



**MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, AUGUST 3, 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**
Chairperson Faulkner called the meeting to order at 6:00 p.m.
- 2) **Roll Call.** Chairperson Candra Faulkner, Vice Chairperson Mary Hughes, Commissioner Glenda Duncan (participated remotely), Commissioner Victoria O'Malley, Commissioner Doug Ashley, Commissioner Shane Gerhardt (absent), Commissioner Sylvia Strobel.

Also Present:

Acting Town Manager Michael Showers, Parks and Recreation Manager Shawna Figy and Administrative Assistant Conner Bustamante.

- 3) **Pledge of Allegiance**
Commissioner Strobel 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 – July 6, 2026

b) Set Next Meeting Date and Time:

- 1) Regular Session Monday, September 7, 2026 at 6:00 p.m. (Cancelled)
- 2) Work Session Monday, September 14, 2026 at 6:00 p.m.
- 3) Regular Session Monday, October 5, 2026 at 6:00 p.m.

Motion was made by Commissioner Ashley to approve the next meeting dates, times, and meeting minutes, seconded by Commissioner O'Malley.

Roll Call:

Commissioner Duncan: Aye

Commissioner O'Malley: Aye

Commissioner Ashley: Aye
Commissioner Gerhardt: Absent
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))

There were no public speakers.

- 6) **Update on Camp Verde Sports Complex projects.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks & Recreation Manager Figy noted that the official first phase of the project is nearly complete, with the Public Works Director finishing the final wastewater adjustments for the upper pond irrigation system. Staff expect to begin pumping recycled water into the pond within the next few weeks, marking the completion of this phase. Currently, the department is actively seeking funding to install irrigation lines for the trees, and the Commission raised no questions regarding the update.

- 7) **Review and discussion regarding the Town's acceptance and administration of monetary and in-kind donations.** Staff Resource: Acting Town Manager Michael Showers.

Acting Town Manager Michael Showers presented how donations to the town are tax-deductible under IRS guidelines, with general donations entering the general fund and restricted donations placing limits on usage, timing, or department allocation. All restricted donations must be approved by the Finance Director to ensure they align with the town's best interests, as the town has previously returned funds that did not fit approved project goals or town policies. Valid restricted funds are placed into a specific restricted use fund, which operates with fewer reporting rules than standard grant funds. To maintain legal compliance and transparency, all donated money must be recorded in full through the town's cashiering system rather than using net amounts or paying for items directly outside of official accounts.

Acting Town Manager Michael Showers and Parks and Recreation Manager Shawna Figy responded to questions from the Commission.

- 8) **Update, review, and discussion on the Parks & Recreation Master Plan.** Staff Resource: Parks & Recreation Manager Shawna Figy.

The Commission received a draft of the master plan. The plan will continue to evolve over the next month as more graphics are added. A draft adoption timeline was distributed, with the target meeting date for Council review expected to be on September 14, 2026.

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

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

Commissioners shared updates regarding recent community events. Progress was also reported on planning for the upcoming 40th anniversary and America250 celebration, and their ongoing participation in the Parks and Recreation master plan meetings.

- 10) **Update on Parks & Recreation current programming and events including a recap of Corn Fest.** Staff Resource: Parks & Recreation Manager Shawna Figy.

Parks and Recreation Manager Shawna Figgy detailed recent community activities, including a successful blood drive in the gym, a back-to-school engagement event, 21 residents attending an upcoming Diamondbacks game, and a new high school PE class scheduled to use the town pool through August. Lastly, she summarized the positive feedback from Corn Fest, acknowledging the success of the watermelon and water contests.

- 11) **Adjournment.**

Chairperson Faulkner adjourned the meeting at 6:49 p.m.



Chairperson Candra Faulker

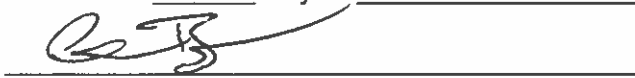


Administrative Assistant Conner Bustamante

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 3th day of August, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5 day of October, 2026



Conner Bustamante, Administrative Assistant