

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

**AUGUST 21, 2018
4:00 P.M.**

The Parks and Recreation Advisory Board of the Town of Chino Valley met for a Special 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 4:02 p.m.

2) ROLL CALL

Present: Todd League, Chair; Carrie Barnes, Vice-Chair; Diego Mendez, Board Member; Donna Armstrong, Board Member (arrived 4:22 p.m.); Richard Coleman, Board Member

Absent: Bea Coons, Board Member; Debbe Hacke, Board Member

Staff Community Services Director Scott Bruner; Recreation Lead Dallas Gray; Lead Parks

Present: Maintenance Worker Carlos Meadmore

Attendees: Celia van der Molen, Appointee as guest

3) APPROVAL OF MINUTES

- a) Consideration and possible action to accept August 7, 2018 regular meeting minutes.

The Board postponed to the next regular meeting.

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:

- Board Member Coons designed the volunteer food ticket.
- Stop watches were found in storage, so there will be no need to order more but batteries may need to be ordered.
- A bag of numbers was found in storage, but it was previously determined not to use numbers in the event.
- Kids all-star medals were received.
- Found 12 coins with Mud Run on them. The Board will decide if the coins will be used this year at a later time.
- Current Registrants – 213. There was an international team from Kazakhstan that had registered.
- Mr. Meadmore wanted Board Members to be at the event site for setup on the Thursday before the event instead of Friday. Everyone will meet by 9:00 a.m.
- All the signs and wood slats had been located, but the signs still needed to be attached to the posts. Mr. Meadmore suggested using driving stakes that were on hand. The signs were smaller than the slats, so they had been secured by a binder clip in the past.
- The finish sign had been located, but staff was unable to find the start sign. A new start sign has been ordered.
- The entrance banner will be kept at the same size as previous years because a larger size distorted the wording. The sign will be tied to panels that were onsite.
- The course was ready for the event other than two piles of dirt that needed to be moved. The site had been mowed, the pits weeded, the tracks bladed and cleaned of weeds, the pits re-dug, and a few obstacles were altered and redesigned. Trash cans will be brought to the site as well as water for the drink stations.
- The water, water containers and Gatorade/Powerade will be brought onsite the day of the race but the tents and popups will be put up the day before the race. There should be a total of six water jugs filled prior to being onsite since the onsite water was not potable.
- Staff and volunteers needed to keep an eye on children participants and properly inform their guardians of the deep-water pits.
- There will be one first aid station located in the Affinity RV. The extra water from the Fourth of July event will be placed at the registration and possibly at the finish line in coolers for participants to grab.
- Staffing and volunteer locations and the registration process.
- The MC Announcer was reached and will be at the event. He stated he would need to get through the gates on Friday night. He only wanted his gas paid and for his kids and wife to run for free. He will also receive meal tickets. The Board decided to provide a \$150 Visa gift certificate, two \$50 gas cards, and a \$65 Bon Fire restaurant gift certificate.

- The t-shirts arrived with a price of \$5.50 per shirt from Bwear Clothing in Seligman. Staff comped him seven event tickets for family members.
- Still needed volunteers. The Board did not have any information on the Kevin Larson volunteers from the church/soccer team (the Board received a text from Mr. Larson during the meeting with approximately 30 volunteer names and t-shirt sizes). Volunteer obstacle orientation would be at 4:00 p.m. on Friday or if need be, could be at 6:30 a.m. Saturday morning.
- The food truck would be setting up on Friday night. The kettle corn could be removed due to weather concerns, but all other food items would be available.
- Credit card payments will need to be setup through the Town's Express Bill pay. There will need to be internet access through a hotspot. Two laptops were set up last year for payment purposes. There will also need to be \$200 in petty cash.
- Due to the Active website issues and the lack of website administrative support, the Board discussed using a different site next year.
- The Costco supply list included Powerade, cups and ice. The Board discussed having three ice chests: at registration and at both of the drink stations and instead of an ice chest at the finish line, they will have an igloo cooler for a quick drink, essentially making a total of three water stations. The Board decided that ice chests will be placed onsite on Friday with the water already in the coolers and ice will be placed in the cooler on Saturday morning.
- Purchasing a freezer for the community center kitchen which would be helpful to store ice for Town events.

9) **NEW BUSINESS**

10) **FUTURE AGENDA SUGGESTIONS**

11) **ADJOURNMENT**

MOVED by Vice-Chair Carrie Barnes, seconded by Board Member Diego Mendez to adjourn the meeting at 5:06 p.m.

AYE: Chair Todd League, Vice-Chair Carrie Barnes, Board Member Diego Mendez, Board Member (arrived 4:22 p.m.) Donna Armstrong, Board Member Richard Coleman

PASSED - Unanimously

Submitted: August 28, 2018.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: September 4, 2018.