

# **DRAFT**

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

**AUGUST 14, 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 5:06 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 Coordinator Hailey Bryd; Recreation Lead Dallas Gray; Community Services

Present: Director Scott Bruner

**3) APPROVAL OF MINUTES**

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

**5) COMMITTEE CHAIR REPORT**

- a) Committee Chair - Todd League
- b) Recreation Committee - Donna Armstrong
- c) Aquatics Committee - Carrie Barnes
- d) Parks & Trails - Richard Coleman
- e) Finance Committee -

**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:

- Seven pits were cleaned out with 11 more pits to be cleaned and 90 percent of the brush on the course had been cut.
- Lead Parks Maintenance Worker, Carlos Meadmore requested assistance in the final weed removal from Board Member Mendez.
- Staff and Board Members would be onsite every day doing site work until the Mud Run Event.
- Eight additional boxes of wristbands needed to be ordered on top of what was currently on hand. The boxes were \$4.95 per one hundred. There would be different colored bands for different waves.
- Donations: Days Inn \$150; Hike Shack \$150; Olson's Grain 20 hay bales to keep and 50 bales to be picked up after the event.
- All the participant bags were stuffed and ready for the event.
- Trophies: Traveling trophy needed a new plaque with the year and the name changed to Chino Mud Run. Staff would look into plastic medals that could be placed on a ribbon for next year's event for the kids. The current year's medals were ordered.
- Signs intended for the Fourth of July would be used for the Mud Run included: Event, Event Parking, and Employee Parking Only.
- Sponsorship banner with the sponsors logos would be professionally done so the logos looked nice.
- Findley Toyota sponsorship with the free water would not happen due to a previous commitment. Water left over from the Fourth of July would be made available in the back of a truck or in a kiddie pool, similar to the Findley plan.
- The phone interview for Fox 10 News' would be at 8:45 a.m. on any chosen day. The Board needed to determine a day, a person to be interviewed, and any relevant videos and pictures for the piece. The Board wanted to determine if it would be recorded and replayed before making any decisions.
- The Radio station representatives had not responded to calls or emails.
- Matt Mintzmyer, Yavapai College, wanted to provide drone coverage and would be available.
- Current Registrants – 110.
- Gatorade – This was made from powder last year and only needed to provide four 5-gallon jugs for the drink station (two at each station). Needed 6 oz. cups and something to stir the drink at each station.
- Wanted to have a golf cart available to staff in case someone got hurt on the course and needed to be picked up.
- KDDL Radio provided plugs for the event and handed out free Mud Run tickets (four sets of two).
- E-mail blasts – The service was paid for but was not sending out the blast emails. Staff could

not find the information for previous registrations. Staff would contact Active (website) but it was difficult getting anyone to assist with the website. Staff would look for a better website or better resources for the next year.

- Comments from previous year's participants:
  - Finisher medals were the biggest draw to an obstacle race. This participant had a personal goal of finishing 7 obstacle races in a year, and if he had known there would not be a medal, he probably would not have participated in the Chino Mud Run. He knew others that did not participate because no medals were given out. The Board discussed if they should consider finisher medals in the future.
  - The lack of an active Facebook page made planning the trip difficult. He typically uses the Facebook site to keep track of changes for an event or the number of registered people. Since the Town did not want a Facebook page, the Board discussed trying to find a different way to provide current information, including pages or tabs on the current website.
  - He found that there was a lack of contact information on the main website.
- Volunteers:
  - The Board hoped to have the 30 kids that Kevin Larson was going to arrange (15 from church and 15 from soccer) as volunteers.
  - There were 22 obstacles and the Board wanted to have a volunteer at each one (possibly use the kids).
  - Rotate volunteers – one goes in and one goes out and rotate the stations to alleviate boredom.
  - There were four positions in registration with a possible fifth as an extra.
  - Bag check – Participants got a free bag during registration but the Board did not want them to be charged to check the bag during the event. The Board agreed to keep it the same as previous years and if people wanted to put their bag into bag check, they could give an optional donation.
  - Parking needed four volunteer positions.
  - There would be three Drink Stations with two people at each.
  - Roamers would be responsible for overseeing the course with people at the following areas: the finish line timing the competitive round people; the rinse off station; and the parking area.
  - Board Members needed the names of volunteers to assign to areas.
  - Board Members discussed the stations where they would volunteer.
  - The Board still needed the following: walkie talkies; one cash bag for registration; three stopwatches; a place for water bottles for volunteers; and small cups for the Gatorade at the drink stations.
  - The food truck menu could be duplicated and put into the participants' bags. The volunteers would each get one food ticket with a value of \$6.50 for a meal (hot dog or hamburger and chips and drink or a breakfast burrito and a drink). The volunteers would give the food truck the ticket which would be put in a jar and turned into the Town for payment. Volunteers would have a different menu than participants. The volunteer menu could have a food ticket they could rip off.
- The Board wanted to clarify if parking areas were changed from last year or if parking remained in the same place as previous years. The Board would talk to Carlos Meadmore, Lead Parks Maintenance.
- Would talk to Mark Metz from the High School to see if Track or Cross Country could assist with the parking.
- Flags and signs would need to be placed on the course before the event began.
- Scheduled a meeting for Tuesday, August 21, 2018 at 4:00 p.m. in the Council Conference Room.

- 9) **NEW BUSINESS**
- 10) **FUTURE AGENDA SUGGESTIONS**
- 11) **ADJOURNMENT**

MOVED by Board Member Bea Coons, seconded by Vice-Chair Carrie Barnes to adjourn at 6:07 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 21, 2018.

By: *Vickie Nipper, Deputy Town Clerk*

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