



*"Inspiring a Vibrant Community"*

**City of Cottonwood  
Parks and Recreation Commission**

**Regular Meeting**

Tuesday, June 22, 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, June 22, 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:** May 25, 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 May 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

**b. Parks and Recreation Decommissioning Update**



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- c. Future Agenda Items Suggestions

## **VII. ADJOURNMENT**

**SUMMARY OF THE MINUTES OF THE COTTONWOOD  
PARKS AND RECREATION COMMISSION  
May 25, 2021**

**Present:**

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

**Absent:**

Christopher Young  
Kimberly Kelley  
Donna Fulton

**Also Present:**

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

**CALL TO ORDER**

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

**MINUTES – April 27, 2021, REGULAR MEETING**

Commissioner Shaw asked for consideration of the minutes of the April 27, 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 April 2021 – Jak Teel, Parks and Recreation Manager, gave updates on the monthly report in which he noted that expenditures were down again. Salaries are saved by not having all the positions that were used in the past out on the fitness floor. As well as reclassifying positions under one category instead of several different categories. Monthly memberships were up again this month and do expect to see this increase again next month. Electricity has steadied out in between March – April but expects to see an increase in May due to air conditioner being utilized more frequently. Gas costs are down but are a tradeoff for increased electricity usage. Water and sewer are slightly up due to preparing for the outdoor pool.

Commissioner Ahrens inquired about staff for lifeguarding. Mr. Teel gave updates that included it has been difficult recruiting and filling positions this season. However, the City of Cottonwood has been able to increase lifeguard pay and reposted the position in hopes to hire additional staff. Already held one lifeguarding class and is in the process of holding a second certification class then will onboard. The goal is to have enough staff to be able to operate both pools this summer.

Additional updates included room rentals at the recreation center one which was a school that held proctored exams which generated \$2000.00 in revenue alone. As well as signed a second commissary agreement which brings it up to two user groups renting the kitchen as a commissary area on their food license for their food trucks which generates \$300.00 a month each.

Commissioner Ahrens inquired about how well our memberships were doing. Mr. Teel noted that compared to last year our memberships were significantly up along with scan-ins and membership purchases. Commissioner Shaw asked about the membership structure change from 1 year/6 month memberships to 3 month/1 month memberships and asked if we were planning to return to the longer membership structure. Mr. Teel informed the group that we will be returning to the old structure but not until we could adjust the rates. The annual membership was given a two-month benefit to the user. We want the user to have some savings when committing that far in advance but do not know what that would look like yet. Due to Covid the recreation center was refunding members who had unused time due time on their memberships and wanted to make sure the facility would not be shut down again and have to do that process all over again is why they changed to 3 month/1 month memberships.

Lastly, the goal is to move back to the annual memberships but need to look at membership breakdown and define a new rate structure that would need to be approved by Council and currently do not know what that structure would look like.

## NEW BUSINESS

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

Cottonwood Vintage Run - Set for June 12. The number of registrants for each race category is down compared to previous years possibly due to moving the event from April to June. The only race that we are currently concerned about is the 2-mile walk/run since it is considered the community part of the event. Historically over 100 participants are registered but only currently have 10 registered potentially because this event is favored by the older group of the community we are unsure if there were still concerns about covid or because that race starts at 6:00 pm and it's still really warm at that time. Half-Marathon 67, 10k 38, 5k 37, and 10 for 2-mile. The event has been smooth but registration has been struggling.

4th of July – Started getting things together for the 4th of July event and have already hit a few hiccups such as bounce houses being hard to find, the previous vendor went out of business. However, the Parks and Recreation Department has been working with Risk Management and Insurance to get an exemption to move forward with city employees to host the bounce houses. Knight of Columbus has agreed to help with bar-b-queing, Walmart will be donating food, and Pepsi will be donating water bottles.

Commissioner Ahrens inquired about the watermelon eating contest. Mr. Teel responded that we will not be hosting a watermelon eating contest due to continued covid concerns as well as being short-staffed but will still be providing watermelon at the event. Lastly, Yavapai broadcasting will be there and are currently trying to finalizing details with the wine consortium. However, currently running into roadblocks with liquor liability licensing. We will be submitting two special event permits, one with the City of Cottonwood's name and the other with the wine consortium's name in an attempt to have them at the event. The ideal solution would be the wine consortium securing their own licensing. Rudy Rodriguez, Deputy City Manager, explained that it was fairly inexpensive about \$300.00 if a TULIP (Tenant Use & Liability Insurance Program) can be used as an option. A meeting is a setup with the stakeholders to get written consent from the property owners. No issues with insurance for fireworks and next year will have RFQ for fireworks suppliers.

Thunder Valley Rally - Should start seeing new advertisements coming up roughly around June 1. Tentatively the bands are Mogollon, which will be Saturday and Zeperella which will be on Friday. Room reservations for the two headliners have been sponsored by The Best Western and Cliff Castle Casino at the Lodge. Confirmation codes are needed in writing before finalizing agreements should be finalized by August 1st. This year we will be able to do online ticketing by utilizing our current CivicRec system. Still need to finalize scanners and will test out the ticketing system with Missoula Children's Theatre. Commissioner Ahrens inquired if there were still going to be in-person ticket sales. Mr. Teel explained that yes we will, however, it will look a little different than previous years currently debating if doing a discounted online ticket, \$20 if you buy online, and \$25 for the day of, in hopes to push people to purchase online ahead of time.

The layout of the event is still being finalized, will not offer tent camping this year due to lack of resources but may consider RV camping. Mr. Teel lastly explained the financial aspect of Thunder Valley in which he described that the strategy has been to fund the production side through sponsorship fees.

Currently, the staging bid is 30000 but have been able to secure 25000 in committed cash from sponsorship fees. The goal is to get to 30000 to cover the cost of productions. Vendors will cover the cost of power which is a 300kw generator the bid came back at \$18,000. The only other cost would be security costs which included traffic control for parking. Are trying to offset the cost of this with ticket sales and beer sales. Will hopefully be able to generate revenue this year.

Pick your playground Campaign – Project is nearing completion. Was hoping to have completed in June but the earliest the company can get enough workers to complete will be July 12. Playground 3 won with 56 percent of the vote. After the playground structure vote was done we went back out to vote for the color scheme. Color scheme 'BX' won which is a blue, teal, gray color palette that had over 60% of the votes. All agreements are in place and will start building on July 12th and will take 2-3 weeks to finalize and will end with a community build on July 31st.

Outdoor Pool – The outdoor pool will open on Monday, May 31st was hoping to open sooner but did not have the staff to do so. Currently still have the position open to be able to recruit additional staff, it is a safety-sensitive position so individuals will be drug screened, so the onboarding process does take a little bit longer. WSI classes for swim

instructors are starting this weekend in preparation for 'Learn to Swim Lessons' starting on June 7th. Learn to Swim lessons are currently open for registrations and most classes are currently full. This summer we are implementing the new pool schedule starting Monday which is more kid-friendly and allows for additional times for lap swim. The Cottonwood Clippers will still be utilizing the pool for swim team practice and the 2nd year in a row have over 170 participants in the program. Commissioner Shaw inquired why in the past the pool has opened on Memorial Day weekend (Saturday) so why was it changed this year to Memorial Day (Monday). Mr. Teel explained that due to limited staff and high school graduations that there just wasn't enough staff to open the pool safely. Commissioner Shaw additionally asked if the pool schedule was available to the public. Mr. Teel stated that the new schedule has been posted in the newspaper, online, the outdoor bulletin board, and as well as the aquatic guide that is available to pick up at the Recreation Center.

**B. UPDATE ON THE PARKS AND RECREATION MASTER PLAN**

Mr. Teel gave updates on the Parks and Recreation Master Plan that included: The water waste treatment plant is not a Parks and Recreation function so we do not too much of an update but did contact the supervisor at the facility and said that they should hopefully have a real timeline buy the end July. Still not clear on what the next steps are.

Waste Water Treatment Plant - the water comes out too clean to go back into the Verde River, it's not potable water but is not gray water, but can be used on fields. Mr. Rodriguez explained that they are attempting to do a direct water injection into the ground to help filter and bring it back into the water system in which it will become potable. Mr. Teel continued to elaborate that it will be able to generate 3000000 gallons of water per day. Which would be plenty for the irrigation needs and then eventually can extend water to the youth center, Dog Park, community garden, as well as other areas in the community. Did put in the capital request to start the soccer fields in that area but will be ½ million dollars to just get grass into that area. It will not be the upcoming year but is included in the 5-year plan.

Slash Pad - no updates or movements but there is a desire from the public. Other items need to be addressed first on the Master Plan to be able to add a splash pad.

**C. PARKS AND RECREATION DECOMMISSION UPDATE**

Mr. Teel explained that it is still the intent to decommission the parks and recreation commission possibly in June. Mr. Rodriguez confirmed that it will be taken to Council on June 15.

**D. FUTURE AGENDA ITEMS SUGGESTIONS**

- 4th of July
- Thunder Valley Rally
- Decommission update

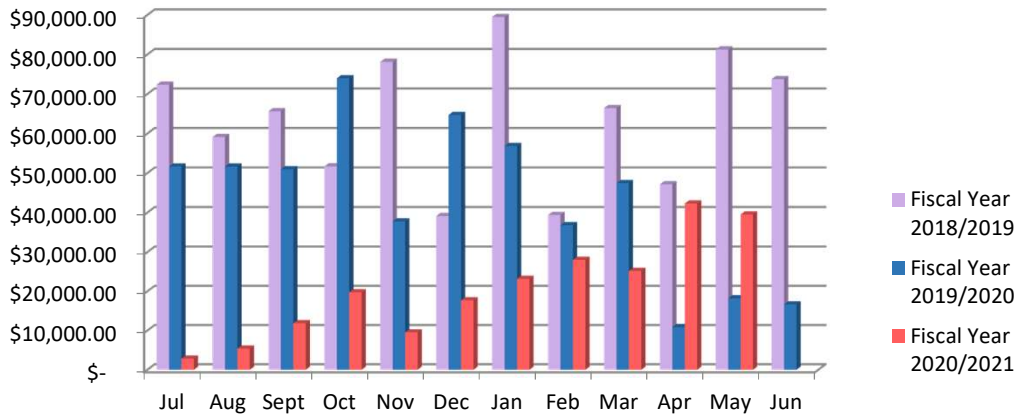
**ADJOURNMENT**

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

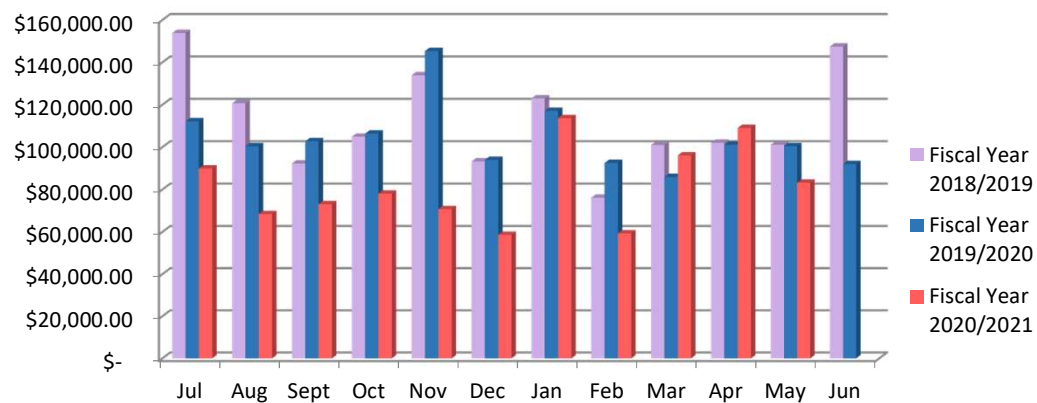
## Cottonwood Recreation Center Overview May 2021

Numbers accurate as of 06/7/2021

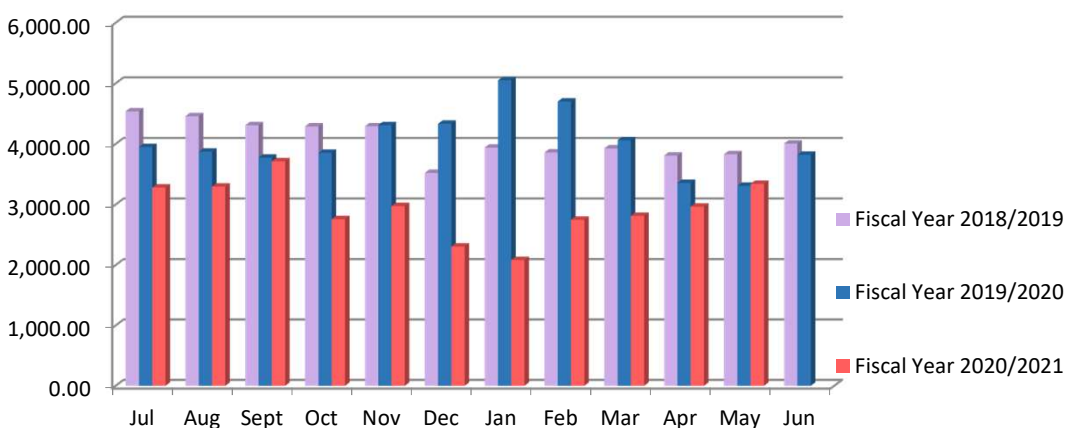
### Monthly Revenues



### Monthly Expenditures



### Active Monthly Memberships

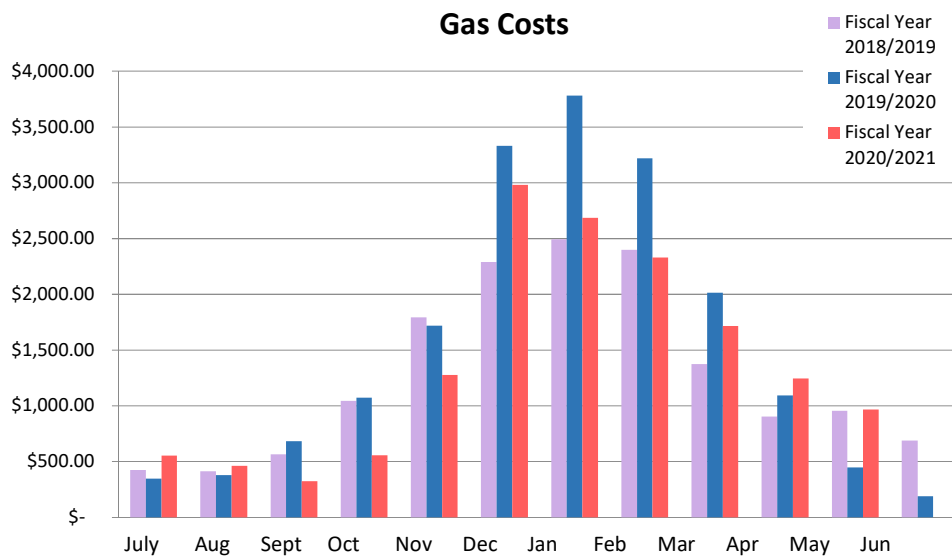
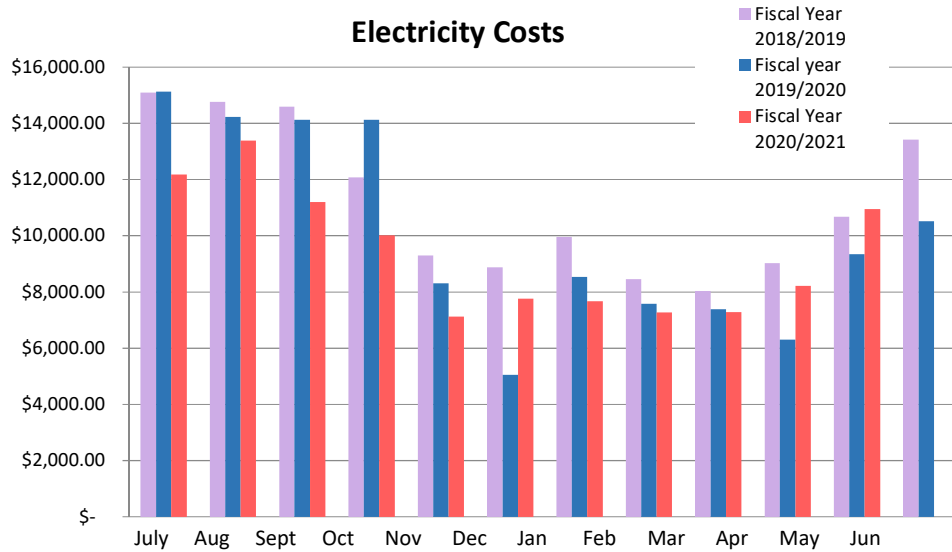
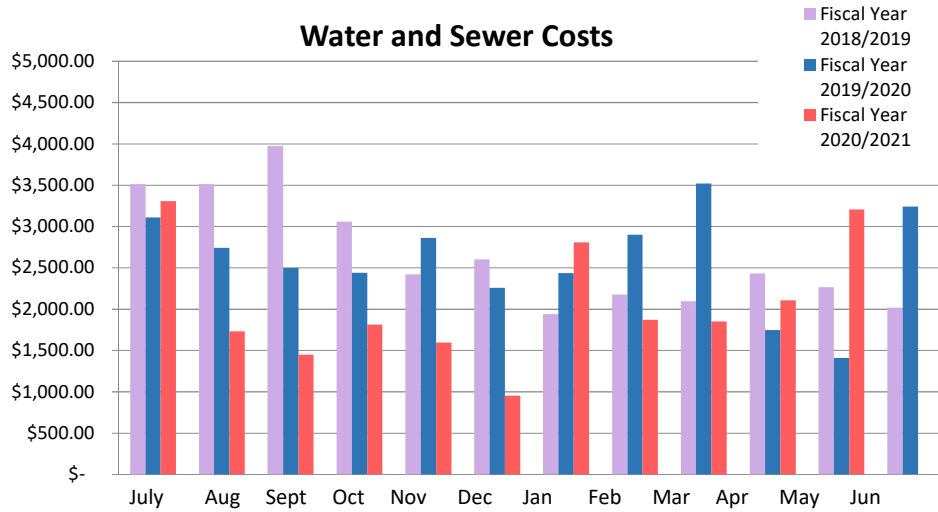


55 memberships are CoC employees

519 were new memberships

87 were renewed memberships

## Cottonwood Recreation Center Utilities Overview - May 2021



Cottonwood Recreation Center Monthly Report - May 2021			
Numbers accurate as of 06/7/2021			
April 2021 numbers updated as of 06/7/2021			

Membership Overview	Monthly Scan-Ins		
	May-20	Apr-21	May-21
	3,776	9,966	9,731
	Average Active Monthly Memberships		
	May-20	Apr-21	May-21
	4,601	2,965	3,342

Non Membership Overview	Day Passes		
	May-20	Apr-21	May-21
	167	1,064	1,823
	Punch Cards		
	May-20	Apr-21	May-21
	0	15	21

Revenues			
Account Description	Apr-21	May-21	Year to Date
COCSD-Shared SVC Revenue	\$ 75.92	\$ -	\$ 75.92
Recreation Center Fees	\$ 37,395.89	\$ 36,923.50	\$ 211,755.22
Recreation Center Classes/Programs	\$ 2,531.57	\$ 293.07	\$ 4,116.22
Recreation Center Building Rental	\$ 2,300.00	\$ 2,305.00	\$ 9,415.00
<b>Overall Total:</b>	\$ 42,303.38	\$ 39,521.57	\$ 225,362.36

Expenditures			
Account Description	Apr-21	May-21	Year to Date
Employees	\$ 65,923.31	\$ 48,887.91	\$ 521,502.70
Other Expenses	\$ 43,145.32	\$ 34,317.90	\$ 421,440.60
<b>Overall Total:</b>	\$ 109,068.63	\$ 83,205.81	\$ 942,943.30

Quarterly Cost Recovery			
Month	FY 2019	FY 2020	FY 2021
April	46.23%	10.78%	38.78%
May	80.32%	18.14%	47.49%
June	50.03%	18.11%	
Year to Date Cost Recovery			
	May FY 18-19	May FY 19-20	May FY 20-21
Revenues	\$ 697,375.06	\$ 524,382.57	\$ 225,362.36
Expenditures	\$ 1,202,569.10	\$ 1,158,518.47	\$ 942,943.30
<b>Cost Recovery:</b>	57.99%	45.26%	23.90%

Utilities			
Name	May FY 19-20	April FY 20-21	May FY 20-21
Water and Sewage	\$ 1,408.08	\$ 2,108.32	\$ 3,207.78
Electric	\$ 9,345.52	\$ 8,218.24	\$ 10,949.81
Gas	\$ 449.07	\$ 1,247.22	\$ 968.11
<b>Overall Total:</b>	\$ 11,202.67	\$ 11,573.78	\$ 15,125.70

## Cottonwood Aquatics Center Monthly Report - May 2021

Revenues			
Account Description	Apr-21	May-21	Year to Date
Pool Revenue	\$ -	\$ -	\$ 13,555.00
Snack Bar Sales	\$ -	\$ -	\$ -
Swimming Lessons	\$ 22.50	\$ 119.00	\$ 141.50
<b>Overall Total:</b>	\$ 22.50	\$ 119.00	\$ 13,696.50

Expenditures			
Account Description	Apr-21	May-21	Year to Date
Employees	\$ -	\$ -	\$ 57,157.22
Other Expenses	\$ 8,111.59	\$ 9,273.67	\$ 67,142.19
<b>Overall Total:</b>	\$ 8,111.59	\$ 9,273.67	\$ 124,299.41

## Cottonwood Youth Center Monthly Report - May 2021

Revenues			
Account Description	Apr-21	May-21	Year to Date
Youth Center Fees	\$ -	\$ -	\$ 300.00
<b>Overall Total:</b>	\$ -	\$ -	\$ 300.00

Expenditures			
Account Description	Apr-21	May-21	Year to Date
Employees	\$ 459.13	\$ 799.86	\$ 46,302.00
Other Expenses	\$ 1,107.37	\$ 713.84	\$ 12,760.67
<b>Overall Total:</b>	\$ 1,566.50	\$ 1,513.70	\$ 59,062.67



**City of Cottonwood**  
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## Cottonwood Parks and Recreation Monthly Report - May 2021

Rentals		
Event Hall / Cottonwood Recreation Center		
Rentals	Internal Rentals	Comments
14	7	CoC Budget Meeting (2), Tourism meeting (1), Non Profit Collab Library (1), Lifeguard Training (4), CRB Meeting (1), Public Reservations (7), VV Housing Study (1), Mingus Project (1), Playground Public Meeting, Airport (2), Clippers Swim Team Meeting (1)
Parks		
Rentals	Internal Rentals	Comments
16	4	Verde Valley Fair Parking (3-Kids Park), Public Reservations (6-Garrison Park), Library (1-Garrison), Flag Ceremony (1-Garrison), Public Reservation (8-Riverfront), DDB (1-Riverfront)
Cottonwood Community Clubhouse		
Rentals	Internal Rentals	Comments
2	0	Historical Preservation Commission (2)
Softball Complex		
Rentals	Internal Rentals	Comments
8	0	Adult Fields: Verde Valley Little League (6), VV Heat Elite (1), ISA Tournament
Rentals	Internal Rentals	Comments
89	0	Youth Fields: Verde Valley Little League (89)
Aquatics Indoor Pool		
Rentals	Attendance	Comments
383	383	Lap Lane Reservations
Riverfront Meeting Room		
Rentals	Internal Rentals	Comments
2	9	Public Reservation (1), Exec Team Meeting (2), CRB Meeting (3), Leadership Meeting (1), Development Update (1), AZHGA Discussion (1), State Park Annex (1), CAB Meeting (1)

Revenues			
Account Description	Apr-21	May-21	Year to Date
Recreation Fees	\$ 400.00	\$ -	\$ 913.83
Adult Sport Leagues - Tournament	\$ 1,755.86	\$ 639.18	\$ 4,515.47
10K Memorial Run	\$ -	\$ 5.00	\$ 610.00
Thunder Valley Ralley	\$ -	\$ 8.00	\$ 24.00
Building Rental - Community Clubhouse	\$ 80.00	\$ -	\$ 80.00
Park Donations	\$ -	\$ -	\$ 250.00
Skate Park Donations	\$ -	\$ -	\$ 300.00
<b>Overall Total:</b>	\$ 2,235.86	\$ 652.18	\$ 6,693.30
Expenditures			
Account Description	Apr-21	May-21	Year to Date
Employees	\$ 15,140.72	\$ 10,497.56	\$ 145,787.30
Other Expenses	\$ 13,563.13	\$ 13,057.66	\$ 150,650.88
<b>Overall Total:</b>	\$ 28,703.85	\$ 23,555.22	\$ 296,438.18