

# MEETING MINUTES

## TOWN OF CHINO VALLEY PARKS & RECREATION ADVISORY BOARD

May 4, 2010

5:00 p.m.

**1. MEETING CALL TO ORDER**

**2. ROLL CALL:**

*Present: Eric Woods, Sue Spahr, Cheryl Romley, Albert Gonzales, Mike Carter, Bill Cook and Lori Heiner*

*Staff Present: Jason Kelly, Bob Worthen and Jessica Busby*

**3. APPROVAL OF MINUTES:** February 23, 2010; April 6, 2010

*Motion of Approval by Sue Spahr, 2<sup>nd</sup> by Cheri Romley*

**4. CALL TO THE PUBLIC**

*None*

**5. STAFF REPORT:**

**a. Miscellaneous Announcement and reports**

*FY10/11 TERM LIMITS: The following Board members' terms are up for renewal July 1, 2010: Mike Carter, Lori Heiner, and Cheri Romley. Staff will distribute applications via email and mail.*

*FY10/11 BUDGET UPDATE: The Town presented to Council its recommendations to close the budget shortfall two weeks ago during Budget Study Session #1. Budget Study Session #2 with review of refinancing, funding sources for staff in Public Works and Engineering, and departmental budgets to be held on Tues, May 4 @ 6pm in Council chambers. To date proposals well received and feasible.*

*RECREATION COORDINATOR II VACANCY: The Department has operated since September without a Recreation Coordinator as a cost savings measure to the Town. Staff recently submitted a memo to HR and Town Admin to advertise and hire immediately; position expected to be filled by end of May. ALL 10 DEPARTMENT STAFF are to be commended for undertaking additional responsibilities to ensure continuation of services. Dean Smith also receives special recognition for his selfless and tenacious approach to coordinating events/program since September 2009.*

*AQUATICS STAFF INTERVIEWS: Staff is in the process of interviewing for Aquatics positions. The Town also now has a trained Lifeguard Instructor in Jeff Stewart who will be a great resource for years to come. Normally the Town contracts this instructor.*

*POOL OPENING: The Aquatic Center will open for Springfest May 22 (swim lesson signups) with official summer opening day Wednesday, May 26. A schedule will be completed soon.*

*PHASE 3 UPDATE: Bumper blocks installed by Parks Division staff; handicap signage next. Solicitation to Yavapai Contractor's Association yielded one response by Asphalt, Paving & Supply Co. with possibility to deliver approximately 2000 yards of dirt within the next two months for nominal fee (details pending). Staff also received quote from Suncon Co. for the purchase and delivery of the balance of dirt (est. \$120,000).*

*STATUS OF CC PARK TEMPORARY FIELD CLOSURES: Town is expecting the new well pump to go online first week of May. Meanwhile Public Works staff authorized 15,000 gallons nightly to irrigate fields and trees/shrubs for past 2 weeks. Parks Division scheduling remediation of turf immediately; Field A to remain closed to general public use until returns to satisfactory condition.*

*APRIL SPORTS TOURISM REPORT: Estimated 3,000 youth participated in two consecutive tournaments; the corresponding economic impact studies will be completed and presented in June. Special thanks to the Parks Division for preparing and managing the facilities with less than ideal physical and scheduling conditions. Letter of appreciation with Mayor's signature to be delivered to tournament directors.*

*EARTH DAY & GOING GREEN FAIR APRIL 22: Under the direction of the Parks Division and in partnership with Senior Services, the Town installed a xeriscape feature in front of the Senior Center. Primary sponsor is Unisource Energy Services with other contributions by the Boulder Man and discounted shrubbery by Earthworks Landscape & Supply. The Goin' Green Fair was supported by EV Solar, Antelope Garden Club, Friends of the Library, Pittsburg Paints, Senior Service Thrift Store, and Del Rio Elementary 4<sup>th</sup> Graders. Special recognition to Parks Division for designing and constructing the project, Cyndi Thomas for coordinating the Green Fair, and Kitchen Staff for preparing lunches.*

*BASKETBALL LEAGUE CONCLUDES: 8 teams participated in FY09/10. Program financial report to be completed for June PRAB meeting.*

*SPRINGFEST, MAY 21-22: Staff is in need of volunteers for this community event, it's gonna be a hit.*

*TRIATHLON #1 CANCELLED: Due to lack of registrations, the first of two tri's has been cancelled. Second scheduled for Sunday, July 12.*

*SUMMER YOUTH SPECIAL LIBRARY FUN (SELF) CLUB BEGINS JUNE 3: Recreation Division partners with the Library and Chino Area Partnership 1 day per week on Thursdays to deliver recreational activities for special needs youth. 2010 program focusing on physical fitness to be hosted in the CC Park fields, Aquatics Center and Activity Center.*

## **6. BOARD ANNOUNCEMENTS & REPORTS**

### **a. Miscellaneous Board announcements**

*Item recommended by Mr. Carter to be able to communicate non-agendized items. Board suggested this item be moved to the Staff Report to mirror/reflect Chino Valley Mayor & Council's procedure.*

### **b. Committee Progress Reports:**

*Parks & Trails: A redesign and enlargement of the Perkinsville and Road 2 North trailheads are occurring in late May/early June. Committee met with staff to review change to original proposed designs.*

*Aquatics: Hired all staff members and getting ready for the season.*

*Recreation: None*

*Finance: Discussion on where to put the in-kind donations Jason Kelly will talk to the finance department*

*Cost-Recovery: Upon completion of the draft policy it will be forwarded to the Board for review.*

*Volunteerism: A volunteer program is being developed by Cyndi Thomas and Jason Kelly. The goal is to establish a program for the Senior, Parks & Recreation with hope to expand to make town-wide.*

**7. CORRESPONDENCE**

- a. **Letter to community user groups announcing change in cost recovery policies beginning Jan 1, 2011, and soliciting their participation/feedback when creating such policies.**

*Letter was not completed in time to be reviewed, moved to next agenda.*

**8. OLD BUSINESS**

- a. **Continued from March 9, 2010: Approve recommended designs for Peavine Trail enhancements including increasing parking capacity by constructing parking lots at the Perkinsville Road and Road 2 North access points.**

*Discussion regarding the parking lots. The purpose is to expand capacity at these trailheads. Staff provided maps of parking lots for review. The Board recommended: possible future building of privacy wall for landowner near trail. Jason notified the Board the letters to neighbors will be distributed by Friday. Motion of approval made by Mike Carter, 2<sup>nd</sup> by Sue Spahr*

- b. **Continued from March 9, 2010: Discussion and possible recommendation to recognize and/or acknowledge department volunteers, partners & sponsors quarterly.**

*Item tabled until next meeting*

- c. **Continued from March 9, 2010: Discussion and possible recommendation to Council to adopt cost recovery policies for recreation programs.**

*Item tabled until next meeting*

**9. NEW BUSINESS**

- a. **Recommendation to Mayor & Council to authorize the Community Services Department to accept proposals for the service of concessions at the Chino Valley Aquatic Center from June 1, 2010 through the end of the season.**

*The Board recommended all potential proposals (non-profit and private) be treated with the same standards. Bill Cook Motioned, Cheri Romley 2nd*

**10. FUTURE AGENDA ITEMS:**

**11. ADJOURNMENT:**

*Lori Heiner Motioned to Adjourn, Albert Gonzales 2<sup>nd</sup> that motion.*

Dated this 4th day of May, 2010 by: *Jason Kelly*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-9780 (voice) or 636-1787 (TDD) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting. Supporting documentation and staff reports furnished to the Parks and Recreation Advisory Board with this agenda are available for review in the Parks and Recreation Office at 1615 North Road 1 East.