

**TOWN OF CHINO VALLEY
SPECIAL MEETING MINUTES
PARKS & RECREATION ADVISORY BOARD**

**Friday, September 7, 2012
4:00 P.M.**

**Chino Valley Recreational Center
1527 N. Road 1 East, Chino Valley, Arizona**

Todd League called the meeting to order at 4:03 p.m.

Members present: Todd League (chair,) Carrie Barnes, James Justice, Sue Spahr, Chris Sage
Members absent: Alicia Steinberg, Eric Smith

- 3. APPROVAL OF MINUTES** – no minutes to approve
- 4. PARKS AND RECREATION DIRECTOR’S REPORT** – no director’s report
- 5. COMMITTEE CHAIR REPORTS** – no committee chair reports
- 6. CALL TO THE PUBLIC** – no call to the public
- 7. CORRESPONDENCE** – no correspondence
- 8. OLD BUSINESS** – no old business
- 9. NEW BUSINESS**

- 9a.** Discussion of the recreational building grant-writing needs and procedures.

Due to a grant deadline, the Board discussed a plan with general costs to expand and remodel the recreation building to make it more useable by the Parks and Recreation Department, after school programs, and public use. They will present this information and reasons why this would help our community to Stephan Whisenhunt to write the grant with the Arizona Diamondbacks. With the understanding that these proposals are subject to the awarding of grant money, approval by Town Council, along with permits and approved plans. These two projects will be tabled if money is not awarded.

KITCHEN-

The committee discussed the following items for remodeling the kitchen area

- new fire suppression system
- Expand and finish kitchen area
- Food prep area
- Stove, double oven, commercial dishwasher
- Stainless steel countertops
- Remodel restrooms and public access

James Justice moved, seconded by Carrie Barnes to get bids for the remodeling and new equipment for the kitchen. Motioned carried.

LARGE MEETING ROOM-

The committee discussed the following items for remodeling the meeting room

- North wall removed and replaced with pillars
- a new 35'X60' room be added
- New restrooms added replacing those removed for the kitchen project
- A stage created along the north wall

Carrie Barnes moved, seconded by Chris Sage to gather (general) bids to facilitate all that would be necessary for this expansion. Todd League will gather square foot costs for construction and Carrie Barnes, James Justice, and Chris Sage to gather costs on flooring, stage etc. Motion carried.

BOARD PROCEDURES-

Todd League moved seconded by Sue Spahr that any board member with an idea may without first bringing the idea to the board, gather all pertinent information such as costs, placement, and materials needed and bring the project idea to the next board meeting as new business. Motion Carried.

The committee discussed Arizona Revised Statute 38-481 and town employee policy #220 subsection B policies relating to town employees who are related by marriage or blood, and possible conflict of interest regarding supervision of the Parks and Recreation Division.

Sue Spahr moved seconded by James Justice that Board Chairman Todd League and any members that would like to attend meet with Mayor Chris Marley and Town Manager Robert Smith to present these findings along with the Board's recommendations to resolve the situation so as to best facilitate the smooth operations of these two departments. Motion carried.

Sue Spahr moved, seconded by Chris Sage that the town take action to immediately come into compliance with ARS 38-481. Then to remove the Recreation Department directorship from Cecelia Watts and the directorship of Parks from Ron Grittman, combine the two back into one department and make Shannon Gansz the Parks & Recreation Director having Shannon responsible to the town manager and this board. Furthermore, all salaries are to be adjusted with the small portion of Cecilia's salary that covers Recreation Department and all of Ron Grittman's salary from Parks Department, (not Engineering Department) to increase Shannon's salary by a portion, setting a fixed amount for a part time assistant and the rest returned into the General Fund.

10. FUTURE AGENDA SUGGESTION

11. ADJOURNMENT

Meeting Adjourned at 6:07 P.M.

Submitted this 9th day of October 2012

By: *Liz Hart, Town Clerk Assistant*