

**SUMMARY OF THE MINUTES OF THE COTTONWOOD  
PARKS AND RECREATION COMMISSION  
April 23, 2019**

Present:

Ann Shaw, Chair  
Edna Ahrens, Vice-Chair  
Kimberly Bird  
John Croslin  
Donna Fulton

Absent:

Doug Hulse

Also Present:

Hez Allen, Interim Parks and Recreation Director  
Robin Babbitt, Information and Business Specialist  
Bill Larson,

**CALL TO ORDER**

Commissioner Shaw called the meeting to order at 5:00 pm at the Cottonwood Recreation Center Conference Room.

**MINUTES – MARCH 26, 2019 REGULAR MEETING**

Commissioner Shaw asked for a motion to accept the minutes of the March 26, 2019 meeting. Commissioner Ahrens motioned to approve the minutes as written. Commissioner Bird 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 MARCH 2019**

Mr. Allen reviewed the March monthly report. He asked if there were any questions. There were none.

**B. RECREATION CENTER MONTHLY UTILITY USE AND ANALYSIS (THROUGH MARCH)**

Mr. Allen asked the Commissioners if there were any questions on the utility usage graphs. There were none.

**C. NORRIS DESIGN INC – REVIEW AND DISCUSSION OF DEVELOPMENT OF 2019 RIVERFRONT PARK MASTER PLAN – UPDATED MAP AND CULTURAL RESOURCES SURVEY**

Mr. Allen stated that the Riverfront Park Master Plan design included in the packet is the latest conceptual design. It will be evolving as they continue to engage stakeholder groups. He stated that Jak Teel reached out to representatives of both the dog park and community garden. The two met with the groups separately and presented the proposed plan and how they got this far. They explained that they wanted to engage users of those two areas and discuss what makes the most sense for their assets and the overall plan.

Mr. Bill Larson spoke on behalf of the dog park. He gave a brief history of how the dog park came into existence including their objectives. He stated that most of the dog park users he has spoken with do not want to see it moved. However, after viewing the Yavapai County aerial views, they saw that if the community gardens could locate to a little different area, the dog park would actually be larger. It could include a training area, a small dog area, a main run/play area and additionally an agility course.

After more discussion regarding the potential for the park plan, Mr. Allen stated they would have more stakeholder meetings and bring the design back to the commission again before it heads to Council.

**NEW BUSINESS**

**A. COTTONWOOD RECREATION CENTER NEW BUSINESS STRATEGY**

Due to time constraints on those present, Commissioner Bird moved to table agenda items A, D and E until the next regular commission meeting. Commissioner Fulton seconded the motion. Motion passed unanimously.

**B. COTTONWOOD RECREATION CENTER PROPOSED MEMBERSHIP RATE CHANGES**

Mr. Allen stated that along with working on a new business strategy for the facility, they are looking at making changes to membership rates. Though this is a municipal service facility, it is also held to cost recovery parameters. Ms. Babbitt has put a proposed rate sheet in consideration of these factors. If the commission agrees, staff would present this to Council in May.

Ms. Babbitt explained how she came up with the figures for the potential flat rate proposal.

After discussing the reasons for having two rates, the forecasted revenue changes with a flat rate and ways to market the changes, Commissioner Croslin moved that they find the amount of fees that will help the facility maintain the cash flow that they need and enable them to provide all these extra services for everybody that is a member. Commissioner Bird seconded the motion. Motion carried unanimously.

**C. PARKS AND RECREATION PROPOSED VOLUNTEER PROGRAM**

Mr. Trevor Faust stated he has been given the opportunity to coordinate the volunteer program at the recreation center. Currently he is in the early stages of coming up with a program. He researched programs at other departments including the Cottonwood Library. From speaking with volunteers, he found it was important to include the aspects of building a sense of community, unity and purpose in the program. The end goal of the CRC volunteer program is to help save costs on their part time budget. Staff is still gathering information to develop the strategy for their program.

Commissioner Croslin stated there are many successful volunteer programs in the state and around the country. He said Trevor was doing it the right way by gathering information from other organizations to find out what works and what doesn't. He suggested incorporating someone from Public Works to work with him on coordination. That will greatly assist them when it comes to trail maintenance or something similar.

Commissioner Shaw stated that she and Commissioner Croslin had discussed the need for defining what types of volunteer opportunities they have. She offered to assist by researching what people are doing in recreation centers around the state and in other areas of the country.

Commissioner Bird asked if the program encompassed the entire Parks and Recreation system or just the recreation center.

Mr. Faust said they are focused on the CRC but hope to expand it as the program grows to service other needs.

**D. UPCOMING PARKS AND RECREATION PROGRAMS/SPECIAL EVENTS**

See Agenda Item A.

**E. FUTURE AGENDA ITEM SUGGESTIONS**

See Agenda Item A.

**ADJOURNMENT**

Commissioner Croslin motion to adjourn the meeting. Commissioner Bird seconded the motion. Meeting was adjourned at 5:48 pm.