

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

**JULY 11, 2023
1:30 P.M.**

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

Present: Susie Jarvis, Board Member; Michael Pickett, Board Member; Larry Holt, Board Member; Jeffrey Crandell, Board Member; Celia van der Molen, Board Member

Staff Recreation/Events Coordinator Morgan Heiner; Senior Recreation/Events Coordinator

Present: Hailey Byrd; Community Services Director Cyndi Thomas; Facilities and Parks Manager Jason Olson; Public Works Director/Town Engineer Frank Marbury; Deputy Town Clerk Sara Burchill

1) CALL TO ORDER

Cyndi Thomas called the meeting to order at 1:33 p.m.

2) ROLL CALL

All Board Members and Staff introduced themselves.

Cyndi Thomas, Community Services Director, provided an introduction of the history and function of Parks and Recreation and Community Services.

3) APPROVAL OF MINUTES

- a)** Consideration and possible action to accept the May 3, 2022, regular meeting minutes.

Sara Burchill, Deputy Town Clerk, presented the following:

- Provided a brief overview of what the Board should look for and how motions should be made regarding corrections and approval of minutes.

MOVED by Board Member Larry Holt, seconded by Board Member Celia van der Molen to approve the May 3, 2022, regular meeting minutes.

AYE: Board Member Susie Jarvis, Board Member Michael Pickett, Board Member Larry Holt, Board Member Jeffrey Crandell, Board Member Celia van der Molen

5 - 0 PASSED - Unanimously

4) **PARKS & RECREATION ADVISORY BOARD LIAISON REPORT**

Cyndi Thomas, Community Services Director, presented the following:

- Advised the board of what the meetings would look like going forward as far as additional Town staff participation.
- Briefly discussed open meeting laws and asked if anyone felt they needed additional training on that subject. It was clarified that a conversation between three members of the Board constituted a quorum and would break open meeting law if conducted outside of an open meeting.
- Although it was the Parks & Recreation Advisory Board, it was more of a Community Services Advisory Board because they would reach all areas of the community including the Senior Center and Library.

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

- Aquatics was moving into their last session of swim lessons.
- She believed they would have the staff to be able to stay open until Labor Day.

Hailey Byrd, Senior and Recreation Events Coordinator, presented the following:

- Recent events had really good turnouts.
- New events were being planned and continuing some Town favorites including Movie in the Park. Movie at the Pool had a great turn out and lots of people asked for more movies at the pool.
- All American Bash had 400 participants and was a lot of fun.
- Two dances were held and both had great turnouts.
- The Department was currently preparing for Territorial Days which would be a three-day event. Friday night would have a chili cook off and band. Saturday would have a pancake breakfast, parade, activities in the park and corn dinner. Sunday would have a car show with food trucks and vendors. Fireworks would close the event on Sunday night.

Frank Marbury, Public Works Director/Town Engineer, presented the following:

- Engineering was still working on moving forward with the grants that were received to do remodels on the Senior Center. Their Project Manager just left so they were having to manage without him.
- Public Works was working to see how they could support the parade.
- Provided a brief overview of Capital Improvement Projects which were often funded by sales tax dollars that were split up between different accounts for water, sewer, and streets, and the process for getting a Capital Improvement Project approved by Council. To design and build Capital Improvement Projects took about two years.

Jason Olson, Facilities & Park Manager, presented the following:

- Summertime meant spending a lot of time fixing breaks and leaks in the irrigation and taking care of the weeds. The irrigation system was older and leaks happened a lot. Last

year saw 39 leaks.

- August Staff would start taking care of the fields by edging, top dressing, aerating, and fertilizing. The fields would get a break between Thanksgiving and Martin Luther King Day to rest and come back without a lot of intervention.
- The Wade Parker Tournament was coming up on July 23rd which would kick-off the end of the softball/baseball schedule. AYSO soccer would start practices in August with games starting after Labor Day. Between 400 and 600 children used the fields during Little League and Soccer season.
- The Peavine Trail would be getting some fencing this year for the portion that was within Town limits.
- Design would begin for a Parks, Facilities, and Aquatics Maintenance Building. Their staff was currently spread out and in very small rooms and they needed a building they could all utilize and help streamline processes by having everything and everyone in one place.
- They not only took care of the park areas, but also the grounds of all Town buildings. They also took care of Cat Park and the open lots just North of Appaloosa Meadows on the South side of Road 4 North, and Old Home Manor (OHM).
- Council had approved another full-time employee which would allow two guys to be more landscaping focused.

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) OLD BUSINESS

- a) In accordance with A.R.S. §38.431.05(B), discussion and possible action regarding ratifying the Board's following May 3, 2022, action: Vice-Chair Donna Armstrong made a motion to approve the January 26, 2022, study session minutes with the correction "lighting for field four would cost \$365,000 and field three would be closer to \$500,000..."

Sara Burchill, Deputy Town Clerk, presented the following:

- This item referred to minutes that had been approved during the last PRAB meeting.
- A motion had been made to make a correction to the minutes. Upon further investigation, the Clerk's Office found that the minutes were typed correctly per the recording.
- This item would serve to ratify those minutes from the January 26, 2022 PRAB meeting.

MOVED by Board Member Larry Holt, seconded by Board Member Michael Pickett to ratify the January 26, 2022, study session minutes with the correction "field four would cost \$365,000 and field three would be closer to \$500,000."

AYE: Board Member Susie Jarvis, Board Member Michael Pickett, Board Member Larry Holt, Board Member Jeffrey Crandell, Board Member Celia van der Molen

5 - 0 PASSED - Unanimously

- b) In accordance with A.R.S. §38.431.05(B), discussion and possible action regarding ratifying the Board's following May 3, 2022, action: Vice-Chair Donna Armstrong made a motion to approve the February 15, 2022, study session minutes with the correction that moving the Dog Park to Center Street Park had not been discussed prior to the February 15, 2022, study session meeting.

Sara Burchill, Deputy Town Clerk, presented the following:

- This item referred to minutes that had been approved during the last PRAB meeting.
- A motion had been made to make a correction to the minutes. Upon further investigation, the Clerk's Office found that the minutes were typed correctly per the recording.
- This item would serve to ratify those minutes from the February 15, 2022, study session minutes.

MOVED by Board Member Jeffrey Crandell, seconded by Board Member Michael Pickett to ratify the February 15, 2022, study session minutes stating that moving the dog park to Center Street Park had been discussed.

AYE: Board Member Susie Jarvis, Board Member Michael Pickett, Board Member Larry Holt, Board Member Jeffrey Crandell, Board Member Celia van der Molen

5 - 0 PASSED - Unanimously

7) **NEW BUSINESS**

- a) Consideration and possible action to elect a Chair and Vice-Chair.

Cyndi Thomas, Community Services Director, presented the following:

- According to the PRAB bylaws, a Chair and Vice-Chair needed to be elected the first meeting after July 1st.
- The bylaws also stated that the Board had to meet at least two times per year which meant they could meet as frequently or infrequently as they wanted, depending on the Board's desires, as long as they held at least two meetings per year.

Susie Jarvis nominated Celia van der Molen for Chair.

MOVED by Board Member Susie Jarvis, seconded by Board Member Larry Holt to appoint Celia van der Molen as Chair.

AYE: Board Member Susie Jarvis, Board Member Michael Pickett, Board Member Larry Holt, Board Member Jeffrey Crandell, Board Member Celia van der Molen

5 - 0 PASSED - Unanimously

Susie Jarvis nominated Larry Holt for Vice-Chair.

MOVED by Board Member Susie Jarvis, seconded by Board Member Jeffrey Crandell to appoint Larry Holt as Vice-Chair.

AYE: Board Member Susie Jarvis, Board Member Michael Pickett, Board Member Larry Holt, Board Member Jeffrey Crandell, Board Member Celia van der Molen

5 - 0 PASSED - Unanimously

- b) Consideration and possible discussion regarding strategic planning for Parks and Recreation.

Cyndi Thomas, Community Services Director, presented the following:

- PRAB had existed since 2008.
- The Board had changed courses over the years which prompted the new bylaws that were recently approved.
- The Board would be looking from the 30,000-foot level to guide the next steps.
- The coordinators were effective at planning and organizing events.
- The Board needed to focus on strategic planning.
- Ms. Thomas provided the definition of an Advisory Board.
- Gave a brief overview of some of the last Board's priorities and reviewed renderings of potential uses for a dog park at Center Street Park and a conceptual plan for a Recreation Center at Old Home Manor (OHM).
- In November 2023 the Town's new General Plan would be on the election ballot and would need to be used as a guide for the Board to make sure their plans aligned with the General Plan. All current plans fit within the General Plan.
- Council felt that pickleball was a priority.
- Ms. Thomas asked what the Board felt should be priorities for the Town.

The Board and Staff discussed the following:

- The Board listed the following items as priorities for the Town:
 - Multi-use building
 - Youth
 - Pool cover for year-round access
 - Indoor courts
 - Pickleball
 - Seniors
 - Another lit field
 - Equestrian amenities
 - Trails
 - Dog Park
 - The indoor courts at the schools were difficult to utilize because of how often they were used for various tournaments and events.
 - Pickleball could fall under all ages.
 - Staff stated that there was a small area transportation study that had identified some trail systems, one of which being the Peavine to create an unpaved loop system.
 - A wash system from Road 4 North to Reed Road connected to Outerloop and was identified as a trail system. Outerloop would have a perimeter trail around the Town.
 - The study also identified paved trails from Perkinsville Road from the Peavine, across the highway and pick up at Memory Park and head down the existing path

that was just resurfaced going toward Del Rio school. The path would then head back via Road 2 North and connect to the Peavine, closing the loop. Adding a leg at Road 1 East would connect all the school areas. The Board asked for pictures of those trails.

- This Board was meant to prioritize projects for the community and Council. They could then be taken to a public meeting to get public input.
- The Board prioritized as follows:
 1. Youth
 1. Indoor Courts
 2. Year-round pool use
 2. Lighting
 3. Pickleball / Dog Park
 4. Equestrian
 5. Trails
- Discussion ensued regarding moving the dog park to Cat Park and putting pickleball courts where the current dog park is off Perkinsville Road. The development of the dog park and pickleball seemed to go hand-in-hand.
- There was \$125,000 set aside for design and development within Parks and Recreation this fiscal year. There were no specified earmarks for the money, so the Board would help decide how it should be spent.
- Staff felt that pickleball was very appropriate, but they needed someone like Elite Sports Builders to come and do an assessment. Staff stated that they would need some budget numbers and long-term goals to take to Council for approval. The \$125,000 would be a good resource to start that process.
- Discussion ensued regarding the pros and cons of solar lighting for the ball fields, including solar covered parking.
- A timeline was discussed of getting priorities lined out, taking them to the public for them to choose, and having a proposal ready to take to the Council Budget Retreat in February of 2024.
- Chino Valley previously had a teen center that was rarely used because the teens couldn't get there. Chino Valley was too spread out. Discussion ensued about if the multi-use facility would really serve the youth like they hoped it would. The Board believed it would as the east side of the Highway was built with higher density per the General Plan.
- Staff discussed the phases in which the proposed facilities at OHM would be built.
- Staff also discussed that the issues were more of not having enough lighted fields rather than a lack of fields.
- Ms. Thomas asked the Board to do some homework before the next meeting and see if the priorities set during the meeting really were what they wanted and they could be rehashed at the next meeting.
- Discussion ensued about looking into grants for various projects.

c) Consideration and possible discussion to begin planning a Community Meeting.

Board and Staff discussed the following:

- The Board felt they needed to meet several times before going to a Community Meeting.
- The Board's vision and proposal would go to Council at the Budget Retreat in February.
- Timelines should be included with proposals.

8) FUTURE AGENDA SUGGESTIONS

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

Board and Staff discussed the following:

- The Board needed to meet again to bring their own priorities to the table and put them together in a cohesive plan.
- An August meeting was discussed.
- The next meeting was scheduled for August 16th at 1:30 p.m.

9) **ADJOURNMENT**

MOVED by Board Member Celia van der Molen, seconded by Board Member Larry Holt to adjourn the meeting at 2:53 p.m.

AYE: Board Member Susie Jarvis, Board Member Michael Pickett, Board Member Larry Holt, Board Member Jeffrey Crandell, Board Member Celia van der Molen

5 - 0 PASSED - Unanimously

Submitted: July 25, 2023.

By: *Sara Burchill, Deputy Town Clerk*

Approved: August 16, 2023.