

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

**JUNE 4, 2019
4:00 P.M.**

The Parks and Recreation Advisory Board of the Town of Chino Valley 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

Chair League called the meeting to order at 4:00 pm.

2) ROLL CALL

Present: Todd League, Chair; Carrie Gofourth, Vice-Chair; Diego Mendez, Board Member; David Somerville, Board Member; Donna Armstrong, Board Member; Richard Coleman, Board Member; Debbe Hacke, Board Member

Absent: Celia van der Molen, Board Member

Staff Recreation Lead Dallas Gray; Recreation Coordinator Hailey Bryd; Parks Supervisor
Present: Jason Olson; Economic Development Project Manager Maggie Tidbeck

3) APPROVAL OF MINUTES

- a) Consideration and possible action to accept the May 7, 2019, meeting minutes.

MOVED by Board Member Donna Armstrong, seconded by Board Member Debbe Hacke to approve the May 7, 2019, regular meeting minutes as corrected.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member Diego Mendez, Board Member David Somerville, Board Member Donna Armstrong, Board Member Richard Coleman, Board Member Debbe Hacke

PASSED - Unanimously

4) PARKS & RECREATION MANAGER'S REPORT

Parks Supervisor Olson reported on the following;

- Recent and upcoming events and ongoing park maintenance.
- Explained the newly approved water management system that ran the Park's watering system. The system would be in use within four to six weeks.
- The Town's Softball field capabilities

Recreation Coordinator Gray reported the following:

- Reviewed current activities including the opening of the pool, ongoing Mud Run event planning, and Fourth of July event planning.
- Recreational rentals and events had slowed down for the summer season.
- The Boys and Girls Club was open but the participation was limited and the program would not continue if the numbers did not increase.
- Maggie Tidbeck the new Economic Development Project Manager, introduced herself and spoke about recreation needs and events as part of the economic development structure of the Town. She shared a few of her outdoor recreation growth ideas for the Town.

5) COMMITTEE CHAIR REPORT

- a) Committee Chair - Todd League
- b) Recreation Committee - Donna Armstrong

Boardmember Armstrong reported:

- Studied grant information for a pickle ball court. It was unclear the direction the Town would take on the development of a pickleball court. Ms. Armstrong could put a package together to present to staff to present to Council. She had heard suggestions of developing the cat park into a pickleball court. Mr. Olson explained that there had been talk of development in the area, but it was unclear what type of development. The committee discussed different areas and ideas for the pickleball courts.

- c) Aquatics Committee - Carrie Barnes

Boardmember Barnes reported:

- Weather had caused some closure issues
- Participation numbers were high and they were already out of food
- Police were doing a daily patrol to show their presence to help prevent fights and drug use.
- Initially had pool chemical issues but those were resolved.
- Aquafit and swim lesson signups were strong and feedback on the inclusion of evening classes had been good.

- d) Parks & Trails - Richard Coleman

Boardmember Coleman reported:

- After the realignment of Jerome Junction, the trail disappeared. Mr. Coleman raked a small pathway but a two-foot-deep drainage ditch on one side was hazardous for users and he believed that the installation of a 20' culvert pipe would be beneficial. The Board needed to notify Town staff that the Jerome Junction contractor needed to fix the trail to be operational.
- The trail from Perkinsville was cleaned up with the help of Girl Scout volunteers. Work on the road system had wiped out the trail upgrades and should be remedied.
- The Over the Hill Gang would do some trail maintenance if they could get the trail gate key (Gates located at Center South and Road 4 South) but it was unclear if the work would be volunteer or for a small fee. Staff would determine who had the keys.
- Recovery at the Pines often did volunteer work as part of the recovery program and could be used for trail maintenance if they were interested.

e) Finance Committee - Bea Coons

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) Pursuant to A.R.S. § 38.431.05(B), the Parks and Recreation Advisory Board proposes to ratify a prior action, taken on May 7, 2019. Specifically, the board intends to ratify its discussions regarding to the Mud Run, Flex Fitness Program, and Pickleball, under the agenda item 8) Old Business, none of which were noticed for discussion on that agenda. Any member of the public may obtain a detailed written description of the action to be ratified by viewing the Parks and Recreation Advisory Board June 4, 2019 agenda staff report for this item at www.chinoaz.net/AgendaCenter. (Jami Lewis, Town Clerk)

Chair League explained that each listed item that had been discussed at the previous May 7, 2019, meeting that had not been on the published agenda needed to be ratified.

MOVED by Board Member Donna Armstrong, seconded by Board Member Debbe Hacke to ratify the May 7, 2019, meeting discussions of the Mud Run, Flex Fitness Program and Pickleball.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member Diego Mendez, Board Member David Somerville, Board Member Donna Armstrong, Board Member Richard Coleman, Board Member Debbe Hacke

PASSED - Unanimously

- b) Discussion and possible action regarding Pickleball.

Boardmembers discussed the following:

- The possibility of using the existing basketball court for pickleball courts and posting hours of use for each sport. The basketball courts were not currently ready for pickleball use.
- The pickleball association had the funding to supply the nets and necessary equipment and would be responsible for erecting and removal of the nets. The Town would have to put the holes in place for the nets. The netting that did not require in ground holes would not work because the Town lacked proper storage.
- Boardmember Armstrong would contact the appropriate people and put together the information to provide to staff for presentation to Council.

- c) Discussion and possible action regarding Mud Run.

Boardmembers discussed the following:

- Diane Tucker would be assisting with the Arizona Hometown Radio promotions. They would provide a Q&A interview, social media presence and community calendar pages two weeks prior to the event; Facebook, live event promotion announcements, and production of a 30-second radio ad announced 20 times on various stations. In exchange for the promotion the Town would provide four sets of two Mud Run tickets, extra tickets for radio staff that wanted to participate, and the Town would add the Hometown Radio logo to flyers, banners and website
- As in the past, approximately six other major donor's logos would be added to flyers and Safeway's insert could be considered a flyer.
- The logo and the flyer setup should be kept the same because it was the event branding.
- Contact Embry Riddle Civil Air patrols for possible volunteer help at the event.
- Last year they held a Fox News phone interview but had no response from Fox this year.
- Advertise at the University in Flagstaff and any news organization in Flagstaff.
- Request assistance from NAU Recreation Instructor Kathleen Finlayson and her students in exchange for some event tickets.
- Affinity RV offered an onsite trailer for the event.
- Findley had been unresponsive to sponsorship requests but still working on getting in contact with representatives.
- Bibs were much less expensive than the medals. Committeemembers Armstrong and GoFourth would meet with staff to take a closer look before making a decision to use bibs in lieu of medals. Medals for first through third place would still be provided to participants.

d) Discussion and possible action regarding Flex Program.

Boardmember Hacke left the meeting at 5:28 p.m.

MOVED by Vice-Chair Carrie Gofourth, seconded by Board Member Donna Armstrong to table item 8d until the July meeting.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member Diego Mendez, Board Member David Somerville, Board Member Donna Armstrong, Board Member Richard Coleman, Board Member Debbe Hacke

PASSED - Unanimously

9) NEW BUSINESS

a) Overview of the Open Meeting Law as it pertains to agendas and meetings by the Town Clerk's Office. (Jami Lewis, Town Clerk)

Town Clerk Lewis discussed the following:

- Would try to setup training for Boardmembers in the fall.
- When a violation of the open meeting act occurred, staff was required to report it on the agenda and provide a detailed description of what had happened at the meeting.
- A copy of the Statutes was provided to the Boardmembers.
- The Agenda Item and description were posted on the website to provide complete transparency to the public of what had taken place at the meeting and what was being done to resolve the issue.
- Examples were given to Boardmembers of types of actions that would require ratification.

Clerk Lewis clarified that legally, discussions, presentations and motions were all considered action.

- The Open Meeting Act stated that the public business must be done in public. Anything that was broader than a very brief discussion under a committee report should be placed on the agenda under either old or new business. Strict rules also applied to Call to the Public.
- Correspondence that may lead to a discussion should be put on the agenda.
- If the Board bylaws allowed, the agenda format could be changed and the Correspondence item could be put under Manager's Report.
- The Agenda was considered proper notice to the public.
- Emails should not be sent to the entire Board or it would be considered a meeting. Emails should be sent through staff.
- Agenda posting requirements.
- Legal Counsel were restrictive on what was considered an emergency exception.
- Matters not on the Agenda could not be discussed.
- Complaints filed with the Attorney General for violations were up to \$500 a day civil penalty and the penalty would be assessed to Boardmembers as individuals.
- There was only 30-days to ratify a violation.

b) Discussion and possible action regarding changing the meeting day of the Parks and Recreation Advisory Board.

Boardmembers discussed the following:

- A letter written by Assistant Community Services Director Cyndi Thomas regarding changing the Board meeting days was read aloud.
- The days that worked best for all members and staff.
- The reasoning of changing the dates for an individual and the ramifications to the rest of the Boardmembers.
- The importance of having pertinent staff at the meetings to answer questions.
- Some members voiced frustration at the dynamics of the Board changing and were concerned that it was becoming more bureaucratic instead of fluid and was changing from an advisory board position to a committee.
- Boardmembers expressed the difficulty in changing the day because of other commitments and were not supportive of changing the date to a different date or time.

MOVED by Board Member Donna Armstrong, seconded by Board Member David Somerville to table item 9b to the July meeting.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member Diego Mendez, Board Member David Somerville, Board Member Donna Armstrong, Board Member Richard Coleman, Board Member Debbe Hacke

PASSED - Unanimously

10) FUTURE AGENDA SUGGESTIONS

- Pickle ball (old business)
- Mud Run (old business)
- Flex Program (old business, continued from 6-4-19 meeting)
- Parks and Recreation meeting day change (old business, continued from 6-4-19 meeting)

11) ADJOURNMENT

MOVED by Board Member Donna Armstrong, seconded by Vice-Chair Carrie Gofourth to adjourn at 5:45p.m.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member Diego Mendez, Board Member David Somerville, Board Member Donna Armstrong, Board Member Richard Coleman, Board Member Debbe Hacke

PASSED - Unanimously

Submitted: June 13, 2019.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: July 2, 2019.