

**SUMMARY OF THE MINUTES OF THE COTTONWOOD
PARKS AND RECREATION COMMISSION
January 28, 2020**

Present:

Ann Shaw, Chair
Edna Ahrens, Vice-Chair
Kimberly Kelley
Donna Fulton
Doug Hulse

Absent:

Amber Bahm
John Kubrock

Also Present:

Hez Allen, Parks and Recreation Manager
Jak Teel, Parks and Recreation Superintendent
Robin Babbitt, Information and Business Specialist
Rudy Rodriguez, Deputy City Manager

CALL TO ORDER

Commissioner Shaw called the meeting to order at 5:02 pm at the Cottonwood Recreation Center Conference Room.

MINUTES – NOVEMBER 26, 2019 REGULAR MEETING

Commissioner Shaw asked for a motion to accept the minutes of the November 26, 2019 meeting. Commissioner Hulse motioned to approve the minutes as written. Commissioner Ahrens seconded the motion. Motion carried unanimously.

CALL TO THE PUBLIC

(This portion of the agenda is set aside for the public to address the Commission regarding an item that is not listed on the agenda for discussion. However, the Commission cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. 38-431.02(H).) Comments are limited to a 5 minute time period.)

None.

OLD BUSINESS

A. MONTHLY REPORT INFORMATION FOR DECEMBER 2019

Mr. Allen reviewed the December reports focusing on cost recovery of the Rec Center. He stated December cost recovery figures were high but that they fluctuate monthly. Looking at the year to date percentages, they are slightly ahead of where they were last year. He feels it is due to staff cutting costs without cutting services. He asked if there were any questions. There were none.

NEW BUSINESS

A. PARKS AND RECREATION COMMISSION APPOINTMENT – KIMBERLY KELLEY

Mr. Allen congratulated Ms. Kelley on her reappointment to the commission. Commissioner Shaw added her happiness of the reappointment.

B. PARKS, RECREATION, OPEN SPACE AND WAYFINDING MASTER PLAN UPDATE

Mr. Allen stated that two firms submitted RFQ's for the Master Plan. Norris Design was unanimously selected and their agreement is in the packets. Their proposal was geared more personally toward Cottonwood. Community Development Block Grant funds will fund the Master Plan and the beginning associated projects. Staff feels the initial projects would include irrigating the sport fields using water from the reclamation plant and also wayfinding. The latter would include signage in key locations to welcome people to the community and denotes where facilities are located. A quality Master Plan lays the roadmap for the city and department. It is also a critical tool to be able to seek additional grants.

C. DISCUSSION – CENTER FOR UNIVERSAL LIGHT ONE HUMANITY CONCERT

Commissioner Kelley explained that the center is organizing this concert to bring more of the cultural aspect of the area to light. She would like to work with the city if not by funding, then by resources. They would like to start holding these in the Old Town Activity Park and build on the meditation program they had in October. Their vision is to bring many of the cultures of the Verde Valley together as their center is very diverse. She thinks it would be good for the area's image.

After continued discussion, Mr. Allen asked Commissioner Kelley to follow up with him and Mr. Teel to discuss possibilities further.

D. RECREATION CENTER MARKETING UPDATES AND SUGGESTIONS

Mr. Allen stated that Commissioner Kelley and Ms. Babbitt would be meeting this Friday to discuss ideas further. The city will also be hiring a marketing person who will assist with the department. He also reviewed an upcoming promotion whereby family yearly memberships may be purchased in installments.

E. TENNIS CENTER RESURFACING PROJECT UPDATE

Mr. Allen stated they received \$36,000 in the budget to resurface all four courts. Staff met with USAPA Pickleball representatives from Cottonwood and Clarkdale, and a tennis representative. The group agreed to stripe the courts in the following way: Court one Pickleball only, courts two and three for both Pickleball and tennis, and court four for tennis only. This design allows for Pickleball tournaments. He added that the patch project may only last for 3 to 5 years.

F. THUNDER VALLEY RALLY FINAL

Mr. Allen presented the Commissioners with the Thunder Valley Rally PowerPoint that he shared with Council. He reviewed each slide: 2019 TVR Committee members, Committee goals,

revenues, charity revenue, and cost recovery. He explained why some specific revenues were up and some were slightly down. He and Mr. Rodriguez discussed staffing costs in detail.

G. PROPOSED PARKS AND RECREATION DEPARTMENT LOGO

Mr. Allen asked the commissioners for their input after explaining the reason they are updating the logo now. He reviewed the four quadrants of the proposed logo and their meanings.

Commissioner Kelley was concerned with the limitations of the artwork. She suggested having more simplified line art and black and white versions that they can use in a variety of ways

Mr. Allen stated that they would be able to create those other versions, similarly to what they have done with the city logo.

H. 5-YEAR CAPITAL IMPROVEMENT PLAN

Mr. Allen reminded the commission that it is required as part of ordinance that they put a 5-year capital plan together each year. Staff looked at Council's strategic initiatives, the most recent Commission 5-Year Plan, and senior leadership's priorities, which include taking care of what the city already has and making sure what they have represents the city well. He added that there wasn't funding for most of the projects so they would have to go after grants. He then reviewed the list of projects on the proposed plan.

1. Recreation Center Generator Installation: This is to create an emergency shelter at the Rec. The price is from the city electrician for hooking the entire center to run off a generator.
2. Install Solar Electric at the Recreation Center: Spending \$244,400 for a complete system should allow an electricity savings of 30%.
3. Bill Bowden Park: The \$44,000 listed under FY22 is for play apparatus and fencing.
4. Riverfront Park Play Apparatus ground covering replacement: This item is pushed to FY24 knowing that it will be a need by then.
5. Orchard Park Landscaping and Fencing: This is for beautification. Mr. Allen feels they can do a lot to improve that park without much money.
6. New Park Signs: This is in order to have signage consistency throughout the city parks. They would be based on the new Garrison Park signs.
7. Urban Trail System: Del Monte Wash Greenbelt Corridor Trail System: This wash connects with Blow Out Wash. It has potential to connect the subdivisions up Mingus and in Clarkdale, as well as Yavapai College and Forest Service trails.
8. Tennis Court Resurface: This is down for FY25. It is to completely resurface the courts by taking the layers down to the subbase and building it back up with new asphalt.
9. Old Town Activity Park – Cultural Park: This item has been on the plan for many years. There is a thought now that they may be able to use a storm water retention grant as the bowl would great a basin for water retention.
10. Riverfront Park – Soccer Fields: This item came out of the Riverfront Park Master Site Plan process. They are hoping to fund this through grants.
11. Riverfront Park – LED Lights Conversions at Parking Lots: According to Musco Lighting,

the payback and return on investment to convert all of the park lighting is much lower than they had previously thought due to the current use of green metal halide lights. However, because the parking lot lights run all year long, they can save a much higher percentage by converting those for \$52,000.

12. Park System Phased Sod Plan: This is under leadership's goals of investing in maintaining what we already have in a manner that represents the community well. It will cost \$0.50 per square foot. At approximately 43,000 square feet per acre, that's about \$22,000 per acre. These are set for Garrison and Lion's Parks.
13. Riverfront Park – Splash Pad: This is listed as Future Funding.
14. Riverfront Park – Pond: This is listed as Future Funding.
15. Garrison Park – New Swings and ground surface: Council awarded \$18,700 from Prop 202 Gaming funds to Parks and Recreation to install a new swing set and ground surface.
16. Riverfront Park Skate Park – 20 X 20 Shade Structure: This would go over the last unfinished area within the skate park allowing it to be completed.
17. Riverfront Park – Hockey Rink Resurface: This needs to be completed in order for the facility to be used safely for game play.
18. Riverfront Park – Sport Fields Irrigation: Funded through current CDBG.
19. Wayfinding Signage: Funded through current CDBG.
20. Riverfront Park – Trails/Signage: Funded through current CDBG.

Commissioner Hulse motioned to accept the recommended 5-year capital improvement plan. Commissioner Kelley seconded the motion. Motion passed unanimously.

I. RECENT & UPCOMING PARKS AND RECREATION PROGRAMS/SPECIAL EVENTS

Mr. Teel reviewed recent and upcoming departmental events including the New Year's Eve Celebration, youth basketball, Cottonwood's Vintage Run, indoor adult volleyball, Easter Egg Hunt, Angel Tree and Santa visit. Some of these items were discussed further.

J. STAFF RECOGNITIONS

Mr. Allen mentioned that they had their annual staff party. It is held mostly to thank the part time staff and for supervisors to show them their appreciation.

K. FUTURE AGENDA ITEM SUGGESTIONS

Mr. Rodriguez stated that the Cottonwood's Vintage Run should be brought back so Mr. Teel could answer more questions.

ADJOURNMENT

Commissioner Hulse motioned to adjourn the meeting. Commissioner Kelley seconded the motion. Meeting was adjourned at 6:12 pm.