

# MEETING MINUTES

## TOWN OF CHINO VALLEY PARKS & RECREATION ADVISORY BOARD (PRAB) September 1, 2009

### 1. MEETING CALL TO ORDER:

4:05 p.m. by Chair Eric Woods

### 2. ROLL CALL:

Present: Eric Woods, Bill Cook, Sue Spahr, Vicki Warner  
Absent: Lori Heiner, Albert Gonzales  
Staff Present: Jason Kelly, Bob Worthen, Amy Larsen, Jessica Busby

### 3. APPROVAL OF MINUTES:

July 22, 2009: Motion by Ms. Spahr to accept as written. 2<sup>nd</sup> by Mr. Cook. Approved unanimous.

### 4. DIRECTOR & STAFF REPORT:

- a. **Chino Valley Roads & Streets Committee update:** Council has just accepted this new committee to include six members with experience and knowledge of roads; three chairs are at-large for applicants from the community. Interested parties are encouraged to apply. Interest was expressed and request made to have Ron Gritman scheduled for upcoming meeting for the completion of the presentation begun at prior PRAB meeting.
- b. **Prescott / Prescott Valley (PV) Advisory Board meetings dates:** It would be advantageous for PRAB members and Staff to attend the meetings. Transportation can be provided by Town. Dates:
  - Tuesday Sept. 8<sup>th</sup>, PV work-study session at 5:30 p.m.
  - Tuesday Sept. 15<sup>th</sup> 6:30 p.m. PV Advisory Board regular meeting.
  - Wednesday Sept. 23<sup>rd</sup> Prescott Open Space Committee 5:30 p.m.
  - Wednesday Oct. 14<sup>th</sup> Prescott Advisory Board meeting 3:00 p.m.

#### c. **Notice of upcoming events and services:**

**Youth sports:** AYSO 1<sup>st</sup> Opening Game is Tuesday Sept. 8<sup>th</sup> 5:00 p.m., 2<sup>nd</sup> half of Opening Games on Thursday Sept. 10<sup>th</sup> 5:00 p.m. at CC Park. Football Opening Day is Saturday Sept. 12<sup>th</sup> at CC Park, Del Rio and Heritage schools.

**Territorial Days:** Movie in the Park on Friday, Saturday activities at the Park following Territorial Days 10k Run, Lions Pancake Breakfast, Parade. Yavapai College hosting equestrian activities and Corn Dinner in afternoon; YC will continue with event on Sunday.

**Softball:** Leagues will be starting later this month. There are usually about 8 teams.

**Prescott Arizona Kennel Club Dog Show** at Old Home Manor Saturday Sept. 12<sup>th</sup> and Sunday Sept. 13<sup>th</sup> 8:00 a.m. – 6:00 p.m. 1,300 entries expected including 90 RV's. Entries are down some from last year. This event is open to the public, free of charge. Mr. Kelly: This is a good event for the community as it is a "Destination Event" that brings revenue to community.

*CC Park Turf: Suggest PRAB walk the Ball Fields at CC Park. Bob Worthen and Parks staff have worked hard and accomplished a lot. Ms. Warner added that the fields at Old Home Manor and the grass at Memory Park are beautiful. There have been many positive comments from the users that "there is no comparison to how these Parks have been in years past".*

- d. **Personnel update:** *Jessica Busby has joined the Recreation Division as a Recreation Assistant (NACOG Employee). She is appreciated with the job she is doing. Amy Larsen will conclude her employment with the Town on Sept. 17<sup>th</sup>. She has been a great coordinator and is well liked in the community. A big Thank You is extended for the job done.*

## 5. COMMITTEE PROGRESS REPORTS

- a. **Aquatics:** *None*
- b. **Recreation:** *Sue Spahr, Chair: Fun, Fit, Fabulous Fridays scheduled to include games and activities each week for youth. The program will be re-evaluated for encouraging attendance; starting date is being pushed back to October.*
- c. **Parks:** *Jason Kelly reports that BMA Architects are 33% complete with the initial infrastructural design of CC Phase III. A meeting is planned for next week to discuss details. Phase III Parking Lot has been chip sealed.*

*Bill Cook, Chair: Committee has discussed upcoming rolls and responsibilities. A copy of the USFS Sign Handbook has been requested to use as we move into the Master Plan. Members are researching Kiosk designs. Members have been provided with copies of the spreadsheet Suggested Park's Rules/Signage draft. Committee wishes to assess work needed on the pathway at Memory Park. Status of the dog park was discussed. Committee Chair attended meeting at San Bernadino National Forest. They have a very dynamic Children's Forest, run by the children. Much information was provided on forming a 501 ©3. The group is actively writing Grants for their funding. They have their own website. They have links to Adopt-a-Park and Adopt-a-Trail. Committee discussed connector trail planning and possible trail projects. Next meeting is planned for Tuesday Sept. 8<sup>th</sup> 3:30 p.m.*

- d. **Finance:** *Fiscal Year 08/09 report handed out. Copy on file. Overview and explanation given. Recreation spent 38% of the total budget proposed for last year. Parks came in under proposed budget by 8%; with a great job of managing the water. Aquatics came in \$200,000.00 under where it was two years ago. Compliments to Staff for watching the budgets. August FY 09/10 report handed out. Grants have been applied for; additional Grants opportunities coming up.*
- e. **Volunteerism:** *A brief report on the need for organizing different programs for addressing the need for volunteerism and a resource data base.*

6. **CALL TO THE PUBLIC:** *None.*

7. **CORRESPONDENCE:** Jason Kelly

- a. **Letter of Appreciation from Chino Valley Little League:** *Letter was read aloud. Letter is on file.*

8. **OLD BUSINESS:** *None*

9. **NEW BUSINESS:**

- a. **Purpose, goals, and timeline to complete a Parks & Recreation Master Plan:** Document titled "Guidelines and Principles to initiate & complete a Parks & Recreation Master Plan" was distributed. Copy on file. This is an outline to complete the Master Plan prior to the Town General Plan update scheduled for completion in 13 months. Public input and feedback is encouraged and necessary. Motion is made by Chair Woods to adopt the Master Plan Guidelines and begin working on this in September. 2<sup>nd</sup> by Mr. Cook. Vote: unanimous in favor.
- b. **Date for work study session:** Work Study Sessions dates scheduled are as follows:
  - Monday Sept. 14<sup>th</sup> 5:00 p.m. (Facility Inventory)
  - Tuesday Oct. 20<sup>th</sup> 5:00 p.m. (Facility Assessment)
  - Thursday Nov. 17<sup>th</sup> 5:00 p.m.

Next regular PRAB Meeting is Tuesday Oct. 6<sup>th</sup> 4 p.m.

10. **FUTURE AGENDA ITEMS:** None

11. **ADJOURNMENT:** 5:30 p.m.

*Dated this 6th day of September, 2009 by: Vicki Warner, Secretary*