

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

**WEDNESDAY, APRIL 3, 2024**

**12:30 PM**

**AQUATIC CENTER | 1615 NORTH ROAD 1 EAST | CHINO VALLEY,  
ARIZONA 86323**

**1. CALL TO ORDER; ROLL CALL**

Chair van der Molen called the meeting to order at 12:34 p.m.

Present: Chair Celia van der Molen, Vice Chair Larry Holt (arrived at 1:15 p.m.), Board Member Jeffrey Crandell, Board Member Susie Jarvis, Board Member Michael Pickett (arrived at 12:40 p.m.)

Absent:

Staff Present: Community Services Director Cyndi Thomas; Recreation/Events Coordinator Morgan Heiner; Facilities & Parks Manager Jason Olson (left at 12:56 p.m.); Deputy Town Clerk Sara Burchill

**2. APPROVAL OF MINUTES**

- a. Consideration and possible action to approve the January 30, 2024, regular meeting minutes.

Staff had overlooked providing a copy of the minutes to the Board Members. Staff stated they would send the minutes to the Board for approval at the next meeting.

**3. STAFF REPORTS**

- a. Community Services Director

Cyndi Thomas, Community Services Director, presented the following:

- Staff was going forward with plans to develop the north portion of Community Center park, Appaloosa Meadows, and Center Street Park as discussed at the previous meeting. Staff was working on getting a Professional Services Agreement to take to Council for approval.
- The design would include a dog park, pickleball, frisbee golf, passive park, walking trails, etc.
  - The current plan was that the dog park would remain at the Community Center, but they would be looking at a couple of different concepts. If the dog park remained where it was it would include design and improvement.
- Staff had put projects in the budget process and were waiting to see what would be accepted. Staff had submitted pickleball courts, a Parks, Recreation, and Trails Masterplan, and an Old Home Manor (OHM) Masterplan, however, the department would not have money for all three.

- Staff had put in a submission to get the Town's dog park on the BringFido app and that was successful.
- Staff had received a grant to engineer the crossing on the Peavine Trail which would allow it to connect to Prescott. This would likely happen within the next six to 12 months.
  - The new state park might allow the Peavine to extend north.

b. Facilities & Parks Manager

Jason Olson, Facilities & Parks Manager, presented the following:

- The tile work was complete on the pool. The handicap chair had been installed, but was not operational yet. The electrical work was completed last week. The new chlorine machine was installed. Acid was being replaced with CO2 tanks and those had been installed. CO2 was a new, organic way to neutralize the pH in the pool rather than using acids. It would be easier and safer to maintain.
- The pump was now hooked up through a variable frequent drive which saved energy and was more efficient. Lights were starting to get hooked up. The splash pad had not had anything installed yet and needed a new controller which was 20 years old and out of date.
- Staff had noticed some cracks in the walls and discovered that the front of the building was sinking. The foundation was harnessed, lifted, and fixed. Gutters were also installed to reroute drainage to hopefully keep that from happening again.
- Parks was also working on their budget.
- Little League would have opening day that weekend. Parks had to get a light pole fixed that had been hit by lightning and they were hoping to have it done for opening ceremonies. The repairs were covered by insurance. The lights had a 15-year warranty. There were a few bulbs that were out and those were being changed out at the same time as the pole repair.
- Staff was trying to stay ahead of the weeds.
- Staff installed a pickleball windsock.

c. Recreation Coordinator

Morgan Heiner, Recreation/Events Coordinator, presented the following:

- Staff had interviewed and extended job offers and had a good group of kids for pool season.
- Staff had begun cleaning buildings and were ahead of the game and hoping to stay that way. They had two additional employees helping until opening. Staff had also finished the schedule for the aquatics center and provided it to the Board. June 1st would be the 20-year celebration/grand re-opening for the aquatics center.
- Ms. Heiner was in the process of moving her office from the Community Center to the Aquatic Center as Hailey Byrd had left the Town.
- Recreation was currently working on the daddy/daughter dance and their May the 4<sup>th</sup> event.
- Staff had decided to replace Ms. Byrd's position with two part-time employees rather than one full-time position. Staff felt this would provide more value for the Town. There would often be weeks/seasons where they would be working full-time. One of the positions had been offered to a current Town employee who was currently part-time. This would allow her to have full-time hours as she worked both jobs. Staff was still working out logistics.

**4. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.**

*Call to the Public is an opportunity for the public to address the Board concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Board action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.*

**5. OLD BUSINESS**

- a. Update and possible discussion regarding staff's recent presentation to Council.

Cyndi Thomas, Community Services Director, presented the following:

- There had been two updates to Council so far this year.
  - The first was just a PRAB update to give a brief overview of the priorities the Board was setting. This opened up the need for the Board to do a presentation to Council. Staff suggested setting this for a Council meeting in June.
  - The second presentation was a Community Services update which included recreation, aquatics, senior services, and library.
    - Each division spent about 15 minutes letting Council know everything that was going on in each division and it was very well received.

- b. Consideration and possible discussion regarding the results of the Community Survey.

Cyndi Thomas, Community Services Director, presented the following:

- Staff tried to clarify a few of the questions from the previous survey.
- Staff received 200 responses on the new survey.
- The age category that provided the most responses (29%) was 65 and over. However, the most common household type to respond was those with school-aged children (36%).
- Staff tried to be very specific of what activities were most valuable to respondents. Adventure/outdoor (off-roading, bicycling, bird watching, archery, shooting, etc.) received 62% of responses. Next was arts and cultural programming (arts and crafts fairs, farmers markets, art shows, etc.) which received 47% of responses.
- 53% of respondents stated they would be willing to volunteer to help with Town events.
  - Volunteerism would be necessary in the coming years as the budget tightened.
- Staff had put out an additional survey regarding swim lessons.
  - The majority of respondents wanted the Monday through Thursday morning swim classes, but a large portion also wanted Monday through Thursday evening classes.
    - Staff was incorporating evening swim lessons to the pool calendar.

Council and Staff discussed the following:

- The Board inquired about how the surveys were advertised.
  - Staff stated that there was not much outreach done this time compared to previous surveys as they were short-staffed.

- The Board suggested that staff notify them when surveys were up so they could bring more awareness to them.

## 6. NEW BUSINESS

- Consideration and possible discussion regarding next steps as a result of the Community Survey.

Staff inquired how the Board would like to proceed in preparation for the Council presentation. Staff felt there needed to be a short-term, mid-range, and long-term plan.

- The Board felt a recreation building should be the long-term goal as the best place for it was OHM. This would go hand-in-hand with getting an OHM Masterplan in place.
- The Board inquired what Council was going to be looking for during the presentation.
  - Staff felt that Council wanted the 30,000-foot level view and big-picture planning rather than anything smaller involving Town Events.
- The Board discussed including adventure/outdoor aspects into the short-term plans as they were clearly requested in the survey. One board member felt that youth league could be included in that and thought that field lighting could be included and was feasible to get done in the next one to five years.
  - Staff believed the lighting would cost about \$800,000.
  - The Board stated that Little League used the fields six days a week from early March through June, then soccer started, and they also used the fields at night.
  - The Board inquired if staff felt it was likely to be funded this year.
    - Staff was not sure, but felt that with PRAB supporting the item, it was feasible within five years.
  - The Board discussed plans and improvements to Community Center Park and Center Street Park and wanted to have different conceptual ideas to present to Council.
    - Regarding Center Street Park staff stated that administration was wanting a passive park/greenspace with walking trails, playground equipment, etc. A Senior Park was also a consideration.
    - One Board Member stated that they needed to limit their recommendations to Council and decide what their priorities were.
  - Discussion regarding trails ensued. With the new State Park and the grant the Town received to engineer the crossing at Granite creek east of Road 4 South (that would allow them to connect to Prescott), a Trails Masterplan would be very important in future plans as the State Park could create opportunities outside of the Peavine.
  - One Board Member came back to the topic of Masterplans and felt that some of the Councilmembers had grown tired of studies and plans.
    - Staff stated that the General Plan dictated that the Town have a Parks, Recreation, and Trails Masterplan and an OHM Masterplan.
    - Another Board Member stated that something needed to be done at OHM to bring more people in.
    - Staff offered the suggestion of putting the Masterplan off to the five to 10 year priorities, and propose some recreation activities at OHM. An amphitheater could be built without having a Masterplan. This would allow the Town to hold larger events, etc.
      - The Board further discussed what events and activities an

amphitheater could hold.

- The Board listed their short-term priorities (one to five years) as: Masterplanning (Parks, Recreation, and Trails), Community Center Phase Three, lighting ball fields.
- The Board listed their mid-range priorities (five to 10 years) as: A recreational building at OHM, and OHM improvements. This would be discussed further in future study sessions and might change.
- The Board inquired what they had discussed their priorities to be at their first meeting from July 2023.
  - Staff stated the priorities were:
    1. Youth, year-round pool use, indoor courts, etc. (staff stated there was not money for these)
    2. Ball field lighting
    3. Pickleball (this would be incorporated in phase three of the Community Center development)

b. Consideration and possible discussion regarding setting a date for the next meeting.

The Board set a study session for Wednesday, April 24, 2024, at 12:30 p.m.

## **7. FUTURE AGENDA SUGGESTIONS**

## **8. ADJOURNMENT**

MOVED by Board Member Susie Jarvis, seconded by Board Member Michael Pickett to adjourn the meeting at 2:04 p.m.

AYE: Chair Celia van der Molen, Vice Chair Larry Holt, Board Member Jeffrey Crandell, Board Member Susie Jarvis, Board Member Michael Pickett

NAY: None

**5 - 0 Passed - Unanimously**

Submitted: April 17, 2024

By: *Sara Burchill, Deputy Town Clerk*

Approved: April 22, 2025