

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

**AUGUST 2, 2016  
4:00 P.M.**

The Parks & Recreation Advisory Board of the Town of Chino Valley, Arizona, met for a Regular Meeting in the Chino Valley Council Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

**1) CALL TO ORDER**

Celia A. Vander Molen, acting as Committee Chair, called the meeting to order at 4:09 PM.

**Vote:** 4 - 0 PASSED - Unanimously

**2) ROLL CALL**

Present: Deryl Jevons; George Cooper; Celia A. Vander Molen; Donna Armstrong

Absent: Carrie Barnes; Todd League; Eric Smith

Staff Present: Recreation Coordinator Katie Cornilus; Recreation Supervisor Chris Bartels

**3) APPROVAL OF MINUTES**

- a) Consideration and possible action to approve the April 5, 2016 regular meeting minutes.

MOVED by George Cooper, seconded by Deryl Jevons to approve the April 5, 2016, regular meeting minutes.

**Vote:** 4 - 0 PASSED - Unanimously

- b) Consideration and possible action to approve the April 25, 2016 special meeting minutes.

MOVED by Deryl Jevons, seconded by George Cooper to approve the April 25, 2016 special meeting minutes.

**Vote:** 4 - 0 PASSED - Unanimously

- c) Consideration and possible action to accept the May 3, 2016 regular meeting minutes.

MOVED by George Cooper, seconded by Deryl Jevons to approve the May 3, 2016 regular meeting minutes.

**Vote:** 4 - 0 PASSED - Unanimously

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

Recreation Supervisor Chris Bartels introduced the new Recreation Coordinator, Katie Cornelius. He has tasked her with the following:

- Develop marketing strategy and branding.
- Develop a volunteer pool to be utilized by Parks 7 Recreation and other departments. When there is an event the Town can call upon the volunteer pool to assist.
- Do a report on the Mud Run for future discussion.

Coordinator Cornelius made the following comments:

- Background in small business development.
- Will evaluate what the Town's needs are and the ability to fulfill those needs.
- The initial project she will start to develop is the Peavine Trail expansion to Prescott.
- City of Prescott has committed \$500,000 toward their trail system. Chino Valley can tie into the system. It will be a win/win for both communities.
- She wants to work on the Chino Valley trail system and develop a "Roam Your Home" program.
- Chino Valley was the first to develop the Rails to Trails and it would be appropriate to be the community to finish the system.
- Spoke with Yavapai Regional Medical Center to create a wellness program.
- Need to get a buy in from local businesses.
- The Chino Mudder was great and the Board did a great job of putting it together in a short time.
- Action Fund is sending a check to the Board.

Chris Bartels provided the following updates:

- The Mud Run broke even.
- Chris Bartels indicated that an after action review was held the same day as the event at Casa Grande Restaurant. He will locate his notes and provide a report at the next meeting.
- This weekend a church group is utilizing the Mudder course for a youth event and have added some new permanent obstacles. The group paid the Town \$150 to use the facility. Kevin Larson is the youth leader.

Board member Cooper wondered if the building on the Mudder course could be rebuilt and used.

## **5) COMMITTEE CHAIR REPORT**

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

Todd League was not present at the meeting.

### **b) Recreation Committee - Celia Vander Molen**

- Will connect with the Chino Valley High School Athletic Department to discuss open gym times for the community and possible senior leagues.
- Received the library expansion construction documents which can be used to apply for a grant from the Kieckhefer Foundation to assist in expansion.

### **c) Aquatics Committee - Carrie Barnes**

Carrie Barnes was not present. The pool closes on August 14, 2016. Chris Bartels will have a full report at the next meeting.

d) Parks & Trails - George Cooper

George Cooper reported that he is still trying to reach someone at Yavapai Trails.

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.*

There was no response to call to the public.

7) **CORRESPONDENCE**

There was no correspondence.

8) **OLD BUSINESS**

Board member Armstrong stated that something has to be done about the vandalism at the parks. People and/or kids are damaging the trees and picnic tables at Memory Park.

Jami Lewis was present at Memory Park with a group where the kids were climbing the trees and breaking limbs. Board member Armstrong asked the kids to get out of the trees.

Supervisor Bartels stated that other vandalism issues have been addressed. The subject of vandalism at the parks will be included in the next agenda.

9) **NEW BUSINESS**

a) Discussion, consideration and possible action regarding the uses of the Peavine Trail location at Jerome Junction.

George Cooper informed the Board that the Historical Society wants to move the barber shop located the southeast corner of Highway 89 & Road 1 North to Jerome Junction to use as a local historic building. If it is moved to Jerome Junction there would be no personnel to man the building and the building would be vandalized. There is an offer to move the building for \$1.00.

Coordinator Cornelius suggested that Memory Park might be a better location for the building and less likely to be vandalized. Instead of the building the Historical Society could place a kiosk on the trail with information and photographs about Jerome Junction.

Chris Bartels will do some research and update the board at the next meeting.

Katie Cornelius had the following ideas for the Peavine Trail:

- Arts programming along the trail.
- Signage on the trail identifying flora and fauna.

- Granite Creek runs alongside the Peavine.
- Use the washes as trail systems in Chino Valley
- Apply for grant funding for the arts, engineering and science.
- The Peavine Trail could be developed for cycling, hiking, extreme bikers and sports
- Met with John Cox at the Prescott Airport to address the Peavine Trail extension and the 9900' runway expansion.

b) Discussion, consideration and possible action regarding the future use of the Chino Mudder course.

Chris Bartels stated that in addition to the Chino Mudder, the Board's intention was for other organizations to use the facilities for various events. Some ideas included:

- Firefighter training
- Wildland Fire training
- Corporate use such as team building events.
- Organizations could use the Community Center as a classroom and then go to the course for the activities.
- The Community Center is currently being used for different meetings including AYSO, Chino Valley Little League, Pop Warner Football, Arts & Crafts classes and other meetings..

Chris Bartels wants the Board to develop a fee structure for the Mudder Course.

George Cooper updated the Board that the Model Aviators Club wants to be able to fly over the Mudder Course. The Aviators Club wants to bring in big fly-in events and needs airspace not ground space.

c) Discussion, consideration and possible action regarding the future role and/or function of the Parks & Recreation Advisory Board with staff.

Recreation Supervisor Bartels provided copies of Resolution 08-862 which is the charter for the PRAB Board and how it operates and what is required to function. He asked everyone to read the charter before the next meeting where members will be asked to ratify the charter, identify charter members and assign the members. He will review the rules and responsibilities of each charter and identify any position members want to develop.

Several items may need to be amended. Before the next meeting he will ask the Town Clerk what is necessary to amend the Charter.

Recreation Supervisor Bartels reviewed the charter by reading through the following:

Section 1: Ratification

Section 2: Purpose of Parks & Recreation Advisory Board

Sections 3: Membership

Section 4: Quorum

Section 5: Meeting of the Board

Section 9: Standing Rules

Recreation Supervisor Bartels spoke in more detail about the following Sections from the Charter.

Regarding Section 2. B., the budget has been tight for the last 10 years.

- There is new growth in the community and opportunities to pursue projects.
- Develop a project list.

- From that list identify the need, develop a budget and program analysis to present to Finance Director, Public Works Director and Town Manager.
- Convince the Town Council/management to provide funding.
- Supervisor Bartels will report to the PRAB Board regularly. The Board will not be involved in the budget minutia.

Regarding Section 6: Officers include Chairperson, Vice-Chairperson and Secretary.

- The duties of the Secretary were reviewed and Supervisor Bartels stated that he was considering dropping the Secretary position from the Charter. He did not want the Board to be responsible for developing and posting the agenda.
- Board member Armstrong stated that she was against getting rid of that position and that if you looked back on the minutes you cannot tell anything that went on and “you can’t find squat in the minutes.”
- Katie Cornelius stated that she reviewed the minutes as a source of knowledge and found most minutes match the agenda word or word and was disappointed by how light the minutes were.

Section 7: Committees

- The Committee Chair is required to appoint at least 3 members from the community to participate on Special Committees.
- Recreation Coordinator Cornelius can make recommendations of people to Committee Chairs.
- Building a volunteer base would assist in identifying people to participate on these special committees. - Board members should start looking for people to bring onto the Special Committees.
- Reviewed the duties of the chairs for Park/Trails, Recreation, Aquatics and Finance. The duties are the same except that the Finance Chair duties include identify alternative funding sources.

Section 8: Meeting Agenda

- If a member has an idea for the agenda send an email to Todd League and he will forward to Chris Bartels to put on the agenda

Section 10: Absences; Removal for un-excused absences.

- Reminded members to contact Chairperson Todd League within 24 hours in advance that they will not be attending the meeting.

## 10) FUTURE AGENDA SUGGESTIONS

.Future agenda suggestions Include:

- Report regarding the Pool.
- Mudder fee schedule and master plan
- Memory Park
- Damage – response to vandalism

## 11) ADJOURNMENT

MOVED by George Cooper, seconded by Deryl Jevons to adjourn the meeting.

**Vote:** 4 - 0 PASSED - Unanimously

Submitted this 11th day of August 2016.

By: *Amy Lansa, Town Clerk Assistant*

Approved: October 4, 2016