

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

**OCTOBER 22, 2020
4:00 P.M.**

**CHINO VALLEY COUNCIL CHAMBERS
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

Present: Todd League, Chair; Carrie Gofourth, Vice-Chair; John McCafferty, Board Member;
David Somerville, Board Member; Donna Armstrong, Board Member

Absent: Celia van der Molen, Board Member; Richard Coleman, Board Member; Steven
Werkheiser, Board Member; Billie James, Board Member

Staff Vice Mayor Jack Miller; Administrative Services Director Joe Duffy; Community Services
Present: Director Scott Bruner; Assistant Community Services Director Cyndi Thomas; Recreation
Coordinator Hailey Byrd; Town Clerk Jami Lewis; Deputy Town Clerk Erin Deskins

1) CALL TO ORDER

Chair Todd League called the meeting to order at 4:05 p.m.

2) ROLL CALL

3) Consideration and possible action to accept the June 2, 2020 regular meeting minutes.

MOVED by Board Member Donna Armstrong, seconded by Board Member David Somerville to
approve the June 2, 2020, regular meeting minutes.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member John McCafferty, Board
Member David Somerville, Board Member Donna Armstrong

5 - 0 PASSED - Unanimously

**4) Review and discussion of a proposal to restructure the Parks and Recreation Advisory Board and
establish new bylaws, and possible action to make a recommendation to Council regarding the same.**

Town Clerk Jami Lewis presented the following:

- This initially became an issue when the Board began taking on community events and were required to follow open meeting law rules when working at a community event. In the past the Town had community event planning groups that did not need to be under the open meeting law. Discussion began on how to organize the group without worrying about quorums and being together as a group when setting up event sites.
- The second issue centered on a strategic plan the Board had put together several years prior. The plan outlined what the group wanted to do in the Town. The plan's significance got lost when the Board got involved in planning events for the Town.
- Staff and members of the Board wanted to enhance the job of the Board and make it easier. The idea was to divide the duties of the Board and remove the concept of having event planning in the purpose and bylaws. The Board would be a smaller group of people that would be involved in strategic planning, who would report directly to Council. They would also host community meetings to get a feel for what citizens wanted and what the community needed.
- The talking points included restructuring the Board to have three or five members who were appointed by Town Council. Meetings would be no less than two to four times per year and would be community forums. Ideas from the meeting would be presented to staff who would communicate the ideas to Council and help get projects into the Town budget. Ideas could be structured into a five-year plan that could be modified annually. The strategic planning group (PRAB) would not be working on the everyday events. The members of the group that wanted to work on Town events, would work directly with staff and would not need to come into meetings and adhere to open meeting laws.

Board Members and Staff discussed the following:

- The strategic group would need to follow open meeting laws and would need to publish quorum notices 24 hours in advance when three or more members would be together. The Senior Center Advisory Board had a perpetual quorum notice since they ate in the same place almost every day. Something similar could be done for the Board with a listing of events they would be working on.
- A Board member wondered if the strategic planning group who fell under the open meetings' law could still be linked with the planning portion of an event without the planning portion being held to the open meeting law rules. Staff explained that they would be connected through staff. The strategic plan should not be tied to the planning of an event. Strategic planning would focus more on items such as a new recreation center, pool, or playground equipment. The Board's recommendation would be presented to the Council for consideration. The strategic plan would support the Town's mission statement.
- Staff explained that Council wanted the Board to develop a prioritized recreational project timeline for the future that would include a wish list of amenities. It would be a five to ten year vision of what the Town wanted for community recreation.
- The Board had used the General Plan in the development of past projects in Town that included walking paths, dog park, etc.
- The Board would not be making decisions during community forums and could still meet separately as a group to make decisions. The Board would be a governing body and then there would be event committees such as the Fourth of July Committee or the Mud Run Committee that would work directly with staff not the PRAB Board.

- Some Board Members expressed concern about funding. After previously working on a strategic plan that took five years, they were never able to get the funding for the projects. Board Members questioned if they would still need to contend with Council not approving recommended projects. Some Board Members felt like their work was for nothing because of the lack of Council support. Other Board Members explained that when they were not funded for requested projects, the Town was not in a financial position to support the projects and that the past working relationship with the Council had been positive. Staff explained they could not guarantee what direction the Council would go, but for the events side, the Board would need to work with staff to plan and budget for the events to then present to the Council. Capital projects would most likely focus on roads, but since the Town was doing better financially, Council would most likely consider planned recreational capital projects.
- There were currently a few small recreational capital projects in the budget, but all items were staff driven and were maintenance items. There were no projects that were community driven. The Board would have the most value in giving voice to the community enhancement projects. Board Members explained that in the past, community supported project ideas came about through general conversations or groups coming directly to the Board.
- Board Members asked how things would change in real life, not just on paper. The Board had been responsible for community events in the Town, like the Halloween and Mud Run events, which would never have happened without the Board's involvement. Board Members believed that if the Board was separated from the event planning, the citizens would be taken out of the process and staff could actually handle the strategic planning on their own. The Board Members were the citizens of Town and their hands-on style was what got the events going in Town. Past members of the Board had left because of frustration with staff and Board Members could foresee this same type of frustration with the current members if the proposed changes took effect. The way the new bylaws were written, some members stated they could not serve on the board and it would be better to do away with PRAB and let the Parks and Recreation Department run it.
- Staff members expressed frustration with the Board's lack of communication about community requests such as the pickleball courts. The Board had not communicated with staff, and they felt blindsided when things came before the Council that they were not made aware of beforehand. Board Members thought the Recreation Director should be at the PRAB Board meetings so that staff would have knowledge of what was happening.
- A Board Member brought up a past circumstance in which the Town wanted to move the Police Department into the Community Center. The Board had stood up against the idea because they knew the community would never get that building back. If the Board had not been there as representatives, the Community Center would now be the Police Department. Making the Board a Committee would take away the authority to have a voice in important issues. Members saw a structural change that took away the voice of the Board that represented the public.
- Staff explained that the concept was keeping the PRAB Board, not making it into a committee. The direction would be different, but they would still be a Board. Event committees would report to Staff, but the PRAB Board would still be appointed by the Council, would give reports to Council, and would still have a staff liaison. The biggest difference from the current structure of the Board would be a reduction from nine

- members to five. Board Members could reside anywhere in Yavapai County. The smaller group would be given more opportunity to be hands-on in planning the future of the Town's recreation program. Members stated that they had never felt restricted but expressed concern about past issues with money raised by the Board for events being used by the Town for infrastructure issues that were intended for specific Town events.
- A Board member thought the new structure would be easier because the purview of the Board did not change, but its function did. The committee's duties would be working with the staff on small issues.
 - There needed to be an organizational chart developed to clear up the confusion about the new proposed bylaws. It was difficult to get a clear picture from the bylaws alone. A comparison chart of the old bylaws and the new bylaws would be helpful.
 - Staff explained the bylaws had not changed drastically. The small liaison committees had been removed. The only other change was what the Board's purpose would be.
 - Grant writing could be done by anyone, staff or Board members.
 - A Board Member questioned if money raised for specific events could be put in separate fund instead of being part of the General Fund, so that it was not lost or used for unrelated items. Staff explained that this was already done, but the Mud Run had lost thousands of dollars due to labor and equipment costs. The bottom line was that the Town could have recreational events that lost money as long as the Council understood it. Money raised was kept in accounts called grant funds and revenues and expenses were tracked. Committee members should present new event ideas to staff to budget and present to Council for approval.
 - The work of the Board and the success of the Mud Run was discussed.
 - Staff wanted to have good communication and know what was coming and the ability to show the Council the revenue and expenses of events so that a sound decision could be made.
 - There had not been a Council liaison as part of the Board for a while, but some Board Members thought it would be helpful as Council Members could help give insight on budget and it could help the Council understand what was going on. Staff explained that the liaisons were staff members and the Council had never been appointed as liaisons. A Council liaison member requirement could be written into the bylaws.
 - The Board had run into issues with the open meetings act when an event or issue had arisen after an agenda was published, and they were unable to discuss it. An issue could be brought up under Call to the Public, but the Board could not discuss it or make any decisions in regard to it.
 - A Board Member recapped how staff and Board Members would proceed. A visual organizational comparison would be developed, and people would meet again to discuss the direction.
 - Board Members thought they should be able to meet on the regular meeting schedule and have a proposal put together within a couple of weeks. Staff and Board Members wanted the staff liaison to be present at the meeting. The meetings could be moved to earlier times or days to accommodate the liaison's schedule.
 - A Board Member suggested continuing Item 4 until the next agenda.
 - The next meeting would be scheduled to the first Tuesday of November at 3:00 p.m. at the Senior Center.

MOVED by Board Member Donna Armstrong, seconded by Board Member David Somerville to have the next meeting Tuesday, November 3, 2020, at 3:00 p.m. at the Senior Center.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member John McCafferty, Board Member David Somerville, Board Member Donna Armstrong

5 - 0 PASSED - Unanimously

MOVED by Board Member Donna Armstrong, seconded by Board Member David Somerville to continue Item 4 of the present agenda to the next meeting.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member John McCafferty, Board Member David Somerville, Board Member Donna Armstrong

5 - 0 PASSED - Unanimously

5) ADJOURNMENT

MOVED by Board Member Donna Armstrong, seconded by Board Member David Somerville to adjourn the meeting at 5:09 p.m.

AYE: Chair Todd League, Vice-Chair Carrie Gofourth, Board Member John McCafferty, Board Member David Somerville, Board Member Donna Armstrong

5 - 0 PASSED - Unanimously

Submitted: November 3, 2020.

By: Traci Lavelle, *Deputy Town Clerk*

Approved: April 6, 2021.