



*"Inspiring a Vibrant Community"*

## **City of Cottonwood Parks and Recreation Commission**

### **Regular Meeting**

Tuesday, January 26, 2021

5:00 P.M.

**The City of Cottonwood Parks and Recreation Commission will hold a public hearing at 5:00 P.M. on Tuesday, January 26, 2021 via the GoTo Meeting online meeting platform. The agenda will include the following:**

All interested persons are encouraged to attend the meeting virtually through GoTo Meeting. Instructions for logging into the meeting and other materials relating to the above may be obtained at <https://cottonwoodaz.gov/382/Parks-Recreation-Commission>

#### **I. CALL TO ORDER**

##### **a. Roll Call**

##### **b. Consideration of Minutes: October 27, 2020 Regular Meeting**

#### **II. INFORMATIONAL REPORTS AND UPDATES:**

A brief summary of current events by Chairperson, Commission members, and/or staff. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action.)

#### **III. CALL TO THE PUBLIC**

This portion of the agenda is set aside for the public to address the Commission regarding an item that is not listed on the agenda for discussion. However, the Commission cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. 38-431.02(H).) Comments are limited to a 5-minute time period.

#### **IV. SPECIAL PRESENTATIONS: NONE**

#### **V. OLD BUSINESS**

##### **a. Monthly Report Information for December 2020**

Pursuant to A.R.S. the Council may vote to go into executive session on any agenda item pursuant to A.R.S. and/or A.R.S. Discussion or consultation for legal advice with the attorney or attorneys of the public body. The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting. Members of the City Council will attend either in person or by telephone conference call.



*"Inspiring a Vibrant Community"*

## **VI. NEW BUSINESS**

- a. Recent and Upcoming Parks & Rec. Programs/Special Events
- b. Discussion and Possible Recommendation on changes to the new monthly reporting format
- c. Update on the Riverfront Park Master Plan
- d. Update on the Riverfront Trail
- e. Board and Commission consolidation discussion
- f. Future Agenda Items Suggestions

## **VII. ADJOURNMENT**

Pursuant to A.R.S. the Council may vote to go into executive session on any agenda item pursuant to A.R.S. and/or A.R.S. Discussion or consultation for legal advice with the attorney or attorneys of the public body. The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting. Members of the City Council will attend either in person or by telephone conference call.

**SUMMARY OF THE MINUTES OF THE COTTONWOOD  
PARKS AND RECREATION COMMISSION  
October 27, 2020**

Present:

Ann Shaw, Chair  
Doug Hulse  
Kimberly Bird  
Paul Anderson

Absent:

Christopher Young  
Donna Fulton  
Edna Ahrens, Vice-Chair

Also Present:

Jak Teel, Parks and Recreation Manager  
Kayla Mack, Youth Program Coordinator  
Rudy Rodriguez, Deputy City Manager

CALL TO ORDER

Chairmen Shaw called the meeting to order at 5:00 pm in the Cottonwood Recreation Center Cottonwood Room.

MINUTES – AUGUST 25, 2020 REGULAR MEETING

Chairmen Shaw asked for consideration of the minutes of the August 25, 2020 meeting. Commissioner Hulse motioned to approve the minutes as written. Commissioner Kelly seconded the motion. Motion carried unanimously.

Once the motion was carried unanimously, Commissioner Shaw had a comment to correct the second paragraph under trail improvement projects. The sentence states “The first big conceptual bigger of Master Plan trail is the Sun Corridor Trail.

CALL TO THE PUBLIC

---

(This portion of the agenda is set aside for the public to address the Commission regarding an item that is not listed on the agenda for discussion. However, the Commission cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. 38-431.02(H).) Comments are limited to a 5-minute time period.)

None.

OLD BUSINESS

A. MONTHLY REPORT INFORMATION FOR AUGUST 2020

Commissioner Shaw asked if there were any comments or questions on the reports for August. There were none from commissioners.

Jak Teel touched base on the monthly report format changing for September. He discussed the new software system, Civic Rec that was in place since October\November of last year. The Parks and Recreation team has been working on the reporting to match Civic Rec to make it an easier process from before where it took up to 3 days. All the information the Parks and Recreation Commission requested for the monthly reporting will still be on the new monthly reporting.

Jak Teel mentioned two new hires for the Parks and Recreation team that will be introduced at the next Parks and Recreation Commission meeting in November. The new hires will be introduced to City Council at the November 17, Council Meeting.

Before moving on, Rudy commended Jak Teel and his team for working hard to stay on top of programming, no matter the outcome. The city manager has also been pushing hard to make it happen, but there are many restrictions due to COVID 19.

Chairmen Shaw brought up a question on what else Parks and Recreation can be classified under rather than a fitness center. Jak Teel then answered saying how he felt it was unfair to classify it as a fitness center, but he knew he was also asking for an unfair classification. He would have liked it to be classified as a Parks and Recreation business to reflect more fairly how we function. Jak mentioned how they are very fortunate to have the Parks and Recreation department in a beautiful building that offers a lot of amenities, but in this case, they are very unfortunate due to being a building where a lot of events are hosted and the requirements have to translate into what is requested. Jak followed up how he asked the state health department and the governor's office to ask for dialogue with the League of Cities and Towns and the Parks and Recreation Association to see what they can do, but wanted to let them know he will not be holding his breath for a change. The other alternative for our pool is they classify the indoor pool as a water park for the slide and the lazy river. This ruleset is not any easier.

Commissioner Kelly then asked if Parks and Recreation can be classified as essential services. Jak Teel said he would argue that, but it isn't our place to lobby for that. His position is just the one, where he feels he is not successful having those conversations and hoping to just get the dialogue started. Rudy then commented that Parks, Libraries, and Recreation Centers have long been considered non-essential services even with the quality of life becoming more and more important over the last few years. However, these services are still not up there with Police and Fire even though Rudy thinks the departments should be right up there with those departments. Commissioner Kelly understands and sees it as just a perspective.

Chairmen Shaw then asked if there were any additional questions and or issues. Commissioner Kelly then chimed in with the parks themselves. She wanted to know if park rules are 50 people or more. Jak answered saying parks are not under any regulations, but it is the events that get regulated and we are still at the mark of 50 or greater need to be approved by the local governing bodies. Commissioner Kelly was surprised events could still be approved, and Jak said yes the requests always start with the Parks and Recreation department then based on that it will be sent to city administration and then they would decide if that would be an internal approval or if they need to take to City Council. Commissioner Kelly mentioned she was curious due to wanting to bring in Global Healing and Meditation that they did last October so she is hopeful to address it for the springtime.

Chairmen Shaw commented that she felt bad for Walkin' on Main not being approved and Commissioner Kelly was unaware it was denied. Jak Teel followed up saying yes, they took a plan to City Council but it was ultimately denied for November. Commissioner Hulse commented that Jak Teel did a nice job on planning and presenting the event to Council where Jak Teel said he was appreciative of his comment. He then discussed how they had good partnerships with the Wine Consortium and Old Town Association to try and space it as best they could, but on the positive side, we have a great layout if we need to make accommodations for that event again.

Before moving on Jak Teel wanted to hit on how proud he is of the Parks and Recreation team for both of the months July and August they were able to reduce their expenditures by almost 100,000 dollars in the facility alone. He mentioned you can see in the month of August through last years' time frame they had \$196,716 in expenses where this year they were able to decrease that amount to \$106,283 so a substantial cut in the expenses for the facility which is helping drive that cost recovery. Jak mentioned part of that number is they are strategic on closing down the one side of the building to reduce utilities and dial back on the AC and heating units. On the side of that, Parks and Recreation have not had all of their programs but he would like to bring up the restructured way they do expenses in the building. With covid and the concerns they have right now, they put their thumb down on a lot of their expenses and make sure we need it before we buy it besides paper, ink, etc. An example brought up was the recall on fitness equipment where they were able to do it in-house to drive those costs down since they are unable to control the revenues. We have seen usage, as well as new and renewed memberships, climb back up. Before COVID there was 700-800 user visits a day where they are currently up to 300 - 400. An increase from 200 to 300 per day at the initial re-opening. He mentioned this is partially due to those memberships that were being put on pause now being back on and going for renewals.

## NEW BUSINESS

### A. RECENT AND UPCOMING PARKS & REC. PROGRAMS / SPECIAL EVENTS

Jak Teel discussed the Drive-Thru Trunk-or-Treat that will be happening this Saturday, October 31st from 4:00 pm – 7:00 pm. To host the event, the City will close down Brian Mickelson Parkway. Members and guests will still have access to the Cottonwood Recreation Center and Aquatics Center through the employee service entrance. As for patrons who want to use the County building and the Library they will have access to the parking lot off of Mingus. Currently, for the event, Parks and Recreation has 22 displays. Parks and Recreation has partnered with Cottonwood Village to create prepackaged individualized candy for hosts to be able to hand out packages vs handfuls of candy. During the process, Cottonwood Village had masks, gloves, and wiped everything down before putting everything together.

Jak Teel then discussed the operation of the outdoor pool. During the discussion he mentioned they do not have a specific date for when the outdoor pool will close. However, the team is looking into how to operate in the indoor pool due to temperatures dropping and utility bills skyrocketing for the outdoor pool. What the department is up against is the State has labeled the facility as a fitness facility. This means mask requirement all times unless you are in the swimming pool and physical distancing of 6-foot is required in the pool area. These rulings mean our indoor pool will most likely be under a structured format but is also going to allow families to get back in and use our facility to allow us to get youth back in. With that, the outdoor pool will remain open at least through the end of next week when the swim team is out there using it for practices. The outdoor pool is in use this weekend for a meet. On Friday it will be used by the male athletes, and Saturday will be used by the female athletes. During these mornings the pool will be occupied by 8 teams and will be following AIA rules. These rules consist of athletes only at the meet, screened when they get on and off the bus, and everyone who is not actively swimming will be required to wear a mask and maintain physical distancing. As no one in the region was willing to host the Northern Arizona Regional qualifying meet we agreed to do so after talking with Coach Gretchen and the High School. Heavy restrictions will be followed to include no spectators or snack bar.

Jak Teel then went to discuss the Youth Basketball program on how it is also required to be operated under the fitness rulings of the state where masks are required at all times even during gameplay if it were to be held in the Recreation Center as normal. To host this program, Parks and Recreation reached out to the Cottonwood-Oak Creek School District and are working on an agreement to lease out the gym for a nominal fee. That will help them get around wearing a mask during gameplay. In addition, Jak Teel mentioned they may have a sponsorship to purchase equipment for the program to make sure it is usable for the league. The middle school is running a league but it is focused on 6th, 7th, and 8th graders and some select 5th graders. We supplement their program with a league focused on K-5 to allow for an opportunity for everyone to play. With kindergarteners, they play on an 8-foot hoop, and none of their schools have an 8-foot hoop so this is the equipment we are looking to purchase. To make it possible, the hoop

needs extenders which will be about \$2,500 in total, but Jak is pretty confident they will have a sponsor that will give us \$5,000 which will offset that equipment.

In addition, Jak Teel is hoping to host a New Year's event similar to last year with a balloon drop but have purple balloons to tie in with the City's branding and call it the grape drop.

**B. DISCUSSION ON POSSIBLE RECOMMENDATION TO CITY COUNCIL TO AMEND SECTION 12.20.020 OF THE MUNICIPAL CODE- SUBSECTION G – DOMESTIC ANIMALS AND DOG PARK RULES AND REGULATIONS- TO ALLOW FOR CITY MANAGER OR DESIGNEE TO UPDATE RULES AND REGULATIONS ADMINISTRATIVELY**

Jak Teel stated the reason why this is on the agenda is due to Parks and Recreation receiving a lot of phone calls about the dog park. Jak mentioned that in their packet commissioners will see that rule #10 states, Pit Bull breeds are not allowed at dog park facilities. That rule has been abolished by the state in (he thinks) 2013 where you cannot discriminate on specific breeds. Now with that, phone calls have been coming in for issues between users of that facility with pitbull breeds due to a user's dog being bit by one. This is when Jak looked into it and said that rule should no longer be there, but to change one rule they need to go in and change the entire ordinance. So Jak would like to redo the entire ordinance to allow the city administrator or designee to be able to change and adjust these rules at the administration level. Teel then asked for direction from the group on if they would like to recommend that the City Council approve the requested change to the ordinance. Teel stated that they would see the recommended rules and potential sign in their packet and felt it was an important component as he wanted to show the City Council the potential rule changes they could expect if approved.

Commissioner Shaw asked if there was a motion to send this forward in this format to the City Council. Paul Anderson motioned to approve the recommendation to City Council to approve the ordinance and Commissioner Kelly seconded the motion, with proof of spelling on the word recommended. Rudy then added about the city leash law, if he checked with Steve to reference to it. Jak followed with what we decide to do, we will have multiple reviews, such as temporary use permit group and for grammar, spelling checks, city attorney. There is a possibility that if we remove them out of the ordinance they may not be enforceable through fines and things like that so he wants to double-check that still allows for it to be enforceable. Commissioner Hulse had a question on the deletion of bagging waste and if we were having good cooperation on it. Jak then answered saying it was a point of discussion in their group with the animal control officer, code enforcement officer, and commander Braxton. Teel then stated, surprisingly, even though the rules were written in 1993 their rules and regulations are not that far off from where they are today. What their group has noticed though is, that specific rule is not included in a lot of places so the group talked about if they needed to include it, but we felt it was something people automatically understand and we have not yet had an issue with it at that facility. However, the group is aware they may have to add that back in and that is a reason why this is a test.

Commissioner Shaw then brought up the rule referring to no more than 3 dogs and owners are responsible for correctly bagging and disregarding waste, where she then suggested separating the two points. Commissioner Hulse then added on how he missed reading it due to only reading the first part of sentences and what other people also tend to do. Jak Teel has agreed and wanted to expand on the change to 3 dog's verses 2 and that was due to him wanting to be less government and this was an opportunity where we could. This came from another city ordinance that states you can own 3 dogs, so he did not want to create an issue where a user could only take 2 dogs leaving one dog in the car so it is best to just match that ordinance. Additionally, Commissioner Hulse wanted to suggest a change of the wording *spayed and neutered* to *spayed or neutered*. Lastly, Commissioner Anderson asked if it was valuable to put removing waste, because of disease spread on number 6 and Jak Teel said they hit on that but what he has gotten from individuals who go on these calls that n specific rule was put in there in regards to pet waste. If you leave the waste in the facility then it causes bacteria, but if you do step one it eliminates the issue, however, we can certainly take that, and the City Council can approve or deny this. Teel stated he would like to have this project done by the New Year with the required readings of the ordinance to be done in December.

#### C. FUTURE AGENDA ITEMS SUGGESTIONS

Commission Shaw asked if there is anything new on the master plan that they could bring up for the next meeting. Jak said there could be movement on the Parks and Recreation Master Plan but uncertain if it is positive or not. They have a list of priorities and we are trying to match the CBBG money with those priorities and then take that to Council to get their input on it. The number one priority listed is the river walk trail, and they would love to have it done but the CBBG money is very strict and says you have to have the project completed by the end of it and we are unsure if the funding is there to complete it so that may not be able to be the priority. The team is trying to line up the funding with the priorities to make sure they are fulfilling the grant because if they do not then there are some serious consequences where we could not be eligible for future projects. NACOG is helping us make sure we are good to go and checking all the boxes. Rudy then added that they can do engineering, but they can't start the project and not finish it. We have a couple of items, a conversation with Ron on the priorities. We talked about it internally and then this group before it ever goes to the council. The priorities are this long, and only have a certain amount of money. This project is a multimillion-dollar project.

Commissioner Shaw then asked if anyone has any additional comments. Then, Rudy asked for the Riverfront Trail update on 4th and 5th street to be brought to the next meeting.

#### ADJOURNMENT

Commissioner Hulse motioned to adjourn the meeting. Commissioner Shaw seconded the motion. The meeting was adjourned at 5:42 pm.





*"Inspiring a Vibrant Community"*

TO: Parks and Recreation Commissioners  
FROM: Jak Teel, Parks and Recreation Manager  
DATE: January 26, 2021  
RE: Agenda - Old Business and New Business Items

## **OLD BUSINESS**

### **A. Monthly Report Information for December 2020**

The Recreation Coordinator II – Administrative Services and Senior Programming has submitted monthly reports for **December 2020**, including all Recreation Center and Parks & Recreation Department information.

## **NEW BUSINESS**

### **A. Recent and Upcoming Parks & Rec. Programs/Special Events**

- Letters to Santa December 20<sup>th</sup>
- Angel Tree December 18<sup>th</sup>
- Valentine's Day Week February 8<sup>th</sup> – 12<sup>th</sup>

### **B. Discussion and Possible Recommendation on changes to the new monthly reporting format.**

### **C. Update on the Riverfront Park Master Plan**

### **D. Update on the Riverfront Trail**

### **E. Board and Commission Consolidation Discussion**

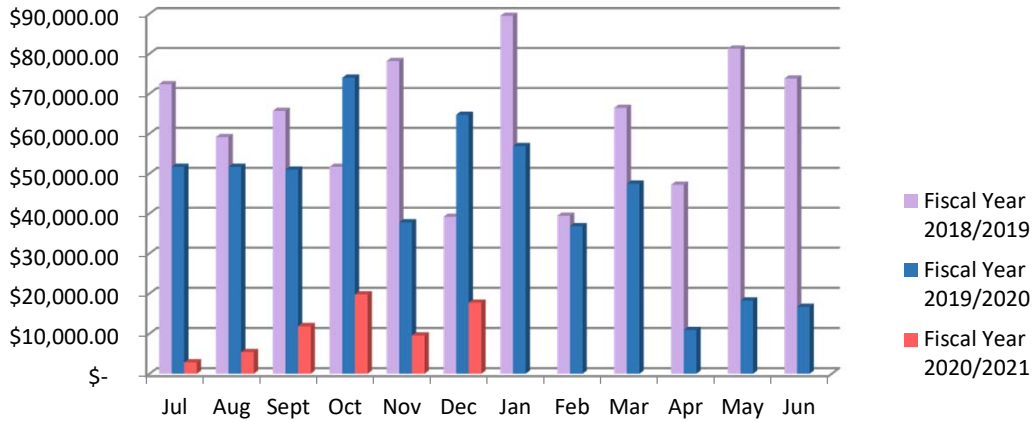
### **F. Future Agenda Items Suggestions**

Commissioners may suggest items to discuss at upcoming commission meetings.

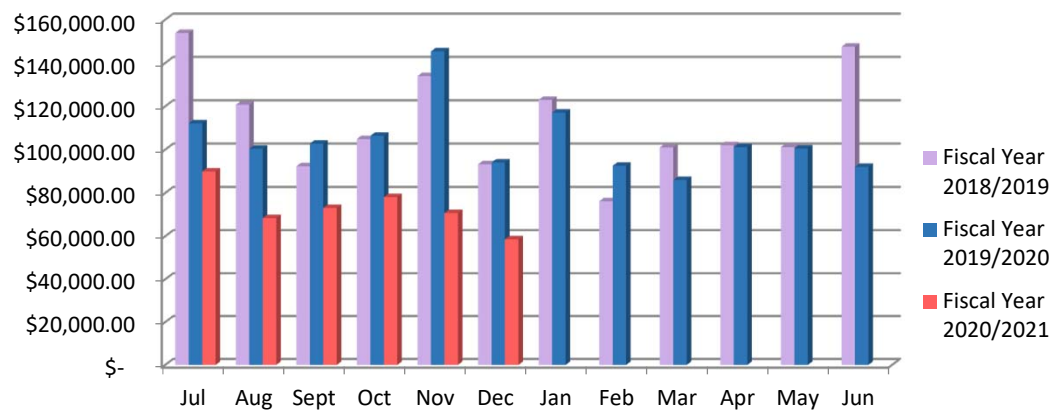
# Cottonwood Recreation Center Overview December 2020

Numbers accurate as of 01/7/2021

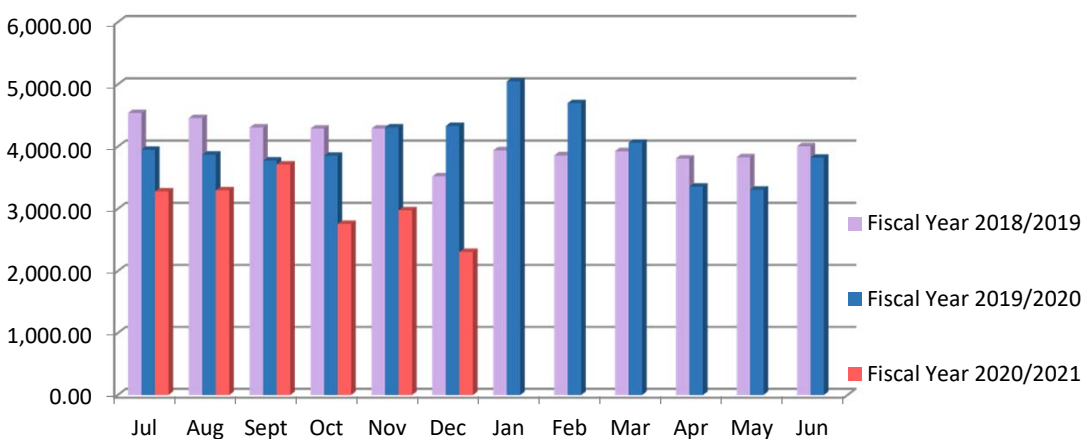
## Monthly Revenues



## Monthly Expenditures

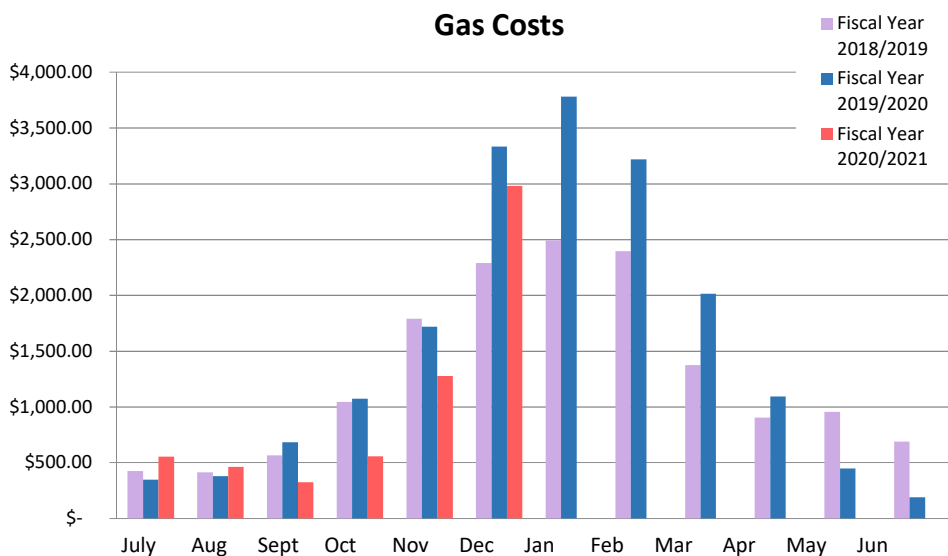
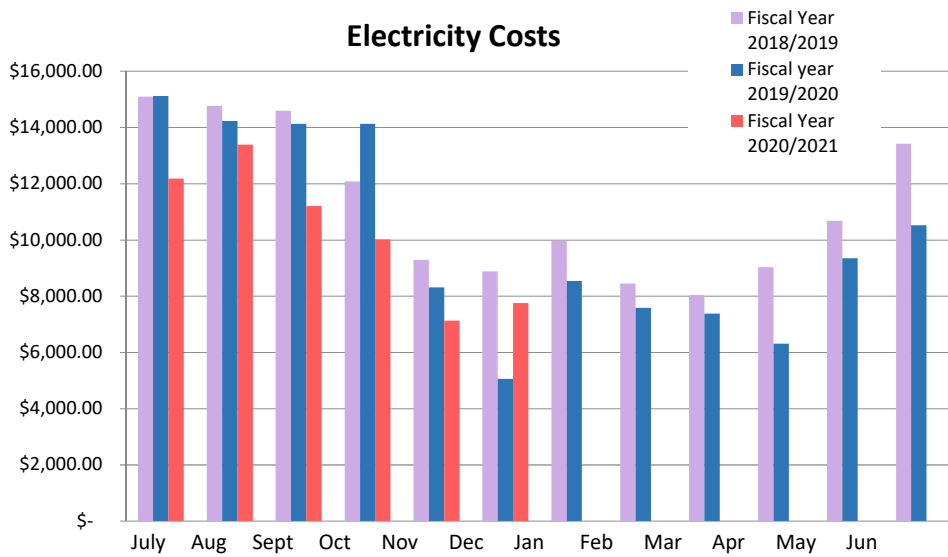
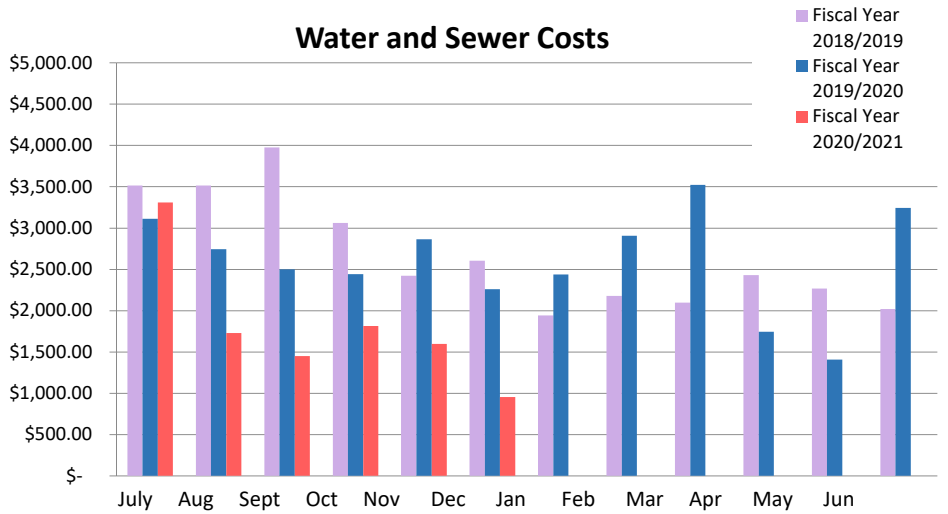


## Active Monthly Memberships



44 CoC Employees are utilizing Memberships

**Cottonwood Recreation Center Utilities Overview - December 2020**



## Cottonwood Recreation Center Monthly Report - December 2020

Membership Overview	<i>Monthly Scan-Ins</i>		
	Dec-19	Nov-20	Dec-20
	17004	5,299	5,893
	<i>Average Active Monthly Memberships</i>		
	Dec-19	Nov-20	Dec-20
2086	2,975	2,307	

Non Membership Overview	<i>Day Passes</i>		
	Dec-19	Nov-20	Dec-20
	708	274	248
	<i>Punch Cards</i>		
	Dec-19	Nov-20	Dec-20
-	43	57	

Revenues			
Account Description	Nov-20	Dec-20	Year to Date
Recreation Center Fees	\$ 8,000.00	\$ 17,217.00	\$ 62,575.43
Recreation Center Classes/Programs	\$ 58.00	\$ 58.80	\$ 431.71
Recreation Center Building Rental	\$ 1,475.00	\$ 450.00	\$ 4,100.00
<b>Overall Total:</b>	\$ 9,533.00	\$ 17,725.80	\$ 67,107.14

Expenditures			
Account Description	Nov-20	Dec-20	Year to Date
Employees	\$ 40,715.36	\$ 54,005.79	\$ 225,438.09
Other Expenses	\$ 28,217.20	\$ 4,642.43	\$ 214,351.59
<b>Overall Total:</b>	\$ 68,932.56	\$ 58,648.22	\$ 439,789.68

Quarterly Cost Recovery			
Month	FY 2019	FY 2020	FY 2021
October	49.82%	69.72%	25.03%
November	56.71%	32.31%	13.83%
December	41.37%	76.33%	<b>30.22%</b>
	Dec FY 18/19	Dec FY 19/20	Dec FY 20/21
Revenues	\$ 373,565.30	\$ 346,589.20	\$ 67,107.14
Expenditures	\$ 699,110.99	\$ 661,229.89	\$ 439,789.68
<b>Cost Recovery:</b>	53.43%	52.42%	15.26%

Utilities			
Name	Dec FY 19/20	Nov FY 20/21	Dec FY 20/21
Water and Sewage	\$ 2,257.50	\$ 1,596.97	\$ 952.43
Electric	\$ 5,053.51	\$ 7,126.35	\$ 7,757.25
Gas	\$ 3,333.00	\$ 1,277.09	\$ 2,981.07
<b>Overall Total:</b>	\$ 10,644.01	\$ 10,000.41	\$ 11,690.75

## Cottonwood Aquatics Center Monthly Report - December 2020

Revenues			
Account Description	Nov-20	Dec-20	Year to Date
Pool Revenue	\$ 234.00		\$ 13,555.00
<b>Overall Total:</b>	\$ 234.00	\$ -	\$ 13,555.00

Expenditures			
Account Description	Nov-20	Dec-20	Year to Date
Employees	\$ 4,675.01	\$ -	\$ 55,679.75
Other Expenses	\$ 7,361.05	\$ 4,062.96	\$ 36,627.87
<b>Overall Total:</b>	\$ 12,036.06	\$ 12,036.06	\$ 88,186.31

Outdoor Pool closed for season as of 11/15/2020



**City of Cottonwood**  
Inspiring a Thriving Community

## Cottonwood Parks and Recreation Monthly Report - December 2020

Rentals		
Event Hall / Cottonwood Recreation Center		
Rentals	Internal Rentals	Comments
7	0	City Council & Work Session(3), Cottonwood City Council Retreat (2), P&Z Commission, Airport Commission, United Health Care
Parks		
Rentals	Internal Rentals	Comments
7	0	Softball: AYSO(5), Verde Valley Heat Elite(2)
Riverfront Meeting/Conference Room		
Rentals	Internal Rentals	Comments
0	7	Interviews(4), Waste Water Training(3)
Aquatics Indoor Pool		
Rentals	Attendance	Comments
55	240	55 Family swim reservations for a total of 240 participants
Rentals	Attendance	Comments
198	198	198 individual Indoor Lap Lanes were reserved

Recreation Programs		
Santa Letters		
Attendance	Age Group	Comments
60+	Youth	Youth from the area submitted Letters to Santa during the Holiday Season. Responses were sent/handed out as individual letters with a treat and custom card.
Angel Tree		
Attendance	Age Group	Comments
56	Youth	Partnered with Cottonwood Oak-Creek School district and the community to spread holiday cheer by making 56 children's day

Revenues			
Account Description	Nov-20	Dec-20	Year to Date
Recreation Fees	\$ -	\$ 127.67	\$ 278.83
Adult Sport Leagues - Tournament	\$ 160.00	\$ 217.50	\$ 840.43
10K Memorial Run	\$ -	\$ -	\$ 50.00
Thunder Valley Ralley	\$ -	\$ 2.00	\$ 12.00
Park Donations			\$ 250.00
Skate Park Donations	\$ -	\$ 300.00	\$ 300.00
<b>Overall Total:</b>	\$ 160.00	\$ 647.17	\$ 1,731.26
Expenditures			
Account Description	Nov-20	Dec-20	Year to Date
Employees	\$ 9,614.72	\$ 12,441.46	\$ 86,621.26
Other Expenses	\$ 11,537.88	\$ 6,546.68	\$ 94,188.82
<b>Overall Total:</b>	\$ 21,152.60	\$ 18,988.14	\$ 180,810.08