

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

**AUGUST 3, 2021  
4:00 P.M.**

**CHINO VALLEY COUNCIL CHAMBERS  
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

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

Absent: Guy Roginson, Board Member

Staff Assistant Community Services Director Cyndi Thomas

Present:

**1) CALL TO ORDER**

Vice-Chair Armstrong called the meeting to order at 4:07 p.m.

**2) ROLL CALL**

Chair League arrived at 4:09 p.m.

**3) APPROVAL OF MINUTES**

- a)** Consideration and possible action to accept the July 6, 2021, regular meeting minutes.

MOVED by Board Member John McCafferty, seconded by Board Member David Somerville to accept the July 6, 2021, regular meeting minutes.

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

**7 - 0 PASSED - Unanimously**

#### 4) **PARKS & RECREATION MANAGER'S REPORT**

Cyndi Thomas reported on the following:

- Starting within the next two weeks, Park's would no longer be part of Recreation. She had been told nothing would change but was unsure how it would remain the same without Parks. She did not know how it would work for the Parks & Recreation Advisory Board. She assumed the new Parks Manager would be part of the Board in lieu of her but was unsure. She wanted to put the Board's five-year plan on hold until there was a new Facility, Maintenance, and Parks Manager. The position had been posted internally and four in-house people had applied for the position. The change could affect some of their events, but she had been told that they would not lose their Park's support. Council may not be aware of the separation. Members discussed the bi-laws would need to be rewritten for any reorganization of the Advisory Board. The Board wanted to understand the reason for the change.
- They had gotten approval for the pool to be open until Labor Day, and they originally had enough of their high school staff to agree to work on the weekends. As people started joining school activities, they lost enough staff, and they cannot stay open until Labor Day. They had to close over the next few days due to staffing issues, but would be open on the weekend with Sunday as their last day open. They were going to plan early for the next season, so they could stay open through Labor Day.
- During the off season they would be replastering the pool, getting a winterized pool cover, and resurfacing the outside deck of the pool.
- They had 17 food trucks for the food truck festival.
- They would be having their first Territorial Days meeting with the Lions Club, and the Chamber of Commerce.
- The Ichor Airsoft Contract was on the August 24<sup>th</sup> Council Agenda.

#### 5) **COMMITTEE CHAIR REPORT**

##### a) **Committee Chair - Todd League**

- They received Carrie Gofourth's resignation from the Board. She had been a phenomenal Member, and it was a big loss for the Board. Because of her organizational skills, he was a bit nervous for the Mud Run.

##### b) **Recreation Committee - John McCaferty**

- The General Plan was directly related to some Parks and Recreation capital improvement projects. The current General Plan would need to be addressed within the next one or two years. He thought it was an opportunity for the Board to earmark specific projects through community surveys, and present the information to the Council. He thought the current Council was considering the future of the Town more than past Councils.
- There was 80 acres at Old Home Manor (OHM) that was designated for Parks and Recreation. The Board discussed sharing their vision for OHM with Council.
- The Board discussed the water and sewer utilities available at the site.
- Members would keep each other informed about the upcoming General Plan revision, so they could provide input.
- They discussed the possibility of the Rodeo coming back to Town.

c) Aquatics Committee -

- Discussed staffing through the Junior Lifeguard Program. Staff was finding it difficult to find kids that were more interested in learning a job than they were in playing in the pool. There was still a Junior Lifeguard Program, but no one had applied for it. Applicants had to be young enough that they could not work. Staff would try and advertise it more next year.
- The Board discussed doing the Junior Lifeguard Program through the school with the possibility of getting class credit. The issue was the school did not have a pool, and the program was too short for class credits. The program was only a two-day class and typically happened on the weekend during the summer, and could not be facilitated by the school.

d) Parks & Trails - Richard Coleman

- The wash out near the development at Road 2 North needed to be repaired. It limited the access and use of the trail. Staff would get the Parks Department to take care of the issue.
- Members discussed the expansion and future destination connections of their international trail system.
- The Town was not responsible for any fences that were on private property. The old left-over pieces of fencing could be picked up by the Town.
- Members discussed the possibility of having businesses or people sponsor portions of the trail, like was done on highways. It could be spearheaded by the Yavapai Trails Association.
- Discussed having the Board do a field trip to see the trail.
- There were five volunteers helping to maintain the trail.
- The Board discussed planting trees and bushes along the trail system. Some Members thought the trail should be kept in its natural state. They were having trouble with some type of pest damaging the trees in the area.
- Anything that happened on the Trail had to be approved by Yavapai Trails.

e) Finance Committee -

- In the previous meeting the Board had requested the Parks and Trails be separated, and the Finance Committee be taken off the agenda. Since it was in the bi-laws, it would need to be done by resolution. The Board decided to table the issue until it was clear what other changes might take place.

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 the Chino Valley Mud Run.

- The online site was live and ready for people to register.
- The maintenance of the course was on the Parks Department's radar, with a plan to start the week before Territorial Days.
- If the Ichor Airsoft Contract was approved at the August Council meeting, it gave them a month to possibly assist with the site maintenance.
- Members discussed the possibility of a postponement due to the Covid situation. Yavapai County had shut down all their venues. Staff was not worried about Town mandates but was more worried about people not wanting to participate in the event.
- The Board discussed possibly adding a disclaimer regarding a possible event postponement. They Board would offer refunds if the event was cancelled, but they would charge an administrative handling fee.
- The cutoff date was September 30th, but they got about 25% of their participation through day of registrations.
- Staff said that even though the participation at the pool seemed high, they had not matched what they had done two years ago.
- There was discussion if the Town would be liable if anything Covid related happened at the event, but staff was unsure.
- The next Board meeting was September 7<sup>th</sup>. Board Member's thought they should have a good indication of numbers by that point as well as any Town decisions made due to Covid.
- Members discussed that due to the increase in Covid numbers, including those that were vaccinated, the requirement of participant vaccinations was not enough to keep the event safe.
- The shirts could be ordered at the last minute or ordered without a year.
- Staff would communicate with Board Members if they received any information before the next meeting.

### b) Discussion and possible action regarding the Wind and Kite festival.

- The suggestion of forming a committee to plan the project was discussed. The Board could make a committee, with Mr. Somerville as the Chair of the committee. He could choose committee members from outside the Advisory Board. By picking outside members, they could meet and talk about the event at any time they wanted to, but choosing people on the Advisory Board would require the open meeting process through the Clerk's office. One other Member of the Board could participate in the committee.
- The plan would be submitted to the Board for approval. Staff could make the decision on how to continue and facilitate the project.
- The committee would be determining a feasible date, which would include checking the weather bureau and finding the windiest dates.
- Each committee member would be assigned a task, so they were clear on what needed to be done. Tasks included:
  - Parks and recreation staff liaison
  - Commercial participant contact
  - Vendors participation to sell items at the event
- The Committee would set monthly or bi-monthly committee meetings.
- There would be a walkthrough of the event with the committee and the Advisory Board.

- The event opening may include a launch of a weather balloon.
- Staff explained that they would need a motion to form the committee.

MOVED by Board Member Celia van der Molen, seconded by Board Member John McCafferty To allow for the Wind Committee for the Wind and Kite Festival.

- Mr. Sommerville would be the Chair of the Wind and Kite Festival Committee, and he could bring a report at the September 7<sup>th</sup> meeting.

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

**7 - 0 PASSED - Unanimously**

**9) NEW BUSINESS**

- There would be a large 9/11 ceremony, and they were hoping the 9/11 monument would become a park for the Town. The Members discussed having a flyover with remote control jets if the Airforce was unable to do a flyover.

**10) FUTURE AGENDA SUGGESTIONS**

- Wind and Kite Festival Committee Report
- Budget for all Parks and Recreation facilities and projects
- Pickleball Court discussion

**11) ADJOURNMENT**

MOVED by Board Member Laury Holt, seconded by Board Member David Somerville to adjourn the meeting at 5:22 p.m.

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

**7 - 0 PASSED - Unanimously**

Submitted: August 16, 2021.

By: *Traci Lavelle, Deputy Town Clerk*

Approved: September 9, 2021.

