

# **DRAFT**

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

**APRIL 6, 2021  
4:00 P.M.**

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

Present: Todd League, Chair; Carrie Gofourth, Vice-Chair; Celia van der Molen, Board Member; Donna Armstrong, Board Member; Richard Coleman, Board Member

Absent: John McCafferty, Board Member; David Somerville, Board Member; Steven Werkheiser, Board Member; Billie James, Board Member

Staff Present: Administrative Services Director Joe Duffy; Assistant Community Services Director Cyndi Thomas

**1) CALL TO ORDER**

Chair League called the meeting to order at 4:06 p.m.

**2) ROLL CALL**

**3) APPROVAL OF MINUTES**

- a)** Consideration and possible action to accept the October 22, 2020, Special meeting minutes.

MOVED by Board Member Donna Armstrong, seconded by Vice-Chair Carrie Gofourth to accept the October 22, 2020, special meeting minutes.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member Celia van der Molen, Board Member Donna Armstrong, Board Member Richard Coleman

**5 - 0 PASSED - Unanimously**

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

Cyndi Thomas and Joe Duffy reported on the following:

- Cyndi Thomas introduced herself to the committee members, and explained that she and/or Joe Duffy would be attending all future PRAB meetings. A review of the meeting packets and the member contact list was provided.
- A presentation of the Parks and Recreation Department had been provided to the new Town Manager. There had been a misconception by the public that, due to the hiatus the previous year, that nothing had been done. This was untrue, and the department was as busy as they had always been. The Parks Department was still maintaining fields and all other typical duties. The Recreation Department had been very creative and planned and held classes at the Community center with ten people or less and held virtual classes and seminars.
- The 2021 Parks and Recreation Department's schedule of events were similar to past ongoing activities and events, with a tentative budget.
- There was a drive-in movie event planned for April. Since the previous year's Fourth of July was not held, the money budgeted for that event would be used for the movie event. The event could be moved forward to the month of May.
- The recreation staff had been working on the upcoming aquatic season. They were tentatively planning to be open on May 29<sup>th</sup> and closing August 8<sup>th</sup>.
- The Department was in the process of hiring staff, but it had been a slow process. There was an issue with people not applying for open positions, so they were currently short staffed. Staff believed it would change once word got out and kids started going back to school again. Staff had backup plans if they remained short staffed, which included opening June 1<sup>st</sup>, which was a couple weeks after the end of the school year.
- One of the seasonal swim instructors had moved out of the area, and it had been a challenge trying to find a Learn to Swim instructor in the area. If they could not find a replacement, there was the possibility of not offering swim lessons for the upcoming season. Staff was working diligently to find an instructor so that swim lessons could remain on the schedule.
- They would not be offering aquafit for the upcoming season because they were unable to find an aquafit instructor.
- Staff apologized for the lack of emails and communication and would try and improve on the communication between the advisory board and staff. Staff would be forwarding all pertinent information to the Board to keep them informed.
- The playground equipment at the recreation center was inspected and was unable to be certified because it was out of compliance, and it was a safety hazard that needed to be removed. Staff was in the process of purchasing new equipment once funding was approved by Town Council. There was a company under State contract that staff would work with instead of going out to bid for the equipment. The equipment staff was considering equipment that would accommodate age groups two through five, and five through twelve.
- Other playground equipment and upcoming inspections were discussed. The old equipment would be hauled away by the company and removal would be part of the contract.
- The Department currently had three park's employees, one of which was a new hire. The seasonal staff was in the process of starting work, and it was the Department's intention to hire one of those seasonal members in a full-time capacity after July 1<sup>st</sup>, which would increase the staff to four. They would do the same process in the next season, which would bring their staff up to industry standards. This would be subject to Council funding and approval.
- The Town had hired a private company to keep the pool clean throughout the season. They were also getting bids for an engineer designed cover for the pool to eliminate the algae growth. There could be a leak in the pool and staff had noticed a drop in the water level. It would be addressed in the upcoming year.

**5) COMMITTEE CHAIR REPORT**

a) Committee Chair - Todd League

b) Recreation Committee - Donna Armstrong

- There was an action center offering birthday game packages at Gabby's and skateboard birthday parties at the mall where Sears had been located.
- A trail's brochure was passed to members. Staff thanked Richard Coleman and the Yavapai Trails Association for the work done on the Peavine Trail. They had put in benches, picnic tables, historical markers, and pet stations. The entire trail would be graded in the upcoming weekends.

c) Aquatics Committee - Carrie Gofourth

d) Parks & Trails - Richard Coleman

e) Finance Committee -

They did not have a finance committee, and it was discussed having the item removed from the agenda. Members could no longer apply for grants.

**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.

Cyndi Thomas and the Members discussed the following:

- The department had been approached six months earlier by an Airsoft company that wanted to put in an Airsoft Field. Staff had met with representatives and believe it was a good thing for the area. The company would maintain the property and the contract would allow the Town to use the facility for an agreed upon number of times throughout the year. The Economic Development Director, Maggie Tidaback had been involved with the process because the business was a “for profit” business and was considered more of an economic development project than a recreational one. The attorney would draft an agreement that would work for both parties. Staff was unsure if it would come to fruition. The company would be investing money and had draft plans submitted to the Development Services Department.
- Staff thought the Airsoft field would be positive for the Mud Run event because the property would need to be maintained and cleared, which had been a big expense for the Town each year. It could save the Town thousands of dollars in expenses. Cost to the town was approximately \$20,000 to prepare the course each year, with 1000 man hours.
- The Town would have a multitude of weekends they could use the area for various events.
- The obstacles and trails could be preserved and kept safe in an economical way.
- Staff proposed a change of date for the Mud Run event. If the company were to use the area, it would not be until late May or June, and they would need time to work on the facility for their needs. A change of date would allow for the opportunity to not have the event at the busiest part of the season for staff.
- Staff proposed to have the event in late September or early October. The weather was good at that time of year. Members explained that the original date was picked because it fit into the mud events cycle schedule. That timeframe would need to be researched to ensure it did not conflict with other mud events. Members agreed that it was a busy time of year and were not opposed to a different date.
- A recommendation could be made at the next meeting. Staff explained that September 25<sup>th</sup> could not be a consideration. The date of October 2<sup>nd</sup> was discussed as the ideal time.
- Airsoft was usually played in the woods. The company would lease the space to play a game where they shoot at each other with plastic BB’s. Part of the company’s proposal was to have a small nerf field for younger players or people who did not want to be shot by a plastic BB. The ammo used was 100% biodegradable, and it was not toxic to animals. A bathroom facility would most likely be a port-a-potty.
- The company would use the dry pits that had been developed for the Mud Run. There would be different mapped courses available to play.
- Members thought it was a favorable new event for the community and that it was good the facility would be used outside the Mud Run event.
- Members requested a representative from the Board to be available to meet with the company and review the course.
- The Mud Run date needed to be determined so that it could be posted online, and registration dates could be determined. The entire site needed to be rebuilt, fee schedules needed to be established, and sponsorships needed to be determined. Staff would talk to APS representatives about possible sponsorship.
- Carrie Gofourth would research date availabilities and suggested that the Members meet before the next regular scheduled meeting, so that planning could begin. She would also investigate other possible companies for registrations. They used an outside company because it was keyed into the mud run community. It was similar to paying for marketing for the event.
- The preferred date was October 2. The Chino Grinder would be at Old Home Manor (OHM) on September 25, so that date was not available. September 18<sup>th</sup> and October 9<sup>th</sup> were also a possibility.

- The registration charge had been \$42, increasing to \$48 a month before the event, and \$50 for day of event registration. There had been discounts offered in the past, and it was easy to use the discount codes.
- They should reconsider group limits, because there had been a group cap at four and there were groups that wanted to do the event as a large group.
- There had been no specific budget in the past for the Mud Run. There was \$8,500 budget for 2021 for the event. Expenses and revenues were discussed.
- They had been using a T-shirt printing company out of Seligman and the prices would be confirmed for the current year.

## 9) NEW BUSINESS

- a) Discussion and possible action regarding the restart of Parks and Recreational activities.

Staff and Members discussed the following:

- The staff and Members were looking at going forward with all the regularly scheduled activities.
- The December to Remember event could include things like the Christmas Scavenger Hunt and much more.
- The board would be involved in the Halloween event, but it had not yet been planned or discussed by staff.
- The Fourth of July plans were just beginning. The Town had lost the firework launch site because the property had been sold. The fireworks were being moved back out to OHM. The event would be a drive-in tailgating firework show. Due to the liability issues, there could not be events at OHM, but that could change in the future. The area and parking were discussed. The Police Department were supportive and had wanted the event at OHM for years. The ball fields would be closed off and people would need to stay by their vehicle. There would also not be food or drink trucks. Port-a-potties would be strategically placed throughout the parking area.
- Drive in Bingo was on the schedule and had been successful in the aquatics parking lot.

## 10) FUTURE AGENDA SUGGESTIONS

- Kite or wind festival

## 11) ADJOURNMENT

MOVED by Vice-Chair Carrie Gofourth, seconded by Board Member Celia van der Molen to adjourn the meeting at 5:20 p.m.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member Celia van der Molen, Board Member Donna Armstrong, Board Member Richard Coleman

**5 - 0 PASSED - Unanimously**

Submitted: April 14, 2021.

By: *Traci Lavelle, Deputy Town Clerk*

Approved: MONTH DAY, 2021.