Duncan: Aye
Commissioner O'Malley: Aye
Commissioner Ashley: Aye
Commissioner McKay: Absent
Commissioner Gerhardt: Aye
Vice Chairperson Hughes: Aye
Chairperson Faulkner: Aye

Motion Passed: 6-0

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

Deb Moody spoke on Verde Lakes and thanked the Commissioners for what they have done for the Verde Lakes. She requested that the Commission retire the name and possibly start a new organization, if that is what is needed for the Town.

- 6) **Presentation by Camp Verde 4 Community on the plans for a new track and facility at the Camp Verde Unified School District campus.** Staff Resource: Town Manager Miranda Fisher.

John Bassous spoke about Camp Verde 4 Community organization, stating that they are a 501c3 and they are working with the Camp Verde Unified School District to build a new athletic stadium and all-weather track for use by multiple members of Camp Verde and outlying communities. He stated, due to cost, they do not have construction plans yet, they have conceptual plans. Mr. Bassous spoke about the reasons why they needed a new track, the specifics of their plans, the location, and the various uses planned for the facility. He also spoke about how they plan on funding the facility.

Mr. Bassous responded to questions from the Commission.

- 7) **Presentation and update on Camp Verde Sports Complex projects.** Staff Resource: CIP Project Manager Martin Smith.

Martin Smith, Capital Improvements Project Manager, provided an overview of ongoing projects at the Sports Complex. Staff continue to work through permitting and regulatory requirements, including coordination with the Arizona Department of Housing for the concession stand. Construction will proceed in phases, beginning with the concession stand, followed by utilities, ADA walkway, and ADA parking improvements. The pump building has been installed, and the next steps include excavation of the retention pond

and installation of underground piping to support the irrigation system.

Once irrigation is complete, the site will move into final landscaping, with \$14,300 allocated for trees and plants in coordination with the Camp Verde Tree Advisory Committee. Additional landscaping areas are also being evaluated, including the space between the walkway and the south baseball field, where materials such as wood mulch or decorative granite are being considered. Staff also noted public interest in opening an entrance from McCracken Lane; this option would require coordination with ADOT and is currently under consideration.

Town Manager Fisher, CIP Project Manager Smith, and Parks & Recreation Manager Shawna Figy responded to questions from the Commission.

- 8) **Presentation and discussion about the use of partnership agreements with non-profits who use Town Parks and Recreation facilities.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher said the Town is interested in exploring partnership agreements with nonprofits that are utilizing Town facilities. She said they are going to start with the Little League who currently has a Facilities Use Agreement that allows them to use the Town's fields. Ms. Fisher explained that the relationship extends beyond simple field use, and staff is working to develop partnership agreements that better reflect the full scope of collaboration between the Town and nonprofit organizations.

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

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

Parks and Recreation Manager, Shawna Figy, spoke about the draft letter of a survey that was prepared by Kimley-Horn. She said they will be mailing out the survey soon to a random selection of the community.

There were no questions from the Commission.

- 10) **Update on the ActiveNet registration software.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager, Shawna Figy, said that they have been working diligently with the new registration and facility software ActiveNet. She said one staff member has been doing a lot of the work on the project, Sarah Woodson, Parks and Recreation Coordinator. Ms. Woodson said the program is for facility reservations for both child and adult programs, as well as for the pool cashier and registrations at the pool, summer camp, invoicing, wait lists and much more. She said this software will allow them to function a bit more smoothly as a team, with less paperwork. Ms. Woodson said there is a full library of training videos and a training website to access for assistance.

Sarah Woodson, Parks and Recreation Coordinator responded to questions from the Commission.

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

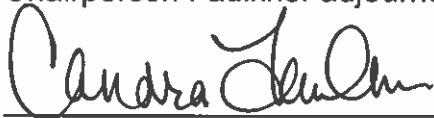
Commissioners reported on the events that they attended this past month.

- 12) **Update on Parks and Recreation current programming and events.** Staff Resource: Parks & Recreation Supervisor Tiffany Smith.

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

- 13) **Adjournment**

Chairperson Faulkner adjourned the meeting at 7:21 p.m.



Chairperson Candra Faulkner



Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Recreation Commission of the Town of Camp Verde, Arizona, during the Regular Session held on the 2nd day of February, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 7 day of April, 2026.



Leah Rhodes, Town Clerk