

# DRAFT

## MINUTES OF THE REGULAR MEETING PARKS AND RECREATION ADVISORY BOARD TOWN OF CHINO VALLEY

**AUGUST 7, 2018  
4:00 P.M.**

The Parks and Recreation Advisory Board of the Town of Chino Valley met for a Regular Meeting in the Chino Valley Council Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

**1) CALL TO ORDER**

Chair Todd League called the meeting to order at 4:01 p.m.

**2) ROLL CALL**

Present: Todd League, Chair; Carrie Barnes, Vice-Chair; Diego Mendez, Board Member; Donna Armstrong, Board Member; Richard Coleman, Board Member; Bea Coons, Board Member; Debbe Hacke, Board Member

Staff Recreation Lead Dallas Gray; Lead Parks Maintenance Worker Carlos Meadmore; Council Present: Member Mike Best

**3) APPROVAL OF MINUTES**

- a) Consideration and possible action to accept July 19, 2018 special meeting minutes.

MOVED by Board Member Donna Armstrong, seconded by Vice-Chair Carrie Barnes to approve the July 19, 2018 special meeting minutes as corrected.

(Debbe Hacke arrived at 4:08 p.m.)

AYE: Chair Todd League, Vice-Chair Carrie Barnes, Board Member Diego Mendez, Board Member Donna Armstrong, Board Member Richard Coleman, Board Member Bea Coons

PASSED - Unanimously

**4) PARKS & RECREATION MANAGER'S REPORT**

Recreation Lead Gray reported that the Board had been asked not to speak over one another because it was difficult for the transcriber to hear what people are saying.

**5) COMMITTEE CHAIR REPORT**

- a) Committee Chair - Todd League
- b) Recreation Committee - Donna Armstrong
- c) Aquatics Committee - Carrie Barnes

The pool will be closed for the season on August 12th. A small number of staff members will clean the pool area, pool deck area, concessions stand and put the pool gear into storage.

- d) Parks & Trails -

Chair League explained that the Board needed a committee member to take the lead on Parks and Trails. Board Member Coleman volunteered to become the lead.

- e) Finance Committee -

Chair League explained that the Board needed a committee member to take the lead on the Finance Committee. Board Members were unclear what the job entailed and decided to get further information from the Clerk's office before any members committed to the position.

## 6) **CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Board concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Board action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.*

## 7) **CORRESPONDENCE**

## 8) **OLD BUSINESS**

- a) Discussion and possible action regarding Mud Run.

The Board discussed the following:

- Medals – first, second and third place design included Chino Mud Run 2018 engraved on the back. The medals would be ordered with the ribbons attached to save on staff time and resources.
- Placement of the medals would be as follows:
  - Competitive Round would include first, second and third place medals for the individual timed races.
  - Costumes typically were teams of four people, so there would need to be a minimum of 4 medals each for first, second and third place.
  - First Responders had the traveling first place trophy that would be reclaimed each year for the new winners. The Board decided not to do medals for first, second and third place for the first responder teams. The logo on the trophy needed to be updated to reflect the Chino Mud Run name.
  - There were requests from parents last year to give out ribbons to the kids. The Board decided to give out plastic ribbons to the kids ages 7-12. They would order

approximately 50 ribbons.

- The Board decided to order a total of ten sets of medals to have on hand to possibly hand out to other team winners.
- Trophies would be ordered from Purple Sage, but a logo was needed.
- A clock was needed to determine accurate run times. Because there was only one clock onsite last year, the varied starting and finishing times could not be tracked. Because only the competitive teams were timed, the Board determined that they would track only the first, second and third team times and that stopwatches would be sufficient to time those runners.
- The bags had been assembled except for the Overflow coupons. Those coupons would be put on an event table.
- Past participants would be interviewed for event exposure.
- Safeway would hand out event flyers.
- Findley Toyota would provide a new truck onsite with free water in the back for participants.
- Trader Joe's would give a basket full of Trader Joe's products. The Board discussed doing a raffle to raise money, charging one dollar per ticket. Staff would research this option further.
- Fox 10 News was attempting to get a news reporter onsite for the event. If a reporter was unable to be onsite at the event, they would do a phone interview with a representative a week before the event and they would use the previous year's drone video and any other advertisement available.
- Affinity RV would bring an RV to have onsite for the medic or as a retreat for anyone that was overheated. They would provide their own power and have the unit air conditioned.
- Olson's Grain would provide extra bales of hay needed for the event.
- There were 79 people registered to date.
- The food vendors had been procured. They would have a log cabin looking trailer and planned to serve grilled food starting with a breakfast plate and then provide lunch items. They would also have a beverage and kettle corn station. The Board believed there would be approximately 300 people in attendance for the vendors event food estimate.
- Registration Plan: T-shirts would not be put in the grab bag. Participants that pre-registered would be able to grab a t-shirt from a box based on their size; debit cards would be accepted onsite with a staff member's business phone that was set up to deposit payments into the appropriate Town Mud Run account; registrants would get a bag and sign a liability waiver as part of the process; there would be separate lines for pre-registered participants and onsite registration participants.
- The pits would be filled with water available in the area and new trenches would not be dug. The Public Works crew would be focused on cleaning up the event site and removing or mowing the grass and weeds on the course site.
- Changes made to the courses: There were only two courses that did not include a water element; a volleyball court sand pits and net were installed for participants to use during wave times.
- Two 10x20 canopies, and tables and chairs would be set up for participants who wanted to sit and rest out of the sun. There would also be four pop-ups put together to make a big square with seating and tables.
- The Board needed an onsite meeting as soon as possible to walk the course and discuss flagging the site for parking and signs and the assignments for staff, Board members and volunteers. Parking would be the same as the previous year.
- Signs that needed to be ordered with the correct logo included: entrance sign, poster and map sign, parking, directional signs, and the sponsor sign with logos.
- Board members could contribute administrative time and assist by calling the colleges to inquire about newspapers that could advertise the Mud Run and offer a student coupon discount.
- Working on a food ticket with vendors to provide to station volunteers.
- Last year there were 166 people registered for the event four days out and the number doubled

the night before the event. Currently, the registrant numbers were at 78 two weeks out and were expected to grow.

- Based on the numbers, the Board agreed to order 450 yellow t-shirts.
- The Board should have a list of names to provide a certificate to volunteers who were using the experience as credit. The volunteers would also get t-shirts.

**9) NEW BUSINESS**

- a) Discussion and possible action regarding election of a secretary.

The Board determined not to change the system that was in place and decided not to elect a secretary.

- b) Discussion regarding Silver Slippers.

The Board agreed to postpone Silver Sneakers (not slippers) until the October 2018 meeting.

**10) FUTURE AGENDA SUGGESTIONS**

The Board tentatively scheduled the next meeting for August 14, 2018 at 4:00 p.m. at the Community Center.

**11) ADJOURNMENT**

MOVED by Board Member Donna Armstrong, seconded by Board Member Debbe Hacke to adjourn the meeting at 5:09 p.m.

AYE: Chair Todd League, Vice-Chair Carrie Barnes, Board Member Diego Mendez, Board Member Donna Armstrong, Board Member Richard Coleman, Board Member Bea Coons, Board Member Debbe Hacke

PASSED - Unanimously

Submitted: August 14, 2018.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: \_\_\_\_\_, 2018.