

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

**JANUARY 26, 2022
11:00 A.M.**

**CHINO VALLEY COMMUNITY CENTER
1527 N ROAD 1 EAST, CHINO VALLEY, AZ**

These minutes include an error and will be brought back before the Board at its next meeting for review.

Present: Todd League, Chair; John McCafferty, Board Member; Dr. David Somerville, Board Member; Celia van der Molen, Board Member; Donna Armstrong, Vice-Chair; Laury Holt, Board Member

Absent: Richard Coleman, Board Member; Guy Roginson, Board Member

Staff Present: Community Services Manager Cyndi Thomas; Facilities and Parks Manager Jason Olson

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**
- 3) **CONSIDERATION AND DISCUSSION REGARDING BOARD GOALS FOR 1, 3, AND 5 YEARS.**

Ms. Thomas explained that the study session was to discuss in-depth the board goals, which was more difficult to do in a regular meeting. The Town Manager also requested that the Members determine the vision and the role for the Advisory Board. The definition of an advisory board was that their role was not to make decisions, but to provide current knowledge, critical thinking, and analysis to increase the confidence of the decision makers representing the company (Town Council).

Members discussed the following:

Advisory Board Vision:

- A think tank – the board was a wealth of knowledge and was the voice of the community.
- The hierarchy for the Town Parks and Rec Advisory Board was broken down from top to bottom: Council, Advisory Boards as appointed by the Council, Town Manager, and staff, who facilitated the parks and recreation day-to-day activities. The board advised Council directly.
- The Parks and Recreation Department did not always have the necessary staffing and support it

currently had, and the Board had gotten the department through many of those years. Staff thought they were in a good spot now with staffing levels, the board, and the support of Council and Administration. That support was carrying over to funding, supporting, and improving recreations facilities, such as the pool.

- The Parks and Recreation Department was still one unit, but under different roofs. The Board represented both.
- Board Members worked with staff before making any presentation to Council.
- One-time events, such as a volleyball tournament, were part of the staff day-to-day duties. A sand volleyball court would be something the Board discussed and presented to Council.
- Members wanted to have their roles clearly defined and spoke about concerns regarding recreation events being planned by staff without the Board's knowledge or participation. There was a disconnect between board members, staff, and the Council. Members thought there should be a specific process. Staff hoped they could move forward in a better direction with better communication.
- In the past, the Board had taken on major events like the Mud Run and Halloween because there was no one else to do it. It was not the Board's job, but they did it.
- Staff shared the 2022 schedule of events, not to get permission from the Board, but so they could have the knowledge of the events. The board could discuss the events and disagree with staffs' decisions. The disagreements would make a better working relationship.
- Members wanted to figure out how to make parks and recreation available for more events and to make more things available for the citizens of the Town.
- Events should not be the focus. The Board could come up with the ideas. One idea of the Board had been to close the road and extend Memory Park to the Library. It expanded the usage for the Town and was a positive outcome.
- Staff discussed different uses for Old Home Manor (OHM) and the ball field, and how it could be transformed into a more useable facility. Staff wanted to expand on the ideas and bring it to the Board for discussions, planning, and Council presentation.
- Someone from the Board needed to be part of the General Plan update. Members discussed the participation process for the Plan update. Many goals were accomplished from the current Plan, and Members wanted to continue to implement parks and recreation goals into the updated Plan.
- Accountability and thinking outside the box: Accountability included ensuring that what was said and proposed, happened the way it should. Staff shared an example of the Prescott Golf Course. Staff thought that the Board could help accomplish goals when staff is not able to get the necessary approvals. They could help hold the Council accountable in achieving the Department's goals.
- Staff thought the Board had become stagnant and hadn't accomplished anything recently, and they needed to be re-motivated.
- Any events or ideas that the Board wanted to pursue needed to be budgeted before it could happen. It may take several years for larger projects to be completed, but smaller projects could happen faster.
- Donations that were given for the parks and recreation went into the general fund. If they ever began to generate more funding than they were expending, they would look into changing where the funding went. Donations were different than fees and could be tracked.
- A special partnering account was suggested, that could be used to match donation funds for recreational needs, such as little league equipment, sheds, playgrounds, etc. It worked well because it was part of the budget process and could be used at the discretion of the Board and Council. It could be included in the Council presentation. Both parks and recreation could have their own donation line item.
- The importance of community involvement was discussed.
- Prescott's park and recreation did not hold any events. Everything was outsourced and facilitated.

Board Project Wish List

- Volleyball courts for tournaments and general play. The Town needed someone to run a league. The way the Town was set up, either Dallas Gray or Hailey Byrd would run the tournaments. Members discussed that without a facilitator, they could not do tournaments and did not need the courts. The maintenance cost of the courts was also a concern. Members discussed the maintenance cost of a cement court versus a sand court. A cement court was not appropriate for volleyball.
- Adult tournaments (various sports)
- Dog Park - The dog park needed more toys, trees, and shading. Members discussed having standards on donated items, such as the types of trees donated, material, etc. If there were no standards, facilities became a hodgepodge of things that did not fit. Members discussed the changes in the APS donation system, which was now setup as a grant donation process. Members were not sure APS still donated trees. Members discussed dog rules, oversight, and enforcement. A Ramada was on order and would be installed. Better benches and tables would also be purchased and installed.
- Basketball Court - The basketball courts were deteriorating and had become uneven and dangerous. Pickleball was being played more than basketball. There was still a basketball half court at Memory Park. There would be indoor pickleball courts in Prescott, which might impact the local courts.
- Pool Cover – A pool cover would allow the pool to be used year-round. It might also bring in more revenue. The issue with the pool was that the employees were all in school after summer break and a variety of sporting activities started. No one cared about the pool in the off season. Members discussed having adult employees and considering high school swim tournaments. Staff had researched pools in the Phoenix area, and Municipal pools were open from Memorial Day to Labor Day .
- Center Street Park – Possibility of moving the dog park to the Center Street Park because the dog park could be expanded at that location. This would allow for three separate dog cells, allowing for two to be open and one closed for maintenance on a rotating basis. There would also be room for parking. There was water at the location, and there could be real grass at the park. There had been talk about training areas for dogs where they could be unleashed.
- Multipurpose Building – A facility where there could be indoor volleyball and basketball.
- Upgrade the 9/11 Memorial into a Park – There was room for expansion and parking. Calling it a park would give more to the Town. A walking track could be added.
- Old Home Manor – Phase 1 would turn the big ball field into an amphitheater that would include a large grassy area, stage, landscape, and walking track. The main idea would be that all the Town events would happen there. The development would include a traffic plant that separated incoming and outgoing traffic. The next phases could include the other items on the list such as volleyball courts, Dog Park, etc. It would be a multipurpose outdoor park facility. It could eventually include an indoor multipurpose facility. It could be utilized by businesses located at the business park as well as the entire community. Members discussed how the dog show had grown to nearly 1200 dogs, but they were unable to use OHM because of the gopher holes and dirty conditions. There were three people on average for each dog in the show. There was also talk of bringing the rodeo back to the Town. There were not currently enough parks for the amount of people moving to the area. This area was outside the OHM area that was for sale. Members discussed OHM RV development locations.
- Senior activities – shuffleboard, lawn bowling, and other senior friendly activities. Members thought senior activities were too specific. It had to be a multipurpose use for a larger population.
- OHM and Park Ramadas
- Members wanted to prioritize the list and organize the ideas into annual goals. The Board needed something that they could present to the Council in July.
- Staff wanted to put the 9/11 Memorial and multipurpose facility together with the OHM plan.

- Staff explained that Center Street Park was on the radar for other things, and it was recommended that the Board make recommendations for the park as soon as possible. There was \$10,000 already earmarked for the park. The dog park could go along with other possible park developments. Staff recommended making the Center Street Park Plan their first-year goal. They could ask for additional funding to finish the park next fiscal year. Members thought they should make a presentation to the Council before April 1st. Members requested to be on the agenda mid-March with a pre-presentation on their priorities.
- Lighting for field four was \$365,000 and field three would be closer to \$500,000 because there was no infrastructure. This would bump the OHM project. Lighting should be added for Memory Park.

The last ten minutes of the meeting were not recorded.

Advisory Board Goals:

1st Year

1. Update and revise the Board's bylaws
2. Presentation to Council
3. Preliminary Plan for Old Home Manor/Old Home Manor Ball Field
4. Center Street Park Plan – Dog Park

2nd Year

1. Lights – Field three/Memory Park lights/CC Ramada
2. Old Home Manor

3rd Year

1. Pool Roof
2. Old Home Manor

4) ADJOURNMENT

MOVED by Board Member Laury Holt, seconded by Board Member Celia van der Molen to adjourn the meeting at 1:12 p.m.

AYE: Chair Todd League, Board Member John McCafferty, Board Member Dr. David Somerville, Board Member Celia van der Molen, Vice-Chair Donna Armstrong, Board Member Laury Holt

6 - 0 PASSED - Unanimously

Submitted: February 2, 2022.

By: Sara Burchill, *Deputy Town Clerk*

Approved: May 3, 2022.



MEMORANDUM

To: Clerk's Office
From: Sara Burchill, Deputy Town Clerk
Re: 1/26/2022 PRAB Study Session Minutes
Date: 5/12/2022

At the 5/3/2022 PRAB Regular Meeting Donna Armstrong made a motion to approve the 1/26/2022 Study Session minutes with the correction that "lighting for field four would cost \$365,000 and field three would be closer to \$500,000..." The recording reflects that "field three would cost \$365,000 and field four would be closer to \$500,000..."

The final bullet point under the subheading *Board Project Wish List* on Page 4 of the 1/26/2022 Study Session Minutes should state the following:

- Lighting for field three was \$365,000 and field four would be closer to \$500,000 because there was no infrastructure. This would bump the OHM project. Lighting should be added for Memory Park.

This needs to be brought to the board and ratified at the next board meeting.