



AGENDA

REGULAR MEETING OF THE CITY OF COTTONWOOD PARKS AND RECREATION COMMISSION TO BE HELD TUESDAY, **SEPTEMBER 22, 2020**, AT **5:00 P.M.**, AT THE **COTTONWOOD RECREATION CENTER – COTTONWOOD ROOM, 150 SOUTH SIXTH STREET, COTTONWOOD, ARIZONA.**

I. CALL TO ORDER

a. Roll Call

b. Consideration of Minutes: August 25, 2020 Regular Meeting

II. INFORMATIONAL REPORTS AND UPDATES:

A brief summary of current events by Chairperson, Commission members, and/or staff. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)

III. 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.

IV. SPECIAL PRESENTATIONS: NONE

V. OLD BUSINESS

a. Monthly Report Information for August 2020

VI. NEW BUSINESS

a. Recent and Upcoming Parks & Rec. Programs/Special Events

b. Future Agenda Item Suggestions

VII. ADJOURNMENT

**MINUTES OF THE COTTONWOOD
PARKS AND RECREATION COMMISSION
August 25, 2020**

Present:

Ann Shaw, Chair
Edna Ahrens, Vice-Chair
Doug Hulse
Christopher Young

Absent:

Kimberly Kelley
Donna Fulton
Jak Teel, Parks and Recreation Manager

Also Present:

Robin Babbitt, Information and Business Specialist
Rudy Rodriguez, Deputy City Manager
Gary Davis, Planner
Dave Hausaman, Public Works Manager

CALL TO ORDER

Commissioner Shaw called the meeting to order at 5:17 pm in the Cottonwood Recreation Center Cottonwood Room.

MINUTES – JUNE 23, 2020 REGULAR MEETING

Commissioner Shaw asked for consideration of the minutes of the June 23, 2020 meeting. Commissioner Hulse motioned to approve the minutes as written. Commissioner Young seconded the motion. Motion carried unanimously.

CALL TO THE PUBLIC

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None.

OLD BUSINESS

A. MONTHLY REPORT INFORMATION FOR JULY 2020

Commissioner Shaw asked if there were any comments or questions on the reports for July. There were none.

NEW BUSINESS

A. TRAIL IMPROVEMENT PROJECTS

Mr. Rodriguez introduced City Planner Gary Davis and Public Works Director David Hausaman. Mr. Davis he has experience with trails and will help them get trails connected. Mr. Hausaman has been working with the city for a number of years.

Mr. Davis gave a presentation focusing on the city's current trail projects. He wanted to give an update on things that are long range, big picture items and things that are very tangible and happening right now. He reviewed the topics of the presentation. These included regional trail concepts, Riverfront Park trails, Blowout Wash Trail, Bill Ensign and Cliffrose connection, signage and trail naming. The first big conceptual bigger of Master Plan trail is the Sun Corridor Trail. Supervisor Thurman has been involved with this. This is a plan to go from Douglas near the Mexican border through the middle of Arizona to Las Vegas. It is about 1200 miles. A portion goes through the Verde Valley. There are trails in place that they can already use, such as the Lime Kiln Trail, and proposed trails to complete the connections. There will be more information on this in the future.

Mr. Davis discussed more local connector trail concepts. Many northern Arizona cities have circle trails. They are talking about a Verde Circle trail. He said it is very conceptual and may look like a triangle connecting Camp Verde, Sedona, Cottonwood, Clarkdale and Jerome. They are at the stage now of the cities talking about putting together a Memorandum of Understanding to talk about thinking about the trail. The next connector trail discussed was the Verde River to Mingus Mountain. They have some trails in existence and some that are not. The idea is to have one trail going from the very top of Mingus Mountain all the way to Old Town. From there you get across the river and can go up to Sedona via the Lime Kiln Trail. Some portions of the trail are in place but they are still working on getting easements across private land to be able to complete the rest of the proposed trails. Mr. Davis referred to trails that are planned between Yavapai College and forest service trails up to the top of the mountain. There are steep sections that may become a major attraction for mountain bikers. Mr. Davis then focused on the portion within city limits that follows Blowout Wash. The first section starting at the national forest line is complete. It was built by the Mesquite Hills developer. The second segment isn't complete but is all on city property. The third section follows the wash under highway 89A through a culvert. They are hoping to be able to get permission and the engineering through ADOT to use it. That is one of their biggest challenges. The last segment goes down through Old Town and beyond.

Mr. Davis went into more detail about the last segment of the Blowout Wash trail. This goes to Old Town and connects with the Jail Trail system and other trails that currently exist in the Riverfront Park area. They are working on the trail that will connect from the 10th Street sidewalk, along the Cottonwood ditch to Pinal Street at 5th and 4th Streets.

Mr. Hausaman continued discussing proposed trails in the Riverfront and Jail Trail system. They have been working on the Riverfront trail project from 4th Street to 10th Street. He showed a general overview. They are tying the trail to an existing foot trail that crosses the Cottonwood Ditch at 6th Street. The challenges they have with the trail include the trailhead. They have designed a future parking lot at Pinal and 4th Street. The trail is 10 feet wide in most sections but more narrow where there is minimum space. This includes the area next to the wash along the property fence on 5th Street, between the dog park and the ditch, and others. In areas that get close to the ditch, they will add fencing and signage regarding the narrowing of the trail. One other area of concern is at the north end of the youth ballfield parking lot. They are looking at cutting the trail through some existing parking spots. They will look at adding a few spots in other areas if that happens. The trail would end at the 10th Street sidewalk and tie in to other trails.

Mr. Rodriguez added that there are going to be two entry points on the trail for cottonwood ditch maintenance access. After negotiations, they were able to relocate the trail along the ditch more than through the parking lot.

Commissioner Ahrens mentioned her concern for vehicles that gain access on the trail between 5th Street and the bridge. She discussed this further with Mr. Hausaman and Mr. Rodriguez including the possibility of putting large rocks to dissuade people.

Mr. Davis continued the **presentation 23:35** They touched on some of the work that has already been completed along with challenges of crossing certain areas. They also mentioned that much of the work is being accomplished thanks to grants received by the city.

B. PARKS, RECREATION, OPEN SPACE AND WAYFINDING MASTER PLAN PUBLIC MEETING REVIEW

Mr. Rodriguez briefly reviewed the Master Plan public Zoom meeting. He added that staff received the draft report but it was very general. They have asked Norris Design to increase the specificity of the recommendations for the plan before it goes to City Council September 15.

C. PARKS AND RECREATION MARKETING UPDATE

Mr. Rodriguez stated that the Rec is following state guidelines and only allowing up to 25% capacity, which equates to 57 people at a time. He spoke about compliance of health department regulations and that staff and patrons are wearing masks.

Ms. Babbitt stated that they are using the SRMG sponsored ad on the back page of the Verde Independent's My Week insert to advertise that the Rec is open. The ad will also include information on the Story Walk.

Mr. Rodriguez and Ms. Babbitt discussed other facility schedules and that they are still limiting marketing due to canceled or limited programming.

D. BOARD AND COMMISSION CONSOLIDATION DISCUSSION

Mr. Rodriguez reviewed some of the boards that the city has recently or is currently disbanding and why. He stated staff and Council are looking into the idea of combining the Parks and Recreation commission with the Library Board to create one more casual Culture and Recreation group. He will discuss this idea with the Library Board at their next meeting.

Commissioner Young was concerned that if the new board was under fewer restrictions that it may reduce transparency for the public.

Mr. Rodriguez and the commission discussed this idea further.

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

Mr. Rodriguez reviewed the current and upcoming programs presented by the department. They included Story Walk at DDB and CCS, and outside and safe videos. He added that they are still planning for Halloween and Walkin' On Main events knowing that there is a good chance that those may be canceled.

E. FUTURE AGENDA ITEM SUGGESTIONS

Commissioner Shaw asked for an update of the commission consolidation plan after Mr. Rodriguez brings it to the Library Board.

Mr. Rodriguez stated they would discuss the Master Plan and how Council received it.

ADJOURNMENT

Commissioner Ahrens motioned to adjourn the meeting. Commissioner Hulse seconded the motion. Meeting was adjourned at 6:35 pm.



TO: Parks and Recreation Commissioners
FROM: Jak Teel, Parks and Recreation Manager
DATE: September 18, 2020
RE: Agenda - Old Business and New Business Items

OLD BUSINESS

A. Monthly Report Information for August 2020

The Recreation Coordinator II – Youth Programs has submitted monthly reports for **August 2020** including all Recreation Center and Parks & Recreation Department information.

NEW BUSINESS

A. Recent and Upcoming Parks & Rec. Programs/ Special Events

- | | |
|-------------------------------|---|
| ○ Story Walk | On going |
| ○ Mingus Swim Team at CAC | August 24 through November |
| ○ Outside & Safe Video Series | Coming soon |
| ○ Youth Basketball | October 1 st (Registration Starts) |
| ○ Fall Carnival | October 31 st |
| ○ Walkin' On Main | November 14 th |

B. Future Agenda Item Suggestions

Commissioners may suggest items to discuss at upcoming commission meetings.

Cottonwood Parks and Recreation Monthly Report

August 2020



Account Type	This Month	Last Month	Fiscal Year to Date
CRC Memberships	\$ 5,235.18	\$ 2,840.00	\$ 8,075.18
CRC Programs	\$ 149.99	\$ -	\$ 149.99
CRC Rentals	\$ -	\$ -	\$ -

CRC Totals **\$ 5,385.17** **\$ 2,840.00** **\$ 8,225.17**

Cottonwood Recreation Center

Memberships	10-Day Passes	Monthly	3 Month	6 Month	Yearly	Silver Programs	Totals	CAC & CRC Day Passes
Family	NA	41	40	24	153	NA	258	1
Adult	281	152	72	3	136	NA	644	227
Adult Couple	NA	45	48	2	36	NA	131	5
Senior	358	83	135	15	494	1075	2160	311
Youth	47	25	6	1	25	NA	104	57
August Totals	686	346	301	45	844	1075	3297	601
OUTDOOR POOL	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL USER VISITS
Daily Usage Averages	121	269	272	223	216	205	148	4,088
August 2019 Averages	312	769	694	698	616	642	401	18,180

CRC was closed half of the month due to COVID-19

Facility Rentals/Usage

Facility	Rentals	Non Paid	Classes/CPRD
Party Rms	0	0	0
Banquet Rms	0	9	0
Dance/Exercise Room	0	0	18 online
Riverfront	0	2	0
Garrison	0	0	0
Club House	0	10	0

Sport Leagues & Programs

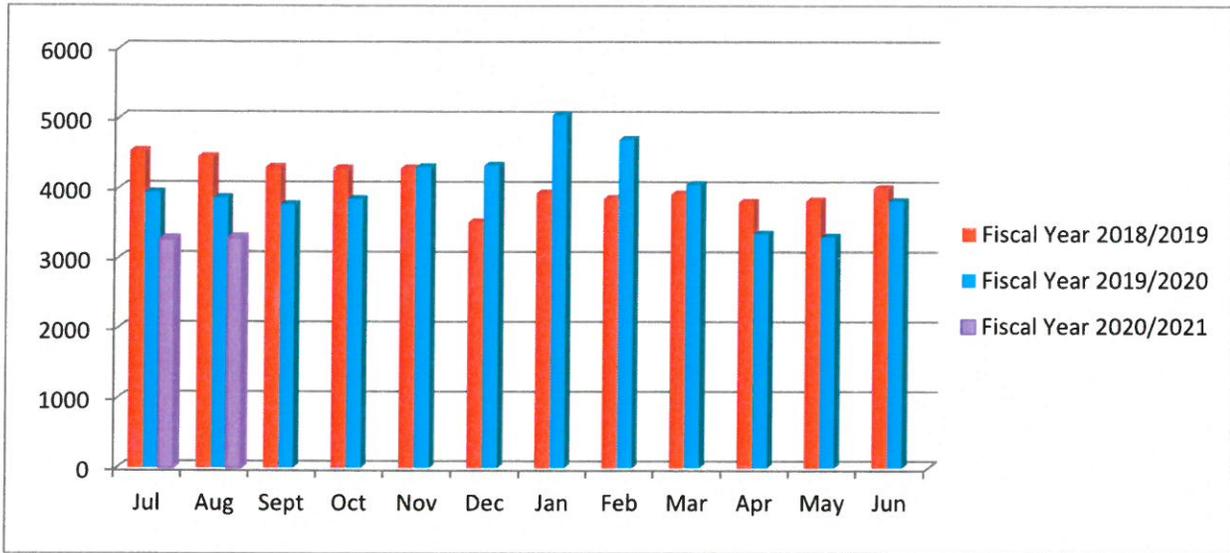
Name	Age Group	Registration	# Teams/players	Start/End
Story Walk				

August Special Events

Name	Date	Location	Attendance	2019 Attendance
Story Walk	08/01 - 08/31	CCS & DDB Track	approx. 350	N/A

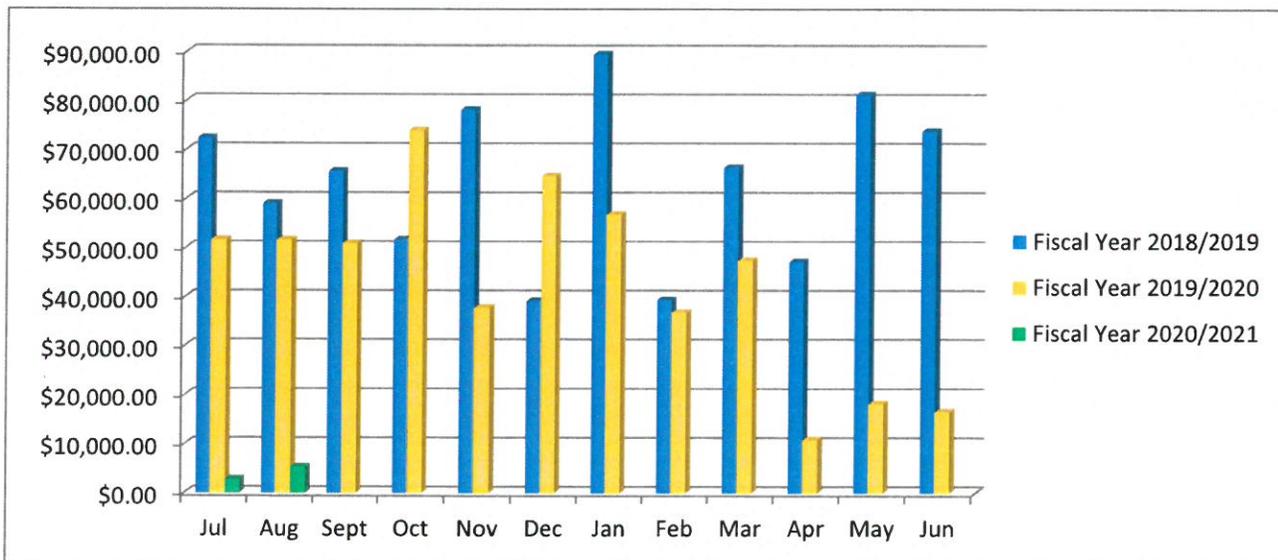
Cottonwood Recreation Center Monthly Membership Totals

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 18/19	4539	4459	4308	4290	4291	3522	3940	3859	3926	3809	3830	4007
FY 19/20	3949	3871	3775	3853	4309	4334	5049	4700	4061	3356	3309	3822
FY 20/21	3280	3297										



Cottonwood Recreation Center Monthly Revenues

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 18/19	\$72,377.65	\$59,127.31	\$65,666.62	\$51,688.63	\$78,150.59	\$39,156.09	\$89,501.02	\$39,417.14	\$66,436.20	\$47,176.23	\$81,279.17	\$73,795.63
FY 19/20	\$51,681.54	\$51,660.10	\$50,968.65	\$73,980.85	\$37,791.39	\$64,713.04	\$56,854.56	\$36,818.97	\$47,452.70	\$10,900.44	\$18,230.45	\$16,666.46
FY 20/21	\$2,840.00	\$5,385.17										



* The center was closed for 8 days in November for maintenance purposes through 2018

Parks & Recreation Department :

Report for August 2020

<u>Profit Center</u>	<i>Monthly Revenue</i>	<i>Part-Time Cost</i>	<i>Full-Time Cost</i>	<i>Monthly Costs</i>	<i>August Cost Recovery</i>
Recreation Center	\$5,495	\$16,054	\$54,533	\$37,177	5.10%

CRC Monthly Cost Recovery - Annual Goal 75%

Recreation Center	FY 2019	FY 2020	FY 2021
July	56.87%	50.71%	5.84%
August	55.09%	62.45%	5.10%
September	71.58%	49.25%	
October	49.82%	69.72%	
November	56.71%	32.31%	
December	41.37%	76.33%	
January	72.87%	61.36%	
February	51.75%	49.86%	
March	65.74%	58.64%	
April	46.29%	11.16%	
May	80.27%	22.48%	
June	54.67%	22.45%	

August	Rentals/Use	Revenue				
Clubhouse	10 City Mtngs	\$0				
Riverfront Meeting Room	2 City Mtngs	\$0				
Childcare	0					
Membership Transactions	Adult	Adult Couple	Senior	Family	Youth	
3 months & above	14	3	13	2	0	

Year to Date Recovery

Fiscal Year	July through		August
	2019	2020	2021
Revenues	\$138,859	\$118,566	\$5,495
Expenditures	\$259,460	\$196,716	\$106,283
	53.52%	60.27%	5.17%

Recreation Center Donation Total

YTD	CRC & CCCH Room Rental Donations	\$0
YTD	City Employee Members	\$20,600
	Total Credits	\$20,600

August Trends: The REC re-opened August 12th after the Governor's Executive Order. The outdoor pool is open for lap swimming and water aerobics and most of these users already have CRC memberships. The outdoor pool is also being used by Mingus Highschool for their swim team. The Indoor Pool has remained closed.