



## **PARKS & RECREATION COMMISSION MEETING AGENDA**

*Pursuant to A.R.S. § 38-431.02 notice is hereby given to the public that the Sahuarita Parks & Recreation Commission will hold a meeting at the date and time specified below at the Sahuarita Town Hall Council Chambers, 375 West Sahuarita Center Way, Sahuarita, Arizona. Members of the Commission will attend either in person or by telephone conference call.*

*To better serve our community, the Council Chambers is wheelchair accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town Clerk's Office at 520-822-8801. Requests should be made no later than three working days prior to the meeting to arrange the accommodation.*

**March 1, 2017  
Regular Meeting 6:30 PM**

**I. ROLL CALL**

**II. CALL TO THE PUBLIC**

At this time, any member of the public is allowed up to five minutes to address the Parks & Recreation Commission on any issue not already on tonight's agenda. Pursuant to the Arizona Open Meeting Law, at the conclusion of Call to the Public, individual members of the Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be placed on a future agenda, commission member cannot take action on or discuss matters raised in an open call to the public unless the matters are properly noticed for discussion.

**III. APPROVAL OF MEETING MINUTES**

**1. Approval of the February 1, 2016 Meeting Minutes**

**IV. BUSINESS**

- 1. Standard Operating Procedures for the Agenda**
- 2. Parks and Recreation Area Design Standards Manual**
- 3. Fiesta Sahuarita Update**
- 4. Commission Meeting Start Time**

**V. COMMISSIONERS' AND DIRECTOR'S REPORTS ON CURRENT EVENTS**

**1. Director/Commissioner Report**

**VI. FUTURE AGENDA ITEMS**

**1. Future Agenda Items**

**VII. ADJOURNMENT**



## PARKS & RECREATION COMMISSION COMMUNICATION

**TO:** Parks and Recreation Commissioners  
**FROM:** Debbie Summers, Parks & Recreation Director  
**MEETING DATE:** March 1, 2017  
**SUBJECT:** Approval of the February 1, 2016 Meeting Minutes



Economic Development



Infrastructure



Planning for Our Community's Future



Organizational Effectiveness



Quality of Life



Other



**GOALS/OTHER:**

**FINANCIAL / BUDGET SUMMARY**

**STAFF RECOMMENDATION**

Approval

**SUGGESTED MOTION**

I move to approve the meeting minutes of February 1, 2016

**DISCUSSION**

Commissioner pleasure.



## **PARKS & RECREATION COMMISSION MEETING**

### **REGULAR MEETING MINUTES**

**FEBRUARY 1, 2017**

**6:30 PM**

The Parks and Recreation Commission of the Town of Sahuarita met in the Sahuarita Council Chambers, 375 West Sahuarita Center Way, Sahuarita, AZ 85629 on Wednesday, February 1, 2017.

#### **I. ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Sergio Arellano	Commissioner	Present	
Charles Borozinski	Commissioner	Present	
Shel Zatkan	Vice Chairperson	Present	
Diane Huckins	Chairperson	Present	
Kali Hoenes	Commissioner	Present	
Vince Luna	Commissioner	Present	
Patti Woolley	Commissioner	Present	

#### **II. CALL TO THE PUBLIC**

No members of the public were present to speak during the call to the public.

#### **III. APPROVAL OF MEETING MINUTES**

##### **1. Approval of the December 7, 2016 Meeting Minutes**

Motion was made by Commissioner Arellano, seconded by Commissioner Woolley, to approve the December 7, 2016, Parks and Recreation Commission meeting minutes. MOTION CARRIED UNANIMOUSLY.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	Arellano, Borozinski, Zatkan, Huckins, Hoenes, Luna, Woolley

#### **IV. BUSINESS**

##### **1. Sahuarita Wellness Advocacy Team (SWAT)**

Nathan Lyon and Katie Hicks, Student Wellness Advocacy Team (S.W.A.T.) representatives provided the commission with an update of the past few months since the implementation of the park no smoking policy. The students have observed a decrease of cigarette butts in the parks.



## PARKS & RECREATION COMMISSION MEETING MINUTES

Commissioner Luna would like to work with SWAT on partnering to clean up North Santa Cruz Park.

**RESULT: DISCUSSION ONLY**

### 2. Sahuarita Branding, Development and Marketing Action Plan Presentation

Economic Development Manager, Mr. Gonzales provided the commission with a presentation and update of the Branding Development, Marketing, and Action Plan.

**RESULT: DISCUSSION ONLY**

### 3. Parks and Recreation Area Design Standards Manual

Ms. Summers discussed the per person acreage in privately owned subdivision parks, in comparison to town per person park acreage.

**RESULT: DISCUSSION ONLY**

### 4. Commissioner Luna's vision for North Santa Cruz Park Expansion

Commissioner Luna presented the commission with his personal Conceptual Expansion Plan for the area south of North Santa Cruz Park (NSCP) on property owned by Rancho Sahuarita. Commissioner Luna restated the intention of the visuals he presented are conceptual only. He envisions a joint community development concept. The approach with this conceptual plan is to keep it in its current state due to the location being in a flood zone.

Potential partnerships for this project include the Town, local businesses, the School District, and FICO.

**RESULT: DISCUSSION ONLY**

### 5. Parks and Recreation Department Budget

Ms. Summers updated the commission on the status of the operations budget planning. The preliminary budget is due to Finance on February 10, 2017.

Ms. Summers discussed the Capital Improvement Project (CIP) prioritization list, which is still in draft form submitted to Finance. The maintenance facility is currently in the early development stage, and that the new Public Works Director has been brought on board to assist with the maintenance facility project.

Some of the 21 projects will require either a project manager or construction manager; those contracted funds have been estimated in the CIP budget.

Commissioner Luna's suggestion for the CIP list was to move Anamax BMX Park CIP project to North Santa Cruz Park (NSCP) and combine the two projects.



## PARKS & RECREATION COMMISSION MEETING MINUTES

Motion was made by Commissioner Arellano, seconded by Commissioner Woolley, to table the budget discussion. MOTION CARRIED UNANIMOUSLY.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>AYES:</b>	Arellano, Borozinski, Zatkan, Huckins, Hoenes, Luna, Woolley

### 6. Fiesta Sahuarita Update

Ms. Summers provided the commission with an update on the status of Fiesta Sahuarita. Food vendor space is full. To date we have received \$2,600.00 in sponsorship monies.

<b>RESULT:</b>	<b>DISCUSSION ONLY</b>
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### 7. Fly Fishing at Sahuarita Lake Park

Ms. Summers discussed comments received from a resident, via email, on Fly Fishing at Sahuarita Lake Park, and the increased risk it poses to park visitors. Fly fishing is permitted as part of the AZ Fish and Game Community Fishing Program. Ms. Summers would like feedback from the commissioners on this issue.

Commissioner Zatkan would like to see fly-fishing included in a newsletter as part of an education campaign.

## V. COMMISSIONERS' AND DIRECTOR'S REPORTS ON CURRENT EVENTS

Ms. Summers stated that TG Water Sports discontinued paddleboat rentals due to lack of participation by the public, it became too costly to provide service.

New commissioner calendar, the commission will need to vote on a new commissioner, as per Chapter 2.55 Boards, Committees, and Commissions, in August.

The Concert in the Park series is underway and has been well attended.

New program guide is available and is sporting the new logo. Ms. Summers asked the commission to let us know if they have any ideas and suggestions on feature articles.

Staff has been fielding recent issues at Anamax Bark Park.

Sahuarita Teen Advisory Council (STAC) Memorial Run is next Saturday, February 11, 2017.

STAC is working with Pima Association of Governments (PAG) on a distracted driving Public Service Announcement (PSA). Commissioner Zatkan would like STAC to come to and provide them with an update.

Activity updates: Adult Soccer and Volleyball Leagues start February 1, 2017. Challenger Sports Soccer Camp starts in June. Cardio dance class is starting, dog classes, art classes, Brazilin Jujutsu, open/public swim program being planned for the summer.



## **PARKS & RECREATION COMMISSION MEETING MINUTES**

The following projects were completed at Anamax Recreation Center: the exterior was painted, new curtain tracks at the Anamax Recreation Center have been installed and the curtains are being made, new pour in place rubber playground surface is in place in the multi-sensory playground.

Volunteer hours submission reminder for adopt a park and commission hours.

Health and Wellness meeting is third Thursday of month. The name will be changed to Sahuarita Parks Foundation, and has been submitted to the Arizona Corporation Commission.

Commissioner Luna update: received a call from one of the user groups regarding the scheduling of fields.

Commissioner Hones announced her resignation and that this is her last meeting.

### **1. Director/Commissioner Report**

#### **VI. FUTURE AGENDA ITEMS**

Discussion on changing start times of the meeting

#### **VII. ADJOURNMENT**

Meeting adjourned at 8:41 pm.



## PARKS & RECREATION COMMISSION COMMUNICATION

**TO:** Parks and Recreation Commissioners  
**FROM:** Debbie Summers, Parks & Recreation Director  
**MEETING DATE:** March 1, 2017  
**SUBJECT:** Standard Operating Procedures for the Agenda



- Economic Development
- Infrastructure
- Planning for Our Community's Future
- Organizational Effectiveness
- Quality of Life

**GOALS/OTHER:**

**FINANCIAL / BUDGET SUMMARY**

**STAFF RECOMMENDATION**

Commissioner pleasure

**SUGGESTED MOTION**

Commissioner pleasure

**DISCUSSION**

Agenda procedures



## PARKS & RECREATION COMMISSION COMMUNICATION

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**TO:** Parks and Recreation Commissioners  
**FROM:** Debbie Summers, Parks & Recreation Director  
**MEETING DATE:** March 1, 2017  
**SUBJECT:** Parks and Recreation Area Design Standards Manual

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Economic Development



Infrastructure



Planning for Our Community's Future



Organizational Effectiveness



Quality of Life



**GOALS/OTHER:**

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**FINANCIAL / BUDGET SUMMARY**

**STAFF RECOMMENDATION**

Discussion/Update

**SUGGESTED MOTION**

Discussion only

**DISCUSSION**

Update regarding the Parks and Recreation Area Design Standards Manual.





## PARKS & RECREATION COMMISSION COMMUNICATION

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**TO:** Parks and Recreation Commissioners  
**FROM:** Debbie Summers, Parks & Recreation Director  
**MEETING DATE:** March 1, 2017  
**SUBJECT:** Fiesta Sahuarita Update

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Economic Development



Infrastructure



Planning for Our Community's Future



Organizational Effectiveness



Quality of Life



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**GOALS/OTHER:**

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**FINANCIAL / BUDGET SUMMARY**

**STAFF RECOMMENDATION**

Discussion

**SUGGESTED MOTION**

Discussion only

**DISCUSSION**

Update on event



## PARKS & RECREATION COMMISSION COMMUNICATION

**TO:** Parks and Recreation Commissioners  
**FROM:** Debbie Summers, Parks & Recreation Director  
**MEETING DATE:** March 1, 2017  
**SUBJECT:** Commission Meeting Start Time

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- Economic Development
  - Infrastructure
  - Planning for Our Community's Future
  - Organizational Effectiveness
  - Quality of Life

**GOALS/OTHER:**

**FINANCIAL / BUDGET SUMMARY**

**STAFF RECOMMENDATION**

Commissioner pleasure

**SUGGESTED MOTION**

I move to change the meeting time to (state new meeting time) effective on (state meeting date).

OR

I move to keep the 6:30 PM meeting time.

**DISCUSSION**

Chairwoman Huckins would like to discuss the start time of the commission meetings.



## PARKS & RECREATION COMMISSION COMMUNICATION

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**TO:** Parks and Recreation Commissioners  
**FROM:** Debbie Summers, Parks & Recreation Director  
**MEETING DATE:** March 1, 2017  
**SUBJECT:** Director Commissioner Report

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Economic Development



Infrastructure



Planning for Our Community's Future



Organizational Effectiveness



Quality of Life

**GOALS/OTHER:**

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**FINANCIAL / BUDGET SUMMARY**

**STAFF RECOMMENDATION**

Discussion only

**SUGGESTED MOTION**

Discussion only

**DISCUSSION**

At this time, the Director and Commissioners may provide updates regarding current events.



## PARKS & RECREATION COMMISSION COMMUNICATION

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**TO:** Parks and Recreation Commissioners  
**FROM:** Debbie Summers, Parks & Recreation Director  
**MEETING DATE:** March 1, 2017  
**SUBJECT:** Future Agenda Items

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 Economic Development
-   
 Infrastructure
-   
 Planning for Our Community's Future
-   
 Organizational Effectiveness
-   
 Quality of Life

**GOALS/OTHER:**

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**FINANCIAL / BUDGET SUMMARY**

**STAFF RECOMMENDATION**

Requests from commissioners on future agenda items

**SUGGESTED MOTION**

Discussion only

**DISCUSSION**

At this time, commissioners may request that staff place new, if any, items on the agenda.