



City of Cottonwood Parks and Recreation Commission

Regular Meeting
Tuesday, April 27, 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, April 27, 2021 AT THE COTTONWOOD RECREATION CENTER – COTTONWOOD ROOM, 150 SOUTH SIXTH STREET, COTTONWOOD, ARIZONA. The agenda will include the following:

I. CALL TO ORDER

- a. Roll Call**
- b. Consideration of Minutes:** March 23, 2021 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 March 2021**

VI. NEW BUSINESS

- a. Recent and Upcoming Parks & Rec. Programs/Special Events**
 - Underwater Easter Egg Hunt and Carnival
 - Outdoor Pool Schedule
 - Cottonwood Vintage Run
 - 4th of July
- b. Update on Riverfront Trail**



"Inspiring a Vibrant Community"

- c. Pick your Playground Campaign
- d. Future Agenda Items Suggestions

VII. ADJOURNMENT

SUMMARY OF THE MINUTES OF THE COTTONWOOD PARKS AND RECREATION COMMISSION

March 23, 2021

Present:

Ann Shaw, Chair
Doug Hulse
Kimberly Bird
Edna Ahrens, Vice-Chair
Paul Anderson

Absent:

Christopher Young
Donna Fulton

Also Present:

Jak Teel, Parks and Recreation Manager
Rudy Rodriguez, Deputy City Manager
Julia Root, Administrative Services and Senior Programming

CALL TO ORDER

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

MINUTES – October 27, 2020 REGULAR MEETING

Commissioner Shaw asked for consideration of the minutes of the October 27, 2020 meeting. Commissioner Anderson motioned to approve the minutes as written. Commissioner Hulse seconded the motion. Motion carried unanimously.

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 FEBRUARY 2021

Jak Teel, Parks and Recreation Manager, discussed the February 2021 Monthly report and stated that it was a good month in cost recovery efforts at 48%. Especially compared to February 2020, which was pre-pandemic and although utilities have yet to be included this month it is still comparable to last year. Memberships are also back on the rise at 374 in memberships with 85 being renewals with the remaining being new memberships. Gas and electric finally leveling out

due to upgrades with hvac and creating operational hours for cooling and heating. However, the cooling system will be used a lot more as the summer approaches.

Commissioner Ahrens inquired about previous operation standards for the heating and cooling of the building. Mr. Teel described that they were really none. However, with the updates they have been able to create zones within the building with occupied and unoccupied times. It is an ongoing project to zone out the remainder of the facility which will help create cost effective savings in specific areas. In the past the City used specific software to control room temps that was going unutilized. With Went live in middle of February 2021 hoping it will reduce costs. Commissioner Shaw stated that we'll keep an eye to make sure that costs are being saved.

NEW BUSINESS

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

Youth Sports

Mr. Teel gave updates about Youth Sports and stated that the City of Cottonwood was unable to run youth sports program at this time. However, the Parks and Recreation Department has partnered with local who runs Showtime Sports, a basketball program, to utilize outdoor courts from now until the end of April and this has so far been a success.

Little league scheduled to start up soon. Tournaments starting this weekend. Sold out and rain might deter the game. Volleyball tournament, not league, in the works to start soon.

Commissioner Kelley inquired how this effects public gathering in public spaces. Mr. Teel explained that individuals or groups with more than 50 people who request to use public spaces have to submit a mitigation plan that meets the minimum safety requirements that the State has in place. If it meets those requirements it has to meet the City of Cottonwood requirements then it goes posted to State of Arizona Human and Health Services website. Once approved and posted City stuff will check in on the day of events to make sure they are following protocols and meeting specific requirements during event.

Commissioner Kelley the inquired what is the requirements were for before 50 persons for events. Mr. Teel clarified City of Cottonwood can approve internally does not have to go to state for approval.

Outdoor Pool

Every intention to open fully for the summer – plan being put in place for approval. Swim lessons will be available. Swim hours will be expanding and will be more kid friendly but also being friendly for everyone else. No shared time and space between lap swim members and water aerobics members.

Commissioner Shaw expressed her like of the proposed schedule from last year.

Underwater Easter Egg Hunt and Carnival

Saturday April 3 – 12:00pm – 6:00pm ages 0-10. Participants will enter through gymnasium and play carnival style games. Rotate to pool to collect eggs in the water. Each egg will have a laminated prize inside. Will then exit to party room to trade in prizes and exit through the side door. Not separated by age group. Kept at a 25 limit so do not have to be approved by county or state. Just must follow internal rules by wearing masks and sanitizing shared equipment. Doing this to spacing people out better to meet Covid requirements for social distancing. Received a donation of \$400.00 to get a bounce house.

B. DISCUSSION ON POSSIBLE RECOMMENDATION ON CHANGES TO THE NEW MONTHLY REPORT

Already received some feedback to the monthly report but here in official capacity – will remove off of future agendas – included to have a formal discussion. Commissioner Shaw asked for clarification if anyone wanted any changes. All is good.

C. UPDATE ON THE RECREATION PARK MASTER PLAN.

Mr. Teel prepared a PowerPoint presentation to share with the commission. Discussed working with the Department of Housing to finalize the environmental review. Been approved through every other process just need DOH stamp. Then can move on to the next step of the process. Have also been working with Excerplay to create the community engagement process. Public will be able to vote on specific play structure between 4 different designs.

Community will be involved 100 in the process end goal is a play area that the community picked and built together.

Voting mechanisms will include going to various school and doing a presentation and in person vote, will have public forums, and an online form.

Mr. Teel (has slide show going) references various viewpoints of the play structures. The equipment will be 'blocked off' and separated from the soccer fields. The tree lining is what is separating the play structure from soccer field.

Commissioner Ahrens inquired about what type of filling the structure would sit it. Mr. Teel explained that it will be filled with wood chips because it stays ADA compliant longer while being economically efficient. Blue rubber causes issues with mowing, solid rubber mats are not cost effective, and sand does not stay ADA compliant by the end of the day which led to the decision in wood chips.

City will also create in person flyer with a forced ranking system concept for public to go through and vote on the most desired structure. Currently collaborating with

flagstaff as they just went through a similar process and will mimic their online voting mechanism.

Each decision concept has an additional 6000 charge making a "community park build 'will allow to cut costs down. Will reach out to Home Depot to help. If needs to be professionally down it will be. Like pouring concrete. Community build will happen within one weekend. Within a 1 ½ it should be completed.

This location was chosen through the parks and recreation master plan. Plan to start by the end of April first week of May – Specifically completed by July 12.

Was not high on list but it will be interactive and taking equipment to a whole new level. More healthy and ideal for kids.

D. UPDATE ON THE RIVERFRONT TRAIL.

Mr. Teel gave updates to the Commission on Riverfront Trail. The April timeline is on track to completion even due to weather issues. The updated trail includes additional access points, boulders have been placed for the intention of off road vehicles, orange security tape blocks off the community rock garden. Goal is to create a decorative careens if we get enough rocks in the community rock garden for the start of the trail head.

The community rock garden was started during spirit week during Valentine's. None of the rocks would be near river.

Overall project is going well, big and wide. It will eventually connect all the way around riverfront park the where the play equipment is and be a 2 mile circle. Will not go under bridge on 10th street but will connect to the jail trail.

E. BOARD AND COMMISSION CONSOLIDATION DISCUSSION.

Mr. Teel stated that there is no additional info but the goal is to decommission and recreate as a work group. The idea is eliminating the open meeting so we could have more flexibility. Rudy Rodriguez, Deputy City Manager, described the benefits of decommissioning such as the group can decide what is needed and what is not such as an agenda and meeting minutes. Will be able to have open discussions without be confined to agendas, no quorums. Can make additional decision such as post meeting minutes online if wanted but not required. Commissioner Shaw inquired about timeline – Mr. Rodriguez stated will we plan to take this proposal to City council in May. Commissioner Kelley inquired if it was a City decision or a Parks and Recreation decision. Mr. Teel explained that it was City decision to consolidate the number of commissions that we actually have which was a direction from City Council.

F. FUTURE AGENDA ITEMS SUGGESTIONS

Bring back Parks and Recreation Master Plan with updates for Kids Park
Bring 4th of July updates?

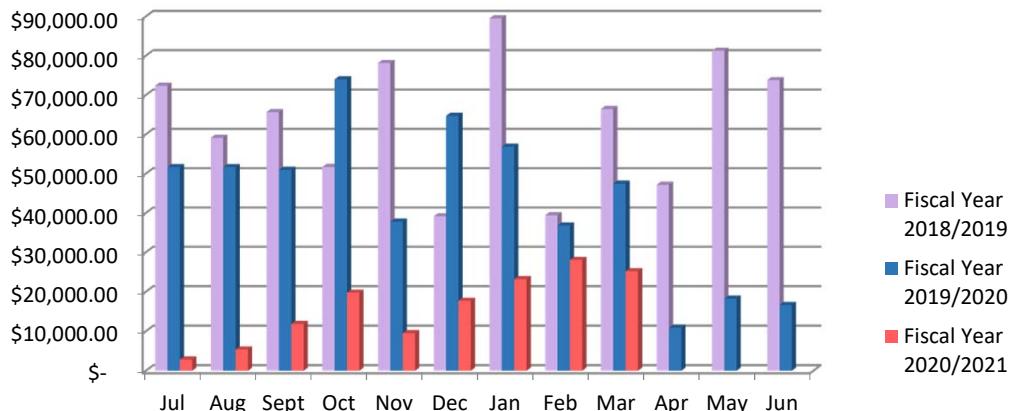
ADJOURNMENT

Commissioner Shaw motioned to adjourn the meeting. Chairmen Hulse seconded the motion. Meeting was adjourned at 6:02 pm.

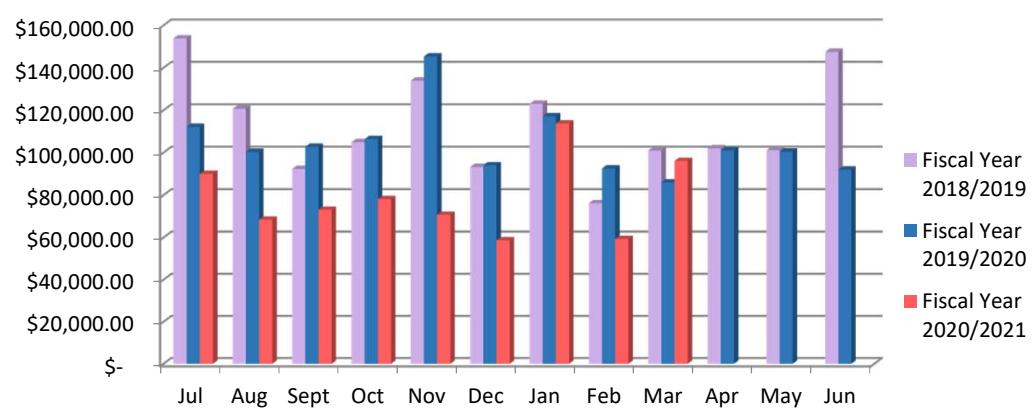
Cottonwood Recreation Center Overview March 2021

Numbers accurate as of 04/09/2021

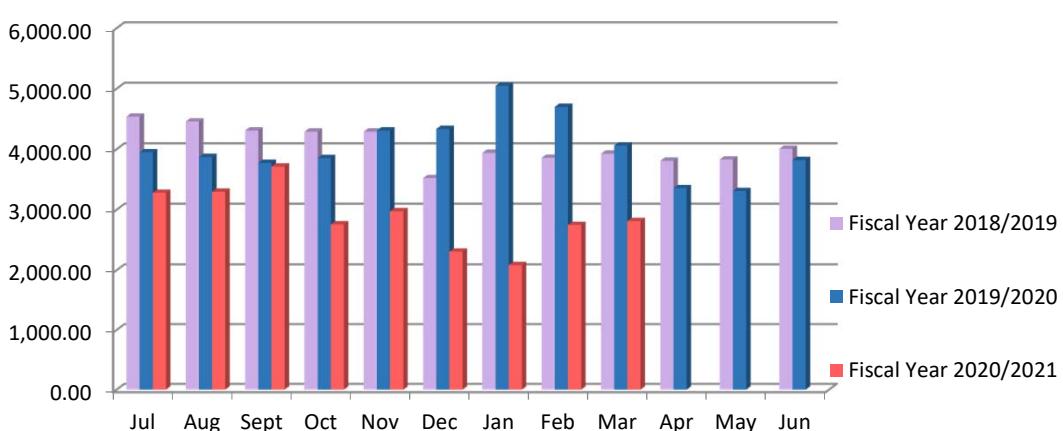
Monthly Revenues



Monthly Expenditures



Active Monthly Memberships

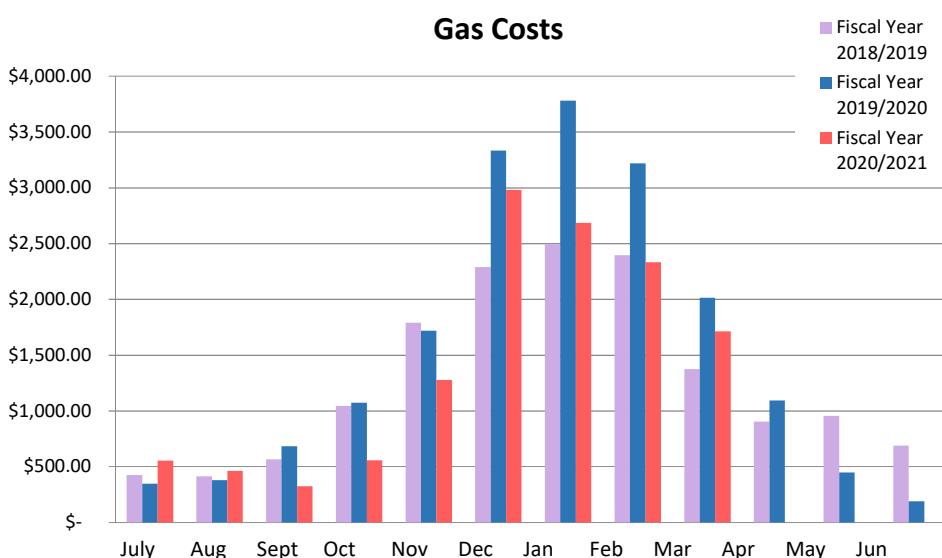
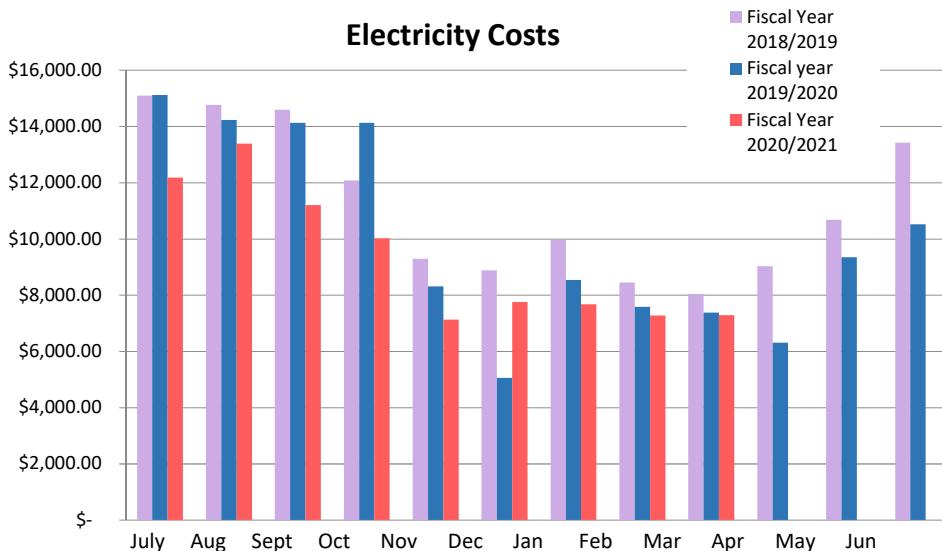
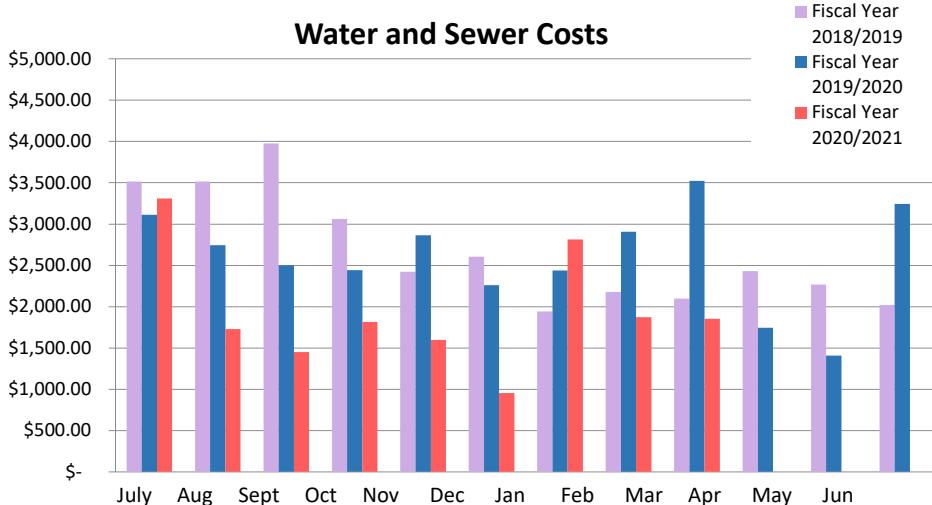


54 memberships are CoC employees

127 were new memberships

418 were renewed memberships

Cottonwood Recreation Center Utilities Overview - March 2021



Cottonwood Recreation Center Monthly Report - March 2021			
Numbers accurate as of 4/09/2021			
February 2021 numbers updated as of 04/02/2021			

Membership Overview	Monthly Scan-Ins		
	Mar-20	Feb-21	Mar-21
	15,263	7,641	7,939
	Average Active Monthly Memberships		
	Mar-20	Feb-21	Mar-21
	5,194	2,748	2,813

Non Membership Overview	Day Passes		
	Mar-20	Feb-21	Mar-21
	1365	523	792
	Punch Cards		
	Mar-20	Feb-21	Mar-21
	-	6	50

Revenues			
Account Description	Feb-21	Mar-21	Year to Date
Recreation Center Fees	\$ 26,662.75	\$ 25,070.25	\$ 137,435.83
Recreation Center Classes/Programs	\$ 673.42	\$ 120.45	\$ 1,291.58
Recreation Center Building Rental	\$ 710.00	\$ -	\$ 4,810.00
Overall Total:	\$ 28,046.17	\$ 25,190.70	\$ 143,537.41

Expenditures			
Account Description	Feb-21	Mar-21	Year to Date
Employees	\$ 48,417.60	\$ 45,048.13	\$ 404,541.48
Other Expenses	\$ 21,439.51	\$ 51,076.52	\$ 343,079.74
Overall Total:	\$ 69,857.11	\$ 96,124.65	\$ 747,621.22

Quarterly Cost Recovery			
Month	FY 2019	FY 2020	FY 2021
January	72.77%	48.54%	20.40%
February	51.75%	42.33%	40.15%
March	65.75%	55.20%	26.21%
Year to Date Cost Recovery			
	March FY 18-19	March FY 19-20	March FY 20-21
Revenues	\$ 66,436.20	\$ 47,452.70	\$ 143,537.41
Expenditures	\$ 101,050.24	\$ 85,966.33	\$ 713,236.25
Cost Recovery:	65.75%	55.20%	20.12%

Utilities			
Name	March FY 19-20	February FY 20-21	March FY 20-21
Water and Sewage	\$ 3,522.54	\$ 1,870.51	\$ 1,851.69
Electric	\$ 7,378.52	\$ 7,270.42	\$ 7,285.32
Gas	\$ 2,014.93	\$ 2,332.02	\$ 1,714.86
Overall Total:	\$ 12,915.99	\$ 11,472.95	\$ 10,851.87

Cottonwood Aquatics Center Monthly Report - March 2021

Revenues			
Account Description	Feb-21	Mar-21	Year to Date
Pool Revenue			\$ 13,555.00
Overall Total:	\$ -	\$ -	\$ 13,555.00

Expenditures			
Account Description	Feb-21	Mar-21	Year to Date
Employees	\$ 803.47	\$ -	\$ 57,157.22
Other Expenses	\$ 3,867.54	\$ -	\$ 47,615.06
Overall Total:	\$ 4,671.01	\$ 1,614.54	\$ 104,772.28
Other Expenses - utilities (continuous charge)			



City of Cottonwood

"Inspiring a Vibrant Community"

Cottonwood Parks and Recreation Monthly Report - March 2021

Rentals				
Event Hall / Cottonwood Recreation Center				
Rentals	Internal Rentals	Comments		
3	0	P&R Commission Meeting (1), Public Works Training (1), Verde Valley Housing Meeting (1),		
Parks				
Rentals	Internal Rentals	Comments		
8	0	Cottonwood Kids Park - American Heritage (1), Public User(2); Garrison Park - Public User (1); Old Town Basketball Complex - Showtime Sports (4)		
Cottonwood Community Clubhouse				
Rentals	Internal Rentals	Comments		
6	0	City Council Meeting (2), Airport Commission (1), Historic Preservation Committee (1), P&Z Commission Meeting (1), Special Meeting - Board of Adjustment (1)		
Softball Complex				
Rentals	Attendance	Comments		
38	0	Adult Softball Complex: ISA Tournaments (1), Diablos Practice (5), Verder Valley Little League (9), Cottonwood-Oak Creek School Districty (23)		
Rentals	Attendance	Comments		
62	0	Youth Softball Complex: verde Valley Little League (62)		
Aquatics Indoor Pool				
Rentals	Attendance	Comments		
109	479	Family Swim Reservation		
Rentals	Attendance	Comments		
310	310	Lap Swim Reservation		
Riverfront Meeting Room				
Rentals	Internal Rentals	Comments		
1	0	Interviews		
Revenues				
Account Description		Feb-21	Mar-21	Year to Date
Recreation Fees		\$ -	\$ -	\$ 513.83
Adult Sport Leagues - Tournament		\$ 455.00	\$ 735.00	\$ 2,120.43
10K Memorial Run		\$ 555.00	\$ -	\$ 605.00
Thunder Valley Ralley		\$ 2.00	\$ -	\$ 16.00
Park Donations		\$ -	\$ -	\$ 250.00
Skate Park Donations		\$ -	\$ -	\$ 300.00
Overall Total:		\$ 1,012.00	\$ 735.00	\$ 3,805.26
Expenditures				
Account Description		Feb-21	Mar-21	Year to Date
Employees		\$ 10,346.61	\$ 10,218.47	\$ 119,910.02
Other Expenses		\$ 7,997.15	\$ 3,538.26	\$ 115,923.15
Overall Total:		\$ 18,343.76	\$ 13,756.73	\$ 235,833.17