

# MEETING MINUTES

TOWN OF CHINO VALLEY  
PARKS & RECREATION ADVISORY BOARD  
October 5, 2010  
4:00 p.m.

1. **MEETING CALL TO ORDER**

*4:05pm by Chair Eric Woods*

2. **ROLL CALL**

*Present: Sue Spahr, Albert Gonzales, Cheri Romley, Mike Carter  
Late Arrivals: Lori Heiner, Bill Cook  
Absent: None  
Staff: Dean Smith, Shannon Gansz, Jason Kelly, Bob Worthern,  
Stephania Dills*

3. **APPROVAL OF MINUTES:**

a. **September 7, 2010**

*Mr. Gonzales motioned to approve Sept. 7, 2010 minutes; Ms. Spahr 2<sup>nd</sup>; Approved*

4. **CALL TO THE PUBLIC**

*None*

5. **ANNOUNCEMENTS**

a. **Miscellaneous staff announcements**

**Aquatics:**

*Mr. Smith shared Appreciation Plaque given to Chino Valley Aquatic Center from U.S. Census Bureau.*

*Volunteers from high school drama class, turning Aquatic building into a Haunted Swamp for this year's Halloween.*

*Aquatic building repairs are in progress.*

**Recreation:**

*Ms. Gansz was pleased to find Council Member Carl Tenney a team to be included in for this year's softball tournament, all is going well with the tournament.*

*Discussed booth reservations for Halloween Tailgate Party (Oct. 31<sup>st</sup>, 6pm – 9pm), introduced graveyard egg hunt as a new event; discussion about the community feeling safe for children receiving candy by vendors providing own and not purchasing candy from the Town this year. Suggestions made to also provide other toys, trinkets, etc, not just candy. Mention of adding money to budget next year so Town could provide treats/toys/trinkets,etc.*

**Volunteerism:**

Transit:

*Ms. Romley reported good responses on volunteers for the transit program.*

Internship:

*Mr. Kelly has received favored response regarding Internship from NAU and has been invited to campus to present to students. Mr. Woods knows one NAU student (Caleb Reader) interested.*

**Community Services:**

Concession Agreement:

*Mr. Kelly presented concessions agreement to Council, was not approved, the Council wants to see the fees, not blank spaces. Advisory Board members are welcome to sit in on Council discussions on this issue. Further discussions are needed.*

**Written comments submitted by Board Member Mike Carter:**

*- It was said by me that what council was supposed to be presented and was looking at was for authorization of a a template for dept agreement use...Also council has yet to set fees per the recommendation of the cost recovery committee or any other form' so how would the blanks be filled in ? Having a TEMPLATE for all agreements as standard use is the goal with this issue. Fees and cost recovery will come in time as staff is using whatever they use now, historical numbers and practices. Council now just needs to establish policy and procedures.*

*Agreements for Program Contractors, Rentals and others can be amended or agreed upon directly for each as approved or just make a template for each independent of the other for standard use. Specifics for each area of use are in some sorts different and have different requirements so each needs to be established as to fill in the blanks when needed.*

**Parks:**

*Ms. Spahr reported on the Dog Show held at OHM had good turnout.*

*Mr. Worthern reminded everyone of Fire Fighters Foundation fund raiser for Breast Cancer will be on Oct. 9, Sat. 11am – 5pm. Will be flag football tournament, food booths and beer garden.*

*Update on Phase III finalizing. Advisory Board requests to be included in development discussions when staff arrives at juncture to build.*

**b. Miscellaneous Advisory Board announcements**

*None*

**6. COMMITTEE PROGRESS REPORTS**

**a. Parks & Trails:**

*Changes to park rules have been viewed still need clarification on ordinances and who can change/create such ordinances. Need to revisit issue next meeting. Projected completion of revised park rules is Dec. 2010.*

*Rd 2 N Trailhead – AB used was none spec., will use roller when weather permits. Perkinsville Trailhead needs fencing up which Trailhead Committee and Bob will take care of.*

- b. **Aquatics:** No Report
- c. **Recreation:** No Report
- d. **Finance:** No Report
- e. **Cost Recovery:**

*Discussions continue on this issue. Town Manager would like to see all depts. Involved in Cost Distribution, Recovery and Fee Policy. Discussions will continue.*

**7. CORRESPONDENCE**

*None*

**8. OLD BUSINESS**

- a. **Continued from September 7, 2010: Review and possible recommendation to Council to adopt instructor agreements for revenue-sharing programs.**

*Research provided for comparison of similar Towns/Cities in population to Chino as to guidelines concerning instructors for special interest classes for their communities. Questions arose, if the Town (Chino) requires business license, should there be a policy for "recreational services" to either waive the fee of business license or decrease the cost in such instances. Are Instructors considered Contractors or City Employees? Should they receive 1099 at end of year? Subject closed and moved to next Agenda Item.*

**Comments by Mike Carter submitted in writing following meeting:**

*-The disagreement lies with this, "should the town charge or should the town absorb" for program contractors facility use, electricity, business license, custodial services, equipment/supplies the contractor may not have but the town provides, staff requirements such as public promotion, registration, finance cost, etc, all that would or could be potentially added on to a participant fee and to whatever a contractor wants to be paid per participant ? and "can the business License requirement be reduced" ?*

*These are small amounts from the town that would be added, maybe 1 to 2 bucks per participant, pending the service being offered plus the contractors requested amount per participant. If a contractor wants to recover a business fee or the required Ins they can do so in their requested amount of any participant fee if they so choose..Over a years time it would be less then most think per participant, again 1 or 2 bucks, but thats their choice as contractors to add it in to what they want to provide the program. Developing fees and recovering costs is spread out over time and participants, therefor they are low but recovered.*

*Contractors can not be allowed to collect the fees, not have any liability insurance, use a public building as a rental for profit and registration should always be conducted by the town..The "only exceptions" are programs operated from the Senior Center or those programs established as "drop-in or walk-in" programs with the town assuming the liability. This protects the public and town and is a risk management issue and decision.*

- b. **Continued from September 7, 2010: Review and discussion of Sub-Committee Goals/Objectives and PRAB Goals for presentation to Council on October 14, 2010.**

*Goals/Objectives look phenomenal from all Committees, from Mr. Woods.*

*Goals/Objectives for Advisory Board:*

- 1) *Policies/Procedures*
- 2) *Program Sustainability*
- 3) *Cost Recovery*
- 4) *Master Plan*

**9. NEW BUSINESS**

*None*

**10. ADJOURNMENT**

*Bill Cook motioned to adjourn; Cheri Romley 2<sup>nd</sup> motion; Approved*

Dated this 11th day of October, 2010 by: *Stephania Dills*