

**SUMMARY OF THE MINUTES OF THE COTTONWOOD
PARKS AND RECREATION COMMISSION
July 9, 2019**

Present:

Absent:

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

Also Present:

Hez Allen, Interim Parks and Recreation Director
Robin Babbitt, Information and Business Specialist
Ron Corbin, City Manager
John Kubrock

CALL TO ORDER

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

MINUTES – MAY 28, 2019 REGULAR MEETING

Commissioner Shaw asked for a motion to accept the minutes of the May 28, 2019 meeting. Commissioner Ahrens motioned to approve the minutes as written. Commissioner Bird seconded the motion. After clarification on one paragraph, 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 MAY AND JUNE 2019

Mr. Allen explained that a new report would be included with the others in the monthly packets. The additional report will show trends and cost recovery per month throughout the year to give a broader picture of how the recreation facility is faring financially. He asked if there were any questions.

The group discussed some of the new data that is now being reported. Mr. Corbin reviewed some of the expectations of Council for the facility and discussed information from the original feasibility study.

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

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

NEW BUSINESS

A. COTTONWOOD RECREATION CENTER BUSINESS STRATEGY – TIER I

Mr. Allen stated that the business strategy is back on the agenda for continued discussion per the Chairperson's request. Staff came up with a four-tier business strategy. He reviewed the items that have been implemented and the ones that they are currently working to finalize. They are hoping that the changes either increase revenue or decrease costs for the facility. Much of it is based on increasing customer service. The strategy also includes the proposed membership rate change. Mr. Allen, Mr. Corbin and the rest of the group, discussed this further. The rate change proposal is going to Council August 6. It will be included on the August commission agenda for further review.

B. RIVERFRONT PARK MASTER PLAN UPCOMING STAKEHOLDER/COMMUNITY MEETING WITH NORRIS DESIGN, INC

Mr. Allen updated the commission on the Riverfront Park Master Plan design. Norris Design is holding the final Stakeholder/Community meeting Thursday, July 11, 5:30pm, at the Riverfront Reclamation Facility meeting room. Throughout the process, they have had meetings and used social media to spread information and gather opinions. As a result, they have had a lot of folks gain interest. This is a last opportunity for them to voice their opinions. Afterwards, Norris Design will consolidate all the information with a final plan presented to the commission and then the Council.

C. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MASTER PLAN UPDATE

Mr. Allen stated that the Master Plan budget was outlined in the packet memo. As they are working with the Arizona Department of Housing through NACOG, the funds and process are changing slightly. Since the original review through Council, ADOH stated that instead of highlighting the specifics through the budget, they should make sure it is facilitated through the plan itself. As that plan comes to fruition and there is engagement, they find out what the key areas are then divide the remaining funds between signage, irrigation, and other key item that are needed throughout the community. Everything is submitted to ADOH and they are waiting to hear back.

D. UPCOMING PARKS AND RECREATION PROGRAMS/SPECIAL EVENTS

Mr. Allen reviewed the recent Fantastic Family Fourth of July event. The weather was nice and the attendance was good. He then reviewed the upcoming programs and events. It included the return of the Old Town Music and the Market and Thunder Valley Rally. He listed some of the new TVR sponsors who have reached out to the department to assist. The commission talked about Thunder Valley Rally further.

E. REVIEW OF COMMISSION MEETING SCHEDULE THROUGHOUT THE YEAR

Mr. Allen asked for verification that the commissioners wanted to keep with the traditional schedule of not holding regular meetings in July and December. After a short discussion as to why it makes sense to continue this schedule, the commissioners agreed.

F. FUTURE AGENDA ITEM SUGGESTIONS

Commissioner Shaw stated she would like to see the new membership rate structure put on the next agenda for clarification, even after the Council vote.

ADJOURNMENT

Commissioner Hulse motion to adjourn the meeting. Commissioner Ahrens seconded the motion. Meeting was adjourned at 5:59 pm.