

**SUMMARY OF THE MINUTES OF THE COTTONWOOD
PARKS AND RECREATION COMMISSION
May 28, 2019**

Present:

Ann Shaw, Chair
Edna Ahrens, Vice-Chair
Kimberly Bird
John Croslin
Doug Hulse

Absent:

Donna Fulton

Also Present:

Hez Allen, Interim Parks and Recreation Director
Rudy Rodriguez, Deputy City Manager

CALL TO ORDER

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

MINUTES – APRIL 23, 2019 REGULAR MEETING

Commissioner Shaw asked for a motion to accept the minutes of the April 23, 2019 meeting. Commissioner Bird 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 APRIL 2019

Mr. Allen asked if there were any questions on the April monthly report.

There were no specific questions but the commission and Mr. Allen discussed making some changes to the formatting of the report in order to understand the big picture better.

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

Commissioner Shaw asked if there were any questions on the utility usage graphs. There were none.

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

Mr. Allen updated the commission on the Riverfront Park Master Plan design. Staff met with both the dog park and community garden stakeholders and he discussed the outcomes. The group discussed this further.

Mr. Allen updated the commission on the cultural resources survey. They began the required ADOT and NEPA cultural and archeological processes for the entire park but ADOT asked for an archeological historian to gather additional information. Due to this, the grant may be pushed back to the next fiscal year.

NEW BUSINESS

A. PARKS AND RECREATION COMMISSION PACKET DISSEMINATION

In an effort to be more efficient and save resources, Mr. Allen proposed that commission packets be disseminated via email as pdf files instead of mailing them as hard copies.

After discussion and additional clarification of commissioner requests, Mr. Allen stated they would switch to sending packets digitally to each commissioner, but have copies available for those who want them at the front desk.

B. CIVICREC SOFTWARE AND WEBSITE DESIGN

Mr. Allen stated that staff has wanted to update the department's webpages for a while. Links to some sample sites were included in the packet. They hope to make the pages more intuitive allowing for more information gathered and registrations completed online. He explained that the department is switching to CivicRec for its recreational software. This is the same platform as CivicPlus, who is the website provider for the city. The systems should function together well. The commission and Mr. Allen discussed this further.

C. PARKS AND RECREATION RENTAL FACILITIES

Mr. Allen stated that staff presented a consolidated rental fee structure to Council at a recent work session. He explained that the new structure should make the process simpler for staff and the public. It also includes the Riverfront Park Water Reclamation Plant. Council was receptive to the changes but they would need to be made by Ordinance, as most of the fees are included in the 1993 Parks and Recreation code and the Municipal Code.

Mr. Allen and the Commissioners discussed free rentals and how they would be reflected in cost recovery models.

D. COTTONWOOD RECREATION CENTER BUSINESS STRATEGY – EXPANDED HOURS AND NEW MEMBERSHIP RATES

Mr. Allen stated the business strategy contains four tiers. The first tier includes a customer service strategy, LED lighting in the pool and game room, changing the lighting schedule in the gym and banquet hall, charging for set-up and tear down time for room rentals, and adding membership value with no charge childcare and classes. They build this strategy to bring up the cost recovery and promote the facility. He described some of the changes that will be occurring in more detail adding that they will take the proposed membership rates to Council June 18. He discussed this with the commission further.

E. UPCOMING PARKS AND RECREATION PROGRAMS/SPECIAL EVENTS

Mr. Allen reviewed the list of upcoming programs and events. It included the opening of the outdoor pool for the season, summer day camp, Learn to Swim classes, Summer Cinema Series, Missoula Children’s Theatre and Fantastic Family Fourth of July.

F. FUTURE AGENDA ITEM SUGGESTIONS

No items suggested.

ADJOURNMENT

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