

MINUTES OF THE SPECIAL JOINT WORK SESSION OF THE CITY COUNCIL AND THE PARKS AND RECREATION COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD JANUARY 11, 2011, AT 6:00 P.M. AT THE COTTONWOOD RECREATION CENTER, 101 S. 6TH STREET, COTTONWOOD, ARIZONA.

CALL TO ORDER AND ROLL CALL

Mayor Joens called the work session to order at 6:00 p.m.

COUNCIL MEMBERS PRESENT

Diane Joens, Mayor
Karen Pfeifer, Vice Mayor
Tim Elinski, Council Member
Linda Norman, Council Member
Terence Pratt, Council Member
Darold Smith, Council Member

COUNCIL MEMBERS ABSENT

Duane Kirby, Council Member

PARKS & RECREATION COMMISSION MEMBERS PRESENT

Doug Hulse, Chairperson
Ron Hollis, Member
Carol Nielsen, Member
Dennis Burke, Member

COMMISSION MEMBERS ABSENT

Nat Munn, Member
Bill Bowden, Member
Ann Shaw, Member

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager
Steve Horton, City Attorney
Matt McLean, Deputy Clerk
Dan Lueder, General Services General Manager
Richard Faust, Community Services General Manager
Charlie Scully, Long Range Planner

WELCOME & INTRODUCTIONS

The Council, Commission, staff and members of the public introduced themselves to each other.

Mayor Joens welcomed everyone to the meeting and thanked the Commission for all the hard work that they do.

FUTURE DIRECTION, NEEDS, PROGRAMS, POLICY AND PRIORITIES, INVOLVING THE COMMISSION'S FIVE-YEAR PLANNING DOCUMENT & THE TRAILS PLANNING DOCUMENT

Richard Faust discussed the future trail planning and the five year planning document to the

Council. He stated that one of the things that has been requested the most from the public has been a master plan for the trails plan, and Parks and Recreation amenities. Many communities have implemented a planning process for a master plan through public process and input. Staff requested some direction on preparing a master plan. Mr. Faust provided a master plan document from Colorado Springs, Utah which discusses a ten year plan.

Mr. Hulse addressed the Council regarding the need for a master plan. When the city was considering building the Recreation Center, they held public meetings. In planning a master plan, the Commission would like to ask the citizens what they would want around the city. The Commission would also like the Council to consider funding for the new projects as well.

Council Member Elinski asked if they hired a consultant to conduct a survey in Colorado Springs.

Mr. Faust stated that they did hire a firm and staff would recommend the city hire a firm to conduct the survey instead of having staff conduct the survey. He believes that it will cost between \$30,000 to \$40,000 to conduct the study.

Council Member Elinski asked if we could conduct the study with other communities since the trail system is regional to the entire Verde Valley and we could offset some of the cost.

Mr. Faust stated that is something that may be possible.

Mayor Joens asked if Planning and Zoning would be included in the study plan.

Mr. Faust stated that was correct.

The Council discussed the moving of the tennis courts.

Mr. Faust stated that the tennis players have discussed with the Commission their displeasure of closing down one of the courts to build the recreation center. One of the things that the City Council could consider is relocated the tennis courts to Riverfront Park and whether the city should build five courts or six courts system. The total cost could be \$400,000 to \$450,000.

Mayor Joens asked how they are working with Charlie Scully and his trails plan.

Mr. Faust stated that the current five year plan is sort of a wish list and they can include the trails plan.

Council Member Pratt asked if the tennis players are in favor of moving the tennis courts.

Mr. Faust stated the tennis players are in favor of any location, as long as they have five courts or six courts. This is why the study needs to be completed, since it would factor in not

only the current courts, but also the tennis courts at the high school. The Council should be wary of answering to a special interest group for the entire community. Mr. Faust stated the warranty for the tennis system was for five years and they have only done minor repairs on the courts.

Council Member Norman asked about the possibility of rehabbing the Civic Center and making it more secure.

Mr. Faust stated that staff has required any group that has used the Civic Center provide their own security. Staff has not been able to provide a staff person at the civic center during use. They have received about one broken window a year. The floor needs to be resurfaced.

Mayor Joens suggested that the rehabilitation of the Civic Center could be included in another budget, not just the Parks and Recreation budget.

Mr. Bartosh stated this could be discussed during the upcoming budget work sessions. It is unlikely that the city would be able to find a grant for this project.

Council Member Smith stated the study is a good idea.

Council Member Elinski stated it is important not be pushed by special interest groups and look at the entire community.

Council Member Pratt stated that we should be getting the public's input.

Mr. Hulse stated it is a good idea for the study and to receive input from the entire community.

Mrs. Nielsen stated we should be receiving input from the community and the survey is a good idea.

Mr. Hollis stated the plan is not just a wish list for the Parks and Recreation Commission, but a list for the community. As a member of the community, he believes we should keep things going and we should have a good trails program. The study is a good idea.

Mr. Bartosh stated the study is a good idea to find out what the community wants. Also a consultant could identify where future amenities could be placed. He also suggested the Parks and Recreation Commission could factor in the costs for new amenities for the Council. It's important to bring in good designers and builders.

Mayor Joens suggested the Council and Parks and Recreation Commission should start looking at the bicycle plan and having funds available.

Mayor Joens asked Mr. Scully about the trails being included in the washes and if we have easements in place for the trails plan.

Mr. Faust stated the trails plan includes trails on top of the wash areas so it doesn't come into the wash area.

Mr. Scully stated as an example, the Del Monte wash area, the owner is willing to grant an easement for a trail, but there are some areas that we might have to seek grant funding to purchase some of the trail areas. This would require some negotiation with land owners and grant funding.

Mayor Joens asked how the Planning Zoning Department can work with the Parks and Recreation Commission.

Mr. Faust stated the Parks and Recreation Commission is willing to back up Planning and Zoning's direction in regards to the trails plan. The master plan can help with direction for the trails plan.

Mayor Joens asked how a new master plan would affect the general plan.

Mr. Scully stated they could just include the master plan into the general plan.

Mayor Joens stated if the Council believes that there is something important to the Council they should direct the Commission to consider it.

FUNDING AND FUTURE PLANNING FOR THE COTTONWOOD RECREATION CENTER

Mayor Joens stated she thought it would be important for the Council and Commission to discuss this issue to ensure that the Recreation Center is properly maintained and continues to be supported by the community.

Mr. Faust stated when they originally conducted the feasibility study, the study concluded that the city should include a line item in the budget for the maintenance and upkeep. The study also stated that the recreation center should be shut down for a week for maintenance and repairs. He suggested this should be brought up during the budget.

Council Member Pratt stated that he is very impressed by the staff of the recreation center and asked Mr. Faust how the carpets are holding up.

Mr. Faust stated the carpets are holding up very well. Another thing the study shows is that the blacktop of the parking lot may have to be resurfaced within five years and should be considered for the budget discussions.

Council Member Pratt stated it is important to maintain the recreation center and budget for maintenance.

Council Member Elinski stated we should look at taking a percentage of the dues received from the recreation center and set it aside for the maintenance.

Council Member Pratt stated the equipment appears to be holding up well.

Mr. Bartosh informed the Council that the recreation center is the only city building to receive seven days a week custodial service.

Mayor Joens stated she doesn't want to see the building not being taken care of.

Mr. Bartosh stated we should set aside a certain amount in the budget until we know for sure how much it will cost to maintain the building.

Mayor Joens stated we should have a plan for maintaining all the city buildings, and she believed that maintaining the recreation center is also important for the Commission.

Mr. Hulse stated the recreation center should probably be shut down for a week for repair and maintenance.

Council Member Pratt stated the shutting down for a week is a good idea and the public should be notified well in advance.

Mayor Joens asked Mr. Faust if they are collecting any data in regards to use and if he had recommendation for a week of possible shut down.

Mr. Faust stated they have been collecting data and believes that a week after Easter might be good idea for shutting down for a week for maintenance.

Mrs. Neilson stated she has heard many good comments in regards to the recreation center and it has a lot of good equipment. She agrees with the week closure.

Mr. Hollis stated he agrees that we should maintain the recreation center, but it is important to maintain all the other facilities as well.

Mr. Burke stated he is very impressed with the facility and the staff. He is concerned that there are not a lot of things for pre-teens.

Vice Mayor Pfeifer suggested that a suggestion box be created.

Mr. Faust stated a suggestion box is being used, and Jason Little answers most of the suggestions within a day or two.

Vice Mayor Pfeifer stated she had suggested a suggestion box near the reception area, because it could sound like people are complaining and not suggesting anything.

Mayor Joens suggested that the maintenance should include the exercise machines.

Mr. Faust stated all the equipment has been purchased. After the warranty has expired, we

will have to pay someone to come out and service the equipment. The equipment is serviced every three months.

Mr. Horton stated we had completed a lease-purchase agreement for the exercise equipment.

Mr. Bartosh stated that one of the areas that are not receiving a lot of use is the child care.

Mr. Faust stated that we are receiving about 70 participants a week. We had originally thought that we would receive about 120-150 a week. Staff is trying to find out the best times to keep the child care open.

Mr. Lueder informed the Council and Commission that he had reviewed the solar thermal project statement of qualifications for the pool and facility, and it would be advertised for bidding and construction could be begin around April 1 and should be finished around October 30.

CALL TO THE PUBLIC

Bob Oliphant asked if the Recreation Center is receiving sufficient funding for the marketing for the facility and conduct surveys to find out how people are using the facility.

Mr. Faust stated there is approximately \$25,000 in the budget for marketing. They were waiting about six months before starting marketing. They are planning to marketing to the resorts in Sedona and target the Sedona visitors. They are also planning on marketing at the Sedona movie theater. Staff has not done any surveys with the public.

Council Member Smith stated the recreation center should be marketed through the Chamber of Commerce.

Mr. Faust stated there is marketing through the Chamber, Library and Senior Center. He had talked with Mr. Bartosh about offering business owners in the city a discount for membership.

Mr. Bartosh stated staff would bring the discount plan before the Council for approval at a future meeting.

ADJOURNMENT

Mayor Joens moved to adjourn. The motion was seconded by Council Member Pratt, and carried unanimously. The joint work session meeting adjourned at 7:32 p.m.

Diane Joens, Mayor

ATTEST:

Matthew McLean, Deputy Clerk

CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a joint work session of the City Council and the Parks and Recreation Commission of the City of Cottonwood held on January 11, 2011. I further certify that the meeting was duly called, and that a quorum was present.

Matthew McLean, Deputy Clerk

Date