

**MINUTES OF THE REGULAR
PARKS RECREATION ADVISORY BOARD
OF THE TOWN OF CHINO VALLEY**

**TUESDAY, JULY 11, 2017
3:00 P.M.**

The Parks & Recreation Advisory Board of the Town of Chino Valley, Arizona, met for a Regular Meeting in the Chino Valley Council Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

1) CALL TO ORDER

Committee Member Eric Smith called the special meeting to order at 3:15 p.m.

2) ROLL CALL

Present: Carrie Barnes; Deryl Jevons; George Cooper; Eric Smith; Donna Armstrong

Absent: Todd League

Staff Senior Services Administrator Cyndi Thomas; Recreational Coordinator Hailey

Present: Byrd; Library Director Scott Bruner; Recreation Lead Ceilia van der Molen; Lead Parks Maintenance Carlos Meadmore

3) Consideration and possible action to accept the June 6, 2017 regular meeting minutes.

The Committee tabled the June 6, 2017 regular meeting minutes until the next scheduled regular meeting because the minutes were not specific to the Mudder event.

4) Consideration and possible action to accept the June 15, 2017 special meeting minutes.

MOVED by George Cooper, seconded by Deryl Jevons

Vote: 4 - 0 PASSED - Unanimously

5) Discussion and planning regarding the August 2017 Chino Mudder event.

The Committee discussed the size of the Mudder event and the amount of work needed to make it happen. Discussion included:

- The Utilities Department committed to connecting water to the event site and each individual site under Meadmore's direction.
- Assigning duties or jobs to committee members.
- Marketing and print media – there will be three consecutive Saturday ads in AZ Republic Things to Do section including the Mudder logo, reaching a potential of half million people.

- Hometown Radio Group providing voice ads worth \$1000 on various stations.
- Continued Gmail blasts to potential sponsors and participants. Received checks from Nextcare and Prescott Outpatient Surgery, and Ace Hardware will provide in-kind donations for the event. Working on follow up with other sponsors.
- Committee and staff need to meet obligations due to the sponsors. A report was created to show donations, number of registrations and various other information. Obligation to sponsors will be added.
- Do a blitz email to the school district.
- Volunteers needed. Contacting Emery Riddle, ROTC, and other groups.
- Food trucks – The number of trucks needed and food type were discussed. Committee members will work on a commitment from Iron Horse and another service provider if needed. Charge a \$150 fee to offset power costs.
- The Master of Ceremony will provide free services except for cost of gas. The Committee decided to provide a gas card for \$100, a camping spot in the event area for the night and eat free at the food truck.
- Course prep areas that need work:
 - Gate entrance – APS might provide old telephone poles, but town will need to set them. Signage, event map and poster are needed.
 - Parking located across street – signage, site work, delineation are needed
 - Registration area needs to be determined
 - Running course (not obstacles) needs equipment work. Committee Member Smith volunteered to help. Committee discussed mowing area and proper scheduling.
 - Obstacles – rain barrels (donated by ACE Hardware), ropes, construction of obstacles and fencing were discussed.
 - Souvenirs – APS will donate 250 bags. Committee discussed water bottles as souvenirs.
 - Awards – Ribbons were delivered and First Responder Award design needed to be finalized. Committee discussed donating \$100 to First Responder's charity of choice.

MOVED by Eric Smith, seconded by George Cooper to award \$100 to the winning First Responder's team charity.

Vote: 5 - 0 PASSED - Unanimously

The Committee discussed course signs and how to replace previous signs and course maintenance and improvement issues.

The Committee spoke about the first aid services that would be provided and the need for first aid kits. There will be 2 onsite medical/EMT trained people for medical emergencies and several first aid stations throughout the course for minor medical issues.

Committee members finalized the list of outstanding duties and assignments discussed during the meeting. Members also discussed canopies needs.

The next meeting date is set for July 27, 2017 at 3:00 pm and the committee will discuss finalized awards, final t-shirt design, quantity and vendor.

6) ADJOURNMENT

MOVED by Deryl Jevons, seconded by Donna Armstrong to adjourn at 5:03 p.m.

Vote: 5 - 0 PASSED - Unanimously

Submitted this 13th day of July 2017.

By: *Michelle Greenstreet, Deputy Town Clerk*

Approved: *August 10, 2017*