

DRAFT

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

**SEPTEMBER 13, 2023
11:00 A.M.**

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

Present: Chair Celia van der Molen; Vice-Chair Larry Holt; Board Member Susie Jarvis

Absent: Board Member Jeffrey Crandell; Board Member Michael Pickett

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

Present: Recreation/Events Coordinator Morgan Heiner; Deputy Town Clerk Sara Burchill

1) CALL TO ORDER

Chair van der Molen called the meeting to order at 11:04 a.m.

2) ROLL CALL

3) APPROVAL OF MINUTES

- a)** Consideration and possible action to accept the August 16, 2023, regular meeting minutes.

MOVED by Board Member Susie Jarvis, seconded by Vice-Chair Larry Holt to approve the August 16, 2023, regular meeting minutes.

AYE: Board Member Susie Jarvis, Vice-Chair Larry Holt, Chair Celia van der Molen

3 - 0 PASSED - Unanimously

4) PARKS & RECREATION MANAGER'S REPORT

Jason Olson, Facilities and Parks Manager, presented the following:

- Territorial Days went well.
- Discussed various events the department was getting ready for including the Chino Valley Grinder, soccer season, and construction of a new Flag Memorial at Town Hall.
- Staff would be trying to get to weed management between preparing for all the events.

Cyndi Thomas, Community Services Director, presented the following:

- Territorial Days was amazing, and Staff couldn't have done it without all the extra help from all the other groups.
- Upcoming events included the Harvest Fest and the Chino Grand Prix.
- Staff was gearing up for the Halloween event scheduled for the Saturday before Halloween.
- Staff was beginning to work on December to Remember, but there were no solid plans yet.

Morgan Heiner, Recreation and Events Coordinator, presented the following:

- The last day of the pool was September 3rd and it was a busy day.

The Board and Staff discussed some safety issues that happened during the Territorial Days parade.

5) 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.

6) CORRESPONDENCE

Cyndi Thomas, Community Services Director, read a letter from Board Member Jeff Crandell expressing concerns related to the pickle ball/dog park projects.

The present Board Members did not discuss the letter.

7) OLD BUSINESS

- a) Consideration and continued discussion regarding the planning of a Community Meeting.

Cyndi Thomas, Community Services Director, presented the following:

- The Board discussed the Community Meeting extensively at the August 16, 2023, meeting and set a date in December. Staff looked at other communities and nearly all of them did online rather than in-person meetings. Staff was inquiring if the Board wanted to focus on an in-person meeting or table that option until after putting out a survey.

The Board and Staff discussed the following:

- The Board thought it sounded better to table the in-person meeting until the survey was out. The General Plan only received 76 responses.

- Having the survey out before the meeting would help to dictate what was discussed during the meeting. Or there was a possibility that the survey would be successful and decisive enough that an in-person meeting wouldn't be necessary.

8) NEW BUSINESS

- a) Consideration and possible discussion regarding a Community Survey.

Cyndi Thomas, Community Services Director, presented the following:

- Utilizing Survey Monkey was the easiest way to do a survey.
- Having the survey online offered lots of options between the Town's website, social media, and print some for those without computers or internet access.
- The Town Manager had informed staff that she would like to know if people answering the survey live in Chino Valley or the County. County residents use Town facilities, but Town residents pay for them. Age brackets would also be a good question to get a full view of the demographics.
- Staff provided examples of basic questions that could be asked on the survey. The Board circled what they liked and crossed out what they did not like.

The Board and Staff discussed the following:

- The Board asked Staff to prepare a sample survey for the next meeting.
- The Board recommended removing any comments sections and keeping the survey format as multiple question.
- How to ask the questions and to make them broad in scope yet defined.
- How long the survey should be up and available for responses.
- It would be better to put it out before the holidays while people were home.
- Board and staff discussed ways that they could distribute the survey including sending flyers home with school children, robocalls, social media, providing flyers to local businesses, and handing out flyers and having staff do surveys with the community at various events, and having a Board Member announce when it's live at a Council Meeting.

9) FUTURE AGENDA SUGGESTIONS

- a) Consideration and possible discussion regarding the next meeting date and time.

September 27, 2023, at 1:30 p.m. at the Community Center.

10) ADJOURNMENT

MOVED by Board Member Susie Jarvis, seconded by Vice-Chair Larry Holt to adjourn the meeting at 11:42 a.m.

AYE: Board Member Susie Jarvis, Vice-Chair Larry Holt, Chair Celia van der Molen

3 - 0 PASSED - Unanimously

Submitted: September 25, 2023.

By: *Sara Burchill, Deputy Town Clerk*

Approved: MONTH DAY, 2023.