



*"Inspiring a Vibrant Community"*

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

### **Regular Meeting**

Tuesday, May 25, 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, May 25, 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: April 27, 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 **April 2021**

#### **VI. NEW BUSINESS**

- a. Recent and Upcoming Parks & Rec. Programs/Special Events
  - Cottonwood Vintage Run
  - 4<sup>th</sup> of July
  - Thunder Valley Rally
  - Pick your Playground Campaign
  - Outdoor Pool
- b. Update on the Parks and Recreation Park Master Plan
  - Waste Water Treatment Plant
  - Splash Pad



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- c. Decommissioning of the Parks and Recreation Commission Update
- d. Future Agenda Items Suggestions

**VII. ADJOURNMENT**

**SUMMARY OF THE MINUTES OF THE COTTONWOOD  
PARKS AND RECREATION COMMISSION**  
**April 27, 2021**

Present:

Ann Shaw, Chair  
Donna Fulton  
Paul Anderson  
Edna Ahrens, Vice-Chair

Absent:

Christopher Young  
Kimberly Kelley  
Doug Hulse

Also Present:

Jak Teel, Parks and Recreation Manager  
Julia Root, Administrative Services and Senior Programming  
Josh Frewin, Aquatics and Special Events Coordinator

**CALL TO ORDER**

Chairmen Shaw called the meeting to order at 5:05 pm in the Cottonwood Recreation Center Cottonwood Room.

**MINUTES – March 23, 2021, REGULAR MEETING**

Chairmen Shaw asked for consideration of the minutes of the March 23, 2021 meeting. Commissioner Ahrens motioned to approve the minutes as written. Commissioner Anderson seconded the motion. Motion carried unanimously.

**CALL TO THE PUBLIC**

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None.

**OLD BUSINESS**

- A. MONTHLY REPORT INFORMATION FOR March 2021 Parks and Recreation Manager, Jak Teel, gave updates on the monthly report for March 2021 in which he noted that memberships have been on the rise. Utilities have been continuously decreasing due to updates with the HVAC system. Mr. Teel also noted that 5 additional controls will be added to the facility as he continues to zone out and add operational times to the building.

## **NEW BUSINESS**

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

Underwater Easter Egg Hunt and Carnival – Aquatics and Special Events Coordinator, Josh Frewin, gave a recap of the Underwater Easter Egg Hunt that took place at the Cottonwood Recreation Center on April 3, 2021. Mr. Frewin gave an overview of what took place: Participants entered through the main door and were guided to the auditorium where the children played carnival games, won prizes, and played in the bounce house(sponsored by State Farm) for 15 minutes. Participants then rotated to the indoor pool where eggs were released into the water and the children were able to retrieve them. Once all the eggs were collected they were able to exchange them for baskets and other prizes. Mr. Frewin noted that 185 kids participated in the event and that it also received positive feedback from the community.

Outdoor Pool Schedule – Mr. Frewin gave updates on the outdoor pool and stated that it will reopen on Memorial Day weekend and will include full programming such as swim lessons, lap swim, water aerobics classes, and special events. Mr. Frewin noted that he was in the process of hiring lifeguards and swim instructors and will be holding open interviews on April 29, 2021, in hopes to be able to have a full staff to be able to operate both pools this summer; currently have 3 lifeguards that have applied but need an additional 7 – 8 guards to be able to operate both the indoor and outdoor pool as efficiently as possible. Mr. Frewin mentioned that the summer pool schedule will be posted online soon and that you will be able to register for swim lessons online as well.

Cottonwood Vintage Run – Mr. Frewin gave updates on the Cottonwood Vintage run that included: It will be on June 12, 2021, it was pushed back due to COVID-19 restrictions, and masks will be required at the start area. Aid stations will also include prepackaged snacks and mini sealed water bottles to create fewer touchpoints. Races will be following an updated course on the riverfront trail so no road closures will take place in old town. All permits have been approved.

4th of July – Mr. Frewin gave a brief update on current plans for the 4th of July that included: It will be at Cottonwood kid's park and is hoping it will be fully back to normal practices. Walmart is planning to donate food such as hamburgers, hotdogs, and buns. Yavapai Broadcasting will be there for the music and entertainment portion of the event.

### **B. UPDATE ON RIVERFRONT TRAIL – Mr. Frewin gave a brief recap of the Ribbon cutting ceremony that took place on Tuesday, April 13th, and noted that Mr. Teel shared Commissioner Ahrens' letter to the community and that Commissioners Doug Hulse and Paul Anderson were also able to attend the event.**

Commissioner Fulton noted that wear was already being seen on the cement. As well as lack of wayfinding signs on the trail where the path meets with the jail trail – people were confused on where to go especially if unfamiliar with the area.

### **C. PICK YOUR PLAYGROUND CAMPAIGN – Mr. Frewin gave updates on the Pick Your Playground campaign and noted that this project was made possible and will be partially funded through the Community Development Block Grant (CDBG) from the Department of Housing and Urban Development. The Campaign is to encourage the community to participate to assist in making this a Community build project. The first part of the campaign involved the build of the play structure has included going to different elementary schools, student council groups, Lions Club, Knights of Columbus,**

and Kiwanis to collect votes on which structure they would like to see built. Mr. Frewin gave a PowerPoint presentation to the Commission that showed each play structure in depth. Commissioner Ahrens expressed concern about the insurance coverage for one of the play structures but Mr. Frewin explained that they are all covered equally. Mr. Frewin also noted that there were 297 online votes and 450 in-person votes. In the end, the Parks and Recreation Commission voted on the structure they liked as well, and the following votes were cast:

Ahrens – 2 or 3

Anderson – 3

Shaw – 4

Fulton – 3 or 4

Next steps of the process include the same online voting process to be able to choose the color and are hoping to have this project completed by the end of June 2021.

**D. FUTURE AGENDA ITEMS SUGGESTIONS –**

Updates on decommissioning

Current project updates

The wastewater treatment plant

Splash pad

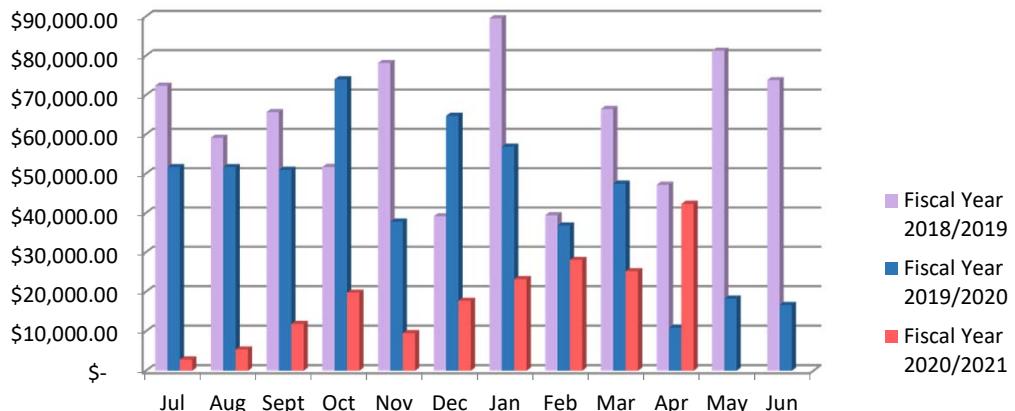
**ADJOURNMENT**

Commissioner Ahrens motioned to adjourn the meeting. Chairmen Fulton seconded the motion. The meeting was adjourned at 5:55 pm.

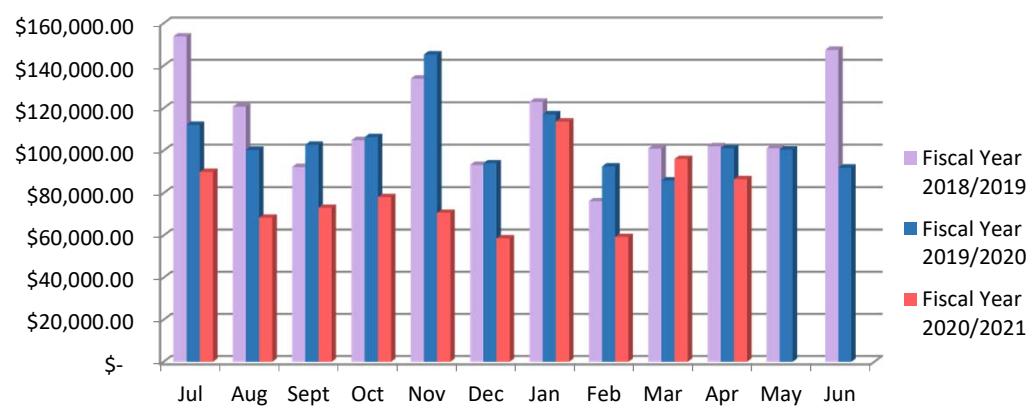
## Cottonwood Recreation Center Overview April 2021

Numbers accurate as of 05/5/2021

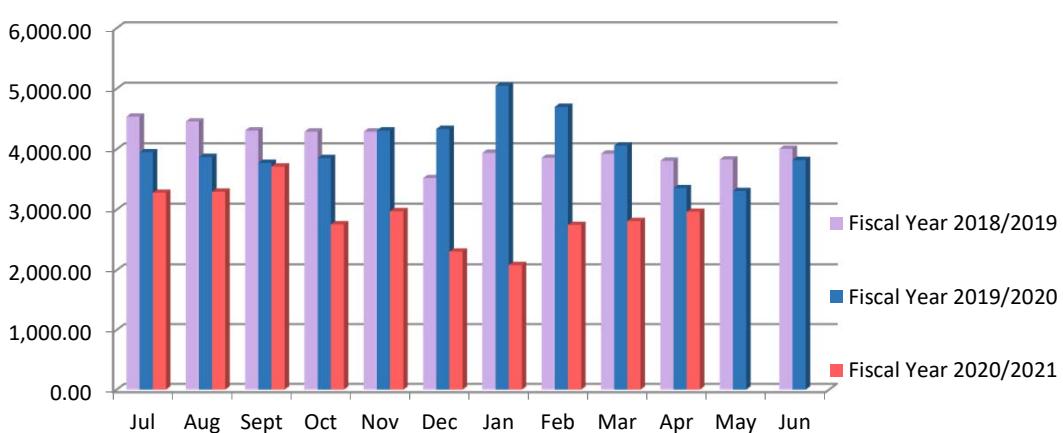
### Monthly Revenues



### Monthly Expenditures



### Active Monthly Memberships

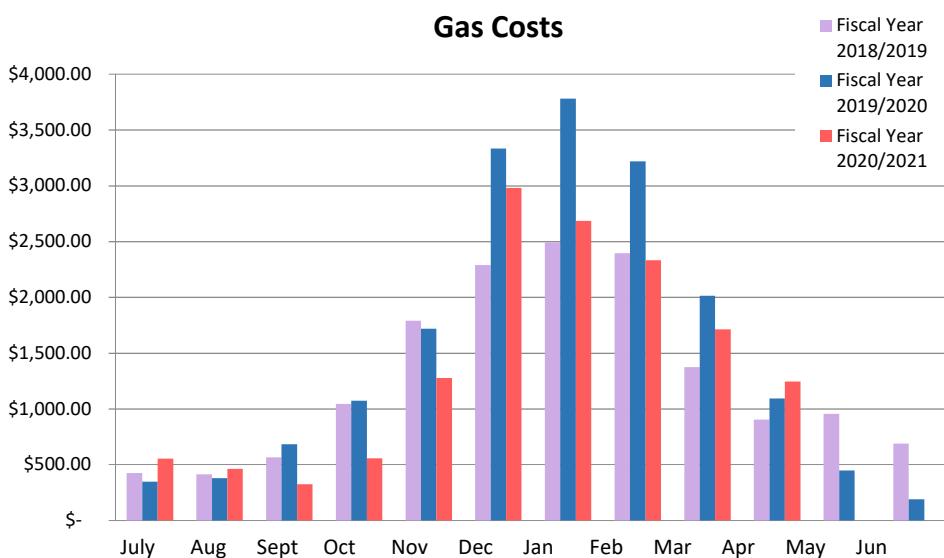
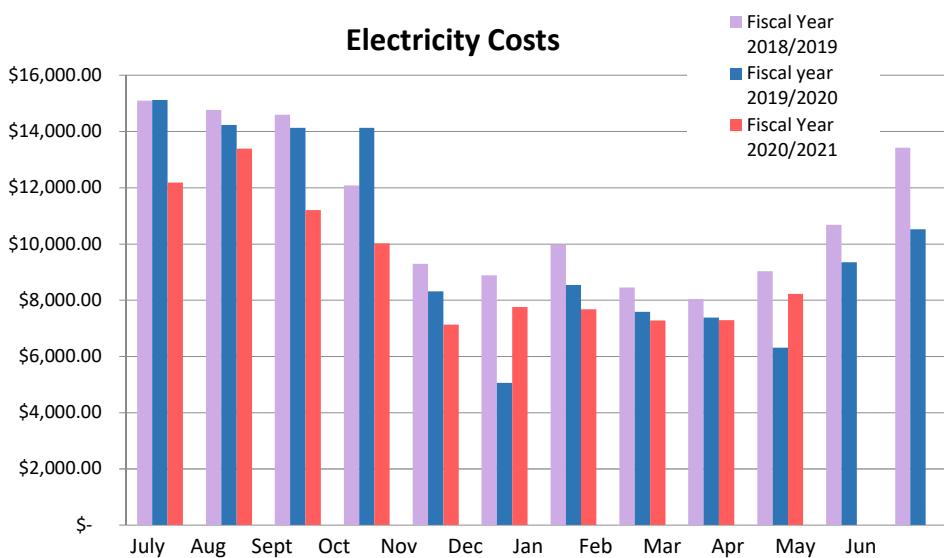
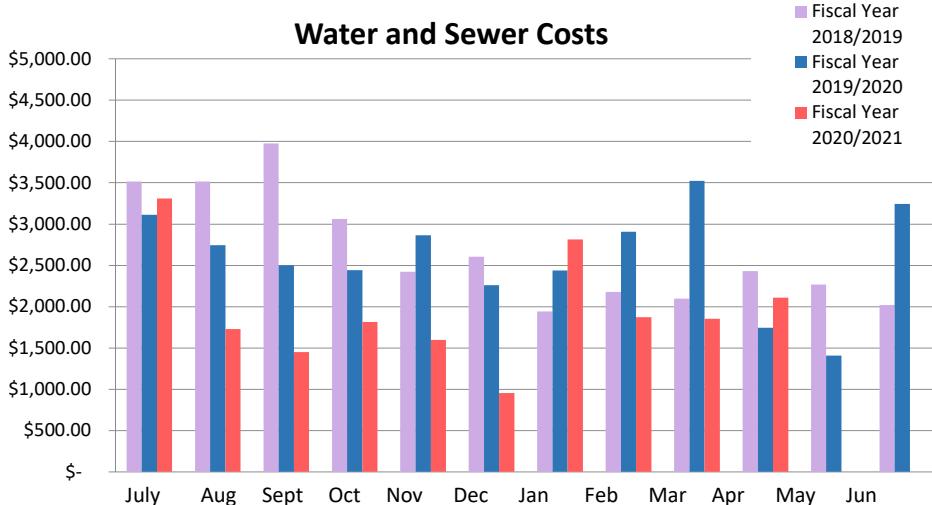


51 memberships are CoC employees

433 were new memberships (234 were senior memberships - 53%)

114 were renewed memberships

## Cottonwood Recreation Center Utilities Overview - April 2021



## Cottonwood Recreation Center Monthly Report - April 2021

Numbers accurate as of 05/5/2021

March 2021 numbers updated as of 05/5/2021

Membership Overview	<i>Monthly Scan-Ins</i>		
	Apr-20	Mar-21	Apr-20
	191	7,939	9,966
	<i>Average Active Monthly Memberships</i>		
	Apr-20	Mar-21	Apr-21
	4,562	2,813	2,965

Non Membership Overview	<i>Day Passes</i>		
	Apr-20	Mar-21	Apr-21
	0	792	1,064
	<i>Punch Cards</i>		
	Apr-20	Mar-21	Apr-21
	0	50	15

<b>Revenues</b>			
<b>Account Description</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>Year to Date</b>
COCSD-Shared SVC Revenue	\$ -	\$ 75.92	\$ 75.92
Recreation Center Fees	\$ 25,070.25	\$ 37,395.89	\$ 174,831.72
Recreation Center Classes/Programs	\$ 120.45	\$ 2,531.57	\$ 3,823.15
Recreation Center Building Rental	\$ -	\$ 2,300.00	\$ 7,110.00
<b>Overall Total:</b>	<b>\$ 25,190.70</b>	<b>\$ 42,303.38</b>	<b>\$ 185,840.79</b>

<b>Expenditures</b>			
<b>Account Description</b>	<b>Mar-21</b>	<b>Apr-21</b>	<b>Year to Date</b>
Employees	\$ 47,198.13	\$ 65,923.31	\$ 472,614.79
Other Expenses	\$ 51,607.00	\$ 42,645.73	\$ 386,558.85
<b>Overall Total:</b>	<b>\$ 98,805.13</b>	<b>\$ 108,569.04</b>	<b>\$ 859,173.64</b>

<b>Quarterly Cost Recovery</b>			
<b>Month</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
April	46.23%	10.78%	38.96%
May	80.32%	18.14%	
June	50.03%	18.11%	
<b>Year to Date Cost Recovery</b>			
	<b>April FY 18-19</b>	<b>April FY 19-20</b>	<b>April FY 20-21</b>
Revenues	\$ 47,176.23	\$ 10,900.44	\$ 42,303.38
Expenditures	\$ 102,051.90	\$ 101,136.52	\$ 86,560.85
<b>Cost Recovery:</b>	46.23%	10.78%	38.96%

<b>Utilities</b>			
<b>Name</b>	<b>April FY 19-20</b>	<b>March FY 20-21</b>	<b>April FY 20-21</b>
Water and Sewage	\$ 1,744.14	\$ 1,851.69	\$ 2,108.32
Electric	\$ 6,307.56	\$ 7,285.32	\$ 8,218.24
Gas	\$ 1,095.30	\$ 1,714.86	\$ 1,247.22
<b>Overall Total:</b>	<b>\$ 9,147.00</b>	<b>\$ 10,851.87</b>	<b>\$ 11,573.78</b>

## Cottonwood Aquatics Center Monthly Report - April 2021

Revenues				
Account Description	Mar-21	Apr-21	Year to Date	
Pool Revenue	\$ -	\$ -	\$ 13,555.00	
Snack Bar Sales	\$ -	\$ -	\$ -	
Swimming Lessons	\$ -	\$ 22.50	\$ 22.50	
<b>Overall Total:</b>	<b>\$ -</b>	<b>\$ 22.50</b>	<b>\$ 13,577.50</b>	

Expenditures				
Account Description	Mar-21	Apr-21	Year to Date	
Employees	\$ -	\$ -	\$ 57,157.22	
Other Expenses	\$ 3,756.41	\$ 8,009.61	\$ 57,766.54	
<b>Overall Total:</b>	<b>\$ 3,756.41</b>	<b>\$ 8,009.61</b>	<b>\$ 114,923.76</b>	
Other Expenses - utilities (continuous charge)				



## City of Cottonwood

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## Cottonwood Parks and Recreation Monthly Report - April 2021

Rentals				
Event Hall / Cottonwood Recreation Center				
Rentals	Internal Rentals			Comments
15	1			NACOG(1), CRB Meeting(2), Pick your Playgroud(1), Miami Virtual Program(4), Party room rental(1), Showtime Sports(7), Riverfron Park Ramada(4)
Parks				
Rentals	Internal Rentals			Comments
3	3			Cottonwood Kids Park: Verde Valley Fair Parking(3), American Heritage Rental(1), Public Rental(2)
Cottonwood Community Clubhouse				
Rentals	Internal Rentals			Comments
0	8			Pre-Bid Conference(1), City Council Meeting(3), Council Budget Meeting(2), Special HPC Commission Meeting(1), Verde Valley Homeless Coalition Meeting(1)
Softball Complex				
Rentals	Internal Rentals			Comments
28	0			Adult Complex: ISA Tournament Sports(1), Diablos Practice(1), Verde Valley little league(6), Cottonwood-Oak Creek School District(22)
Rentals	Internal Rentals			Comments
109	0			Youth Complex: Verde Valley Little League(109)
Aquatics Indoor Pool				
Rentals	Attendance			Comments
344	344			Lap Lane Reservations
Riverfront Meeting Room				
Rentals	Internal Rentals			Comments
0	9			Executive Team meetings(2), Interviews(3), Leadership Staff Meeting(1), CIP List(1), CRB Meeting(1), Benefits Fair by Human Services(1)

Revenues				
Account Description	Mar-21	Apr-21	Year to Date	
Recreation Fees	\$ -	\$ 400.00	\$ 913.83	
Adult Sport Leagues - Tournament	\$ 735.00	\$ 1,755.86	\$ 3,876.29	
10K Memorial Run	\$ -	\$ -	\$ 605.00	
Thunder Valley Ralley	\$ -	\$ -	\$ 16.00	
Building Rental - Community Clubhouse	\$ -	\$ 80.00	\$ 80.00	
Park Donations	\$ -	\$ -	\$ 250.00	
Skate Park Donations	\$ -	\$ -	\$ 300.00	
<b>Overall Total:</b>	<b>\$ 735.00</b>	<b>\$ 2,235.86</b>	<b>\$ 6,041.12</b>	
Expenditures				
Account Description	Mar-21	Apr-21	Year to Date	
Employees	\$ 10,457.47	\$ 15,112.02	\$ 135,261.04	
Other Expenses	\$ 9,645.20	\$ 8,628.76	\$ 130,658.85	
<b>Overall Total:</b>	<b>\$ 20,102.67</b>	<b>\$ 23,740.78</b>	<b>\$ 265,919.89</b>	