

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

**JULY 27, 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

Vice Chair Eric Smith called the Special Meeting to order at 3:07 p.m.

2) ROLL CALL

Present: Todd League; Deryl Jevons; George Cooper; Eric Smith

Absent: Carrie Barnes; Donna Armstrong

Staff Recreation Lead Celia van der Molen; Lead Parks Maintenance Carlos Meadmore;

Present: Recreational Coordinator Hailey Byrd

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

MOVED by Todd League, seconded by Deryl Jevons to table the minutes from June 6, 2017 until the next meeting.

Vote: 4 - 0 PASSED - Unanimously

4) Consideration and possible action to accept the July 11, 2017 special meeting minutes.

MOVED by Todd League, seconded by Deryl Jevons to table the July 11, 2017 until the next meeting.

Vote: 4 - 0 PASSED - Unanimously

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

The Board discussed the current status of the Mudder event and members' specific duties:

- Work continues on event sponsorship. The most recent commitments include Ace Hardware, A to Z Home Center, ShopKo, and Alvarez Tire.
- AZ Republic's first Mudder ad will run on the next Saturday edition. It will run for 3-consecutive weekends.
- The next Gmail blast will reach 1000 people statewide. It will include the Public Safety flyer and a mini event poster.

- Embry Riddle agreed to provide a minimum of 10-12 Air Force ROTC student volunteers for the event to use as needed. Board members will meet with them before the event to explain duties.
- The middle aid station will have Girl Scouts and will include a water and first aid station.
- The Daily Courier will do an event feature article that will plug the sponsors.
- The tentative sign sizes are 16" x 24" and inserts will be 14.5" x 24" with a 1/4" laminate around the edges. There will be a total of approximately 24 signs. Signs are necessary at the entrance gate of the Mudder pointing down the road to the ballpark and another one at the ballpark. Signs will be laminated by Staples. Also need a registration and two first aid signs.
- Shopko provided a \$25 Gift Certificate that will be given to the 1st place competitive winner.
- Yavapai College Associate professor Matt Mintzmyer, offered drone video coverage as part of a class project. Footage could be used on website. Matt Santos will also be photographing the event. Mintzmyer has ability to advertise this event to all students through campus email.
- Need to confirm if Yavapai College will provide poles for obstacles.
- Cleaned up the Humpty Dumpty obstacle site.
- Schedule a work day on Clerk's calendar for Saturday, August 12th at 7:00 AM. This will be a work day, not an official meeting.
- Sent first responder invitation letters and still working on the award.
- Working on report for finances – expense vs revenue. There will be an account designated in Express Bill Pay for the Mudder event.
- APS will donate 6-poles.
- Highway banners completed and will be in place after National Night Out.
- Water bottles and bib numbers ordered.
- Mudder event radio broadcast scheduled on August 15.
- Sponsorship packages depend on amount that is donated to event.
- Two registration lines will be needed; pre-registration and onsite registration.
- Still working on food truck.
- Discussed obstacles, pathways and areas of event site that need work and scheduled days for work.
- Discussed regular and overflow parking areas.
- Discussed T-Shirt options. Still have approximately 123 shirts from last year (orange for runners and green for volunteers). Discussed selling last year's leftovers at event to recoup funds and also use for volunteers and order new color for runners. 2017 color to be red.
- First Responder Award: wording and design were discussed.
- Scheduled meetings for August 10th & 17th (onsite) at 3:00 PM.
- Before event, Board should review items and duties for event day.

6) ADJOURNMENT

MOVED by George Cooper, seconded by Todd League to adjourn the meeting at 4:50 p.m.

Vote: 4 - 0 PASSED - Unanimously

Submitted this 1st day of August 2017.

By: *Michelle Greenstreet, Deputy Town Clerk*

Approved: *August 10, 2017*