

**Recreation Services Board
General Meeting
August 11 2016
PRESCOTT, ARIZONA**

MINUTES OF THE **General Meeting OF THE Recreation Services Board** held on **August 11, 2016**, in the **Grace Sparkes Memorial Activity Center, Flagstone Room** located at **824 E. Gurley St.**, Prescott, Arizona.

1. Roll Call & Approval of Minutes from May 12, 2016

Members Present: Ted Blake, Tom Dwyer, Linda Nichols, Margaret Travers and Chris Welborn

Others Present: Joe Baynes, Chris Hosking, Rick Hormann, Michelle Stacy-Schroeder, Ron Lavoie (Billy Casper Golf), Tim Legler, Steve Mancha, Jerry Walsh, Virginia Greene, and Patti Crouse

Motion made by Chris Welborn to accept the minutes from May 12, 2016 as written. Motion was seconded by Peg Travers. Motion passed unanimously.

- 2. Capital Projects:** Joe Baynes went over the Capital Projects budgeted for the Recreation Services Department, to include discussion of the 3.8 million for open space purchases. He went on to explain that the 2009 Open Space master Plan would be used as a roadmap moving forward. Any possible acquisitions will be brought to the Board prior to purchase. Joe stated that the City Council had approved more pay stations in the FY 17 budget. New stations would be at North Peavine trail, a second station at Watson Lake due to increased visitation, and at Willow Lake off Sarafina. Chris Welborn asked about whether all the fees collected for parking go to the general fund. He further asked what the annual revenue, based on visitation numbers, is from the parking passes. Joe Baynes answered that yes, the funds go directly into the general fund. He stated that it is difficult to break down specifically what revenue comes from pre-purchased passes as opposed to those who simply pay at the kiosk due to the unlimited annual pass. Ted Blake commented that he feels an educational campaign for the public as to what the fees are for would be helpful. His point was that the general public does not realize that the fee to park pays for infrastructure improvements and upkeep at the parks. Further discussion regarding ramada and park rental fees and how the funds are used ensued. Joe used an example of the recent Antique Auto Club Car Show at Watson Lake. As rain occurred prior to and during the event there was quite a bit of damage to the grass. Special Events are required to make a deposit prior to their event. Once the event is completed staff reviews any damages and determines the cost to repair or replace items in the park. Funds are kept out of the deposit to pay for any damages and a balance (if any) is reimbursed to the organization.

Peg Travers asked about the Open Space funding and specifically asked with whom we are talking with regarding purchases of land. Joe Baynes explained that discussions are not public initially and take place in an Executive Session at the proper time. The Board will be notified prior to any purchases of Open

Space. Joe talked about upcoming open space projects such as Glassford Hill trail. Peg Travers asked if that Glassford Hill is actually in Prescott Valley. Joe explained that part of that hill is in Prescott and we have an agreement with Prescott Valley that they will connect to our trail in the future. Joe will bring additional information to the Board after the Glassford Hill item goes to City Council on September 27. Tom Dwyer asked if Open Space property is removed from the tax rolls after the City purchased it and Joe stated that yes, those properties are removed from the tax rolls. Linda Nichols asked if the entire 3.8 million for open space has to be spent or we lose it. Joe Baynes explained that while we need to make a strong case prior to moving forward on a purchase, we do not necessarily lose that money that has been allocated to Open Space. However, if a future City Council chose to allocate that money elsewhere, it certainly could happen.

Tom inquired as to the value of paying staff to “man” the kiosks. Tim Legler explained that we saw a 75% increase in revenue with the staff on board. Tom asked about placing a kiosk with an arm handle that only allows a vehicle past once they have paid, making it unnecessary to staff the booth. He also suggested the one way spikes going out of the park to discourage drivers from entering the park the wrong way. Joe talked to the personalization visitors receive when the kiosk is staffed with the ability to answer questions, etc. Tom Dwyer asked if we could perhaps test one of the arm mechanisms at a park to see if it makes a difference. Joe asked Tim Legler to look into the cost of such a system and we will present that to the board at a later date.

Joe Baynes explained that the department’s approach to the capital budget is to use funding for concrete, fencing and other significant improvements. He stated that the Council increased line item amounts rather than making each small project part of the Capital Project list, making it easier for the department to complete improvements on an as needed basis. Joe explained that policy makers have to decide the value of projects, for instance special events and whether funding should be made available in the budget for those.

- 3. National Softball Association** – Joe Baynes began by explaining the relationship the City of Prescott has had with ASA over the years and reasons why Recreation Services would like to move to NSA in place of ASA. Rick Hormann provided a handout to each board member explaining the pros and cons of the two organizations, along with his reasoning as to why the City should make the move. Joe Baynes talked about the importance of drawing National tournaments that would increase mid-week visitation to the City. Chairman Blake asked if he had a team that had been coming for ten years to ASA tournaments, would there be a difference in the financial aspects with the change to NSA. Rick Hormann explained that, in fact, the NSA fees would be lower and would not disallow teams who are part of other organizations to participate in our tournaments. Therefore, giving the opportunity to increase revenue from tournaments. Chris Welborn asked if we would be at risk of not getting to host a

tournament if we make the change to NSA. Rick explained that as Prescott has a reputation of good leadership and excellence in tournament running we would not have any issue in tournaments being awarded to us. Linda Nichols asked if we have the infrastructure and facilities to support this move. Joe Baynes explained that we partner with other entities such as Yavapai College, Embry Riddle Aeronautical University and Town of Prescott Valley to provide the very best accommodations, fields, and tournament direction possible. He went on to explain that the City does not want to take away from any private sector business, but instead work together on a common goal. Linda Nichols explained that she volunteers at the Prescott Chamber of Commerce and see opportunity to work together with the City to provide packets of information regarding tournaments.

4. Division Reports-

- a. Projects**– Joe asked Peg Travers to talk about the artist’s rendering of future pickle ball courts that she brought. Peg stated that the Prescott Pickleball Association (PPA) volunteers are working with vendors for in-kind donations and has applied for some grant funding with APS. She hopes in 90 days the PPA will have an idea of actual timing for the courts. Peg stated that the PPA volunteers are working with youth groups, Boys & Girls Club, Prescott High School and the Juvenile Detention Center to bring awareness of the pickle ball sport. Tom Dwyer asked if there were any code restrictions pertaining to lighting, etc. at Pioneer Park where the courts are proposed. There are no restrictions other than the City Code on lighting. Peg stated the organization is moving slowly during the fundraising phase to assure it is done in a professional way. Joe Baynes let the board know that the Kaya’s Hands Playground is now complete and the official grand opening ceremony would take place on August 27, 2016. A formal invitation will be forthcoming to board members.
- b. Trails & Open Space**- Chris Hosking provided a packet of information to the board members, including a map of Pioneer showing where users are requesting more trails. Chris stated that in the past three months he has made three miles of trails to add to the Park system. These trails will cater to beginners. Chris uses trail counters which show approximately 2,000 visitors daily to City trails. Chris Welborn asked if there would be a parking lot built at Constellation Trailhead. Chris Hosking replied that yes, a parking lot is in the plan and also planned is continuation of the Constellation trail through to the Peavine trail. Linda Nichols mentioned that while volunteering at the Chamber she fields questions about City trails on a regular basis. Tom Dwyer asked if a Boy Scout troop or other volunteer organization might do a study regarding City trail use. Joe Baynes mentioned that in fact NAU had already done such a study, which reported that 40% of visitors to Prescott actually come to use the trails. Joe went on to state that as Prescott becomes known as a great outdoor destination more trails will be built. Tom Dwyer asked about whether any

bed tax comes to Recreation Services. Joe stated that we receive \$10,000 for open space and \$60,000 for tournaments from the bed tax fund. Linda Nichols asked about RV parks and campgrounds, citing questions from visitors to the Chamber. Joe told her that Watson lake has 36 camp sites. We have looked in to camping at Goldwater and perhaps a Public Private Partnership (PPP) to bring camping sites to Willow Lake. There are some hurdles to jump through; however, with BLM land therefore a PPP would make the process smoother. Peg Travers asked why we do not have camping at Pioneer and Joe answered that Pioneer also has some restrictions based on it being BLM land. Linda Nichols asked how Lynx Lake is able to have camping and Joe stated that Lynx Lake is actually Federal Land, not BLM, therefore does not have the same restrictions.

- c. **Sports-** Rick Hormann gave a presentation regarding the 140 softball teams in the summer league, with 30 summer basketball teams in a league. Fall volleyball and basketball will begin on September 19. Peg Travers asked what facilities would be used and Rick stated that Grace Sparkes Activity Center and Yavapai College would be used, along with the YMCA for basketball. Rick stated that the summer tournaments have all gone off without a hitch and great comments from players and teams. We have an April soccer tournament coming up which has 140 teams.
- d. **Special Events –** Michelle Stacy-Schroeder told the board about the Senior Women’s Softball Tournament that took place last weekend. There were 28 teams who stayed in Prescott Thursday through Monday for the tournament. Five teams were local with all others coming from Michigan, Ohio, California and Nevada. Michelle explained to the board that she is in charge of coordinating all fields for user groups. She also has taken on the special event process, which includes coordinating with all city Departments, vendors and groups requesting special events. She is also working on securing sponsorship for the Veteran’s Day Parade which has a City budget of only \$2500. Sponsorship would allow for posters, t-shirts for volunteers and advertising for the parade. The board congratulated Michelle on her recent graduation from NAU. Michelle introduced Virginia Greene, an intern from North Carolina who has a degree in Recreation management with a focus on special events. She has been able to shadow Michelle and Kelly to learn a lot about our department.
- e. **Golf Course-** Jerry Watson said it has been a long, hot summer, but the golf course has struggled through with some hot spots in the grass and some issues with irrigation, however the team of turf specialists have been able to take care of those problems. Ron Lavoie stated that rounds are up some compared to the prior year. The advantage care purchases are up about 11% over last year. He stated that the Billy Casper organization and he personally, really like to promote youth golfing. He hopes to get out into the community and encourage youth participation in the upcoming months. Tom Dwyer asked if we promote 9 hole play much. Ron stated that we do not so much due to the twilight fee. Linda Nichols asked what

age of youth does he want to market to. Ron stated that he would like to see middle school kids and older get the opportunity to come out to the course and see what golfing is all about.

- f. **Superintendent**-Tim Legler explained that we have a new Community Service Program worker, Tim Kittel, on board. He takes the place of Adam Camacho who took a position with irrigation and is still with the Recreation Department.

Steve Mancha stated that it has been a busy, but very successful year at the lakes. Without a full staff they have been able to complete the preparations for tournaments and convert the fields from softball to football to soccer. He stated that a new maintenance person was hired today and he has a full staff finally after six months.

5. **Next Meeting**- Joe Baynes told the board that he would like to take them on a tour of Parks for the next meeting which will be in October. The exact date will be determined at a later date.
6. **Adjournment** – Chairman Blake thanked all the directors for the very positive information presented today. He thanked Virginia for spending time with us interning and wished her the best, knowing she will carry a lot of great information back home after working with Prescott Recreation Services staff.

Motion made by Chris Welborn to adjourn the meeting at 4:51 pm. Motion was seconded by Peg Travers. All in favor- Motion passed unanimously in favor.

Ted Blake, Chairman

Patti Crouse, Secretary