



**Notice of Public Meeting of the Parks and Recreation Commission**

*Pursuant to A.R.S. 38-431.02 notice is hereby given to the public that the Parks and Recreation Commission of the Town of Sahuarita will be holding a meeting on February 3, 2016 at or after 6:30 p.m. at Sahuarita Town Hall – Council Chambers 375 W. Sahuarita Center Way, Sahuarita, AZ 85629.*

*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.*

**February 3, 2016**

**Notice of Public Meeting of the Parks and Recreation Commission  
Regular Meeting 6:30 p.m.**

**1. CALL TO ORDER**

Chairperson Huckins called the meeting to order at 6:30 pm without objection.

**2. ROLL CALL**

- Chairperson Diane Huckins
- Vice-Chairperson Sheldon Zatkan
- Commissioner Ann Bracco
- Commissioner Andres Gabaldon
- Commissioner Kali Hoenes
- Commissioner Vincent D. Luna
- Commissioner Deitrick Smart

**3. CALL TO THE PUBLIC**

No member of the public came forward.

**4. COMMISSION DISCUSSION/ACTION REQUEST**

**A. Approval of Minutes, December 9, 2015 Parks & Recreation Commission Meeting**

**MOTION;** I move to approve the December 9<sup>th</sup> meeting minutes. **MOTION;** Vice Chair Zatkan, **SECOND;** Commissioner Bracco. **MOTION CARRIED.** All in favor.

**B. Update and presentation by the Student Wellness Advocacy Team (SWAT) on the No Smoking Policy at North Santa Cruz Park**

The Anza Trail SWAT Coalition presented their progress to the Commission of the No Smoking Policy at North Santa Cruz Park. The policy was initiated as a three month trial with a report to follow the conclusion of the three months. Their findings were that the cigarette butts found in the park have been considerably less while the cigarette butts in the parking lot, where smoking is approved, have been slightly more. The SWAT Coalition requested the Commission to consider making the policy permanent at North Santa Cruz Park and to also extend the trial period to other parks in Sahuarita. Commissioner Luna asked the SWAT Team where they hope to expand the policy to. SWAT responded, "All of the parks." Commissioner Luna suggests to the Commission to consider extending the policy to a three month trail to Sahuarita Lake only. The SWAT Coalition commented that they have done a cigarette butt clean up at Sahuarita Lake Park and have found that there are more cigarette butts found there than their original site, North Santa Cruz Park.

**MOTION;** I, Vice Chair Zatkan, move to make the No Smoking Policy permanent at North Santa Cruz Park. **MOTION REVISED;** I, Commissioner Luna, move to revise the current motion, and update the current policy and then make North Santa Cruz Park a permanent no smoking park. **MOTION CARRIED.** All in favor. **MOTION;** I, Andres Gabaldon, move to add a three month trial period of no smoking to Sahuarita Lake Park. **MOTION CARRIED.** All in favor. **MOTION;** I, Commissioner Smart, move to create a No Smoking Policy at Anamax Park. Policy should be permanent not on a trial basis. He justifies his motion by explaining

Certification of Posting of Notice:

The undersigned hereby certifies that a copy of this notice was duly posted on the Official Posting Board located outside the Sahuarita Town Hall Building at 375 W. Sahuarita Center Way, Sahuarita, AZ, at the date and time stated below, in accordance with the statement filed by the Town of Sahuarita with the Town Clerk.

Posting Date: \_\_\_\_\_; Time \_\_\_\_\_; Posted By: \_\_\_\_\_

Name and Date of Person Signing Certificate: \_\_\_\_\_ Date: \_\_\_\_\_



Notice of Public Meeting of the Parks and Recreation Commission

that Anamax Park is the second most used park by children and believes that it would be a great benefit for it to be a smoke free park. **SECOND**; no response **MOTION FAILED. MOTION**; I move to add a three month trial period of no smoking to Anamax Park. **MOTION**; Vice Chair Zatkan, **SECOND**; Commissioner Gabaldon. Commissioner Luna requests discussion before the vote. He feels that the Commission should move slower on the policy. He recommends taking on one park at a time. Chairperson Huckins asks the SWAT Coalition if they believe they will be able to handle all three parks at one time. Nataly Van Alstine, SWAT Coalition Advisor, advises the Commission that their efforts would be combined with other SWAT coalitions in the Town of Sahuarita. She is very confident that they can handle all three parks at one time. **VOTE: Yes:** Chairperson Huckins, Vice Chair Zatkan, Commissioner Gabaldon, Commissioner Hoenes, Commissioner Smart. **No:** Commissioner Luna, Commissioner Bracco. **MOTION CARRIED.**

**C. Update on Quail Creek & Anamax off leash dog park issues**

Town of Sahuarita Parks and Recreation Director, Debbie, began the discussion with advising the Commission of the existing issues at the Anamax and Quail Creek Dog Park. The main issue is the personal property, mainly plastic chairs, which are left in the park by users. The chairs have become a liability issue and also have caused maintenance accessibility problems. Debbie also shared that she has visited both parks at various times during the day and has spoken with the users regarding the chair issues. She has heard their concerns regarding the chairs and was looking to ask the public to assist in coming up with a better solution to the current issue. Debbie has also received several reports from the maintenance company regarding aggressive dogs. Her observation is that the dog parks are being used for the people to socialize and dogs are not being watched as they should be. Her request is that all chairs be removed daily from the dog park. She also noted that by allowing dog park users to leave their chairs in the dog park, it sets precedence to other users that they can leave their personal property in other parts of the park. Chairperson, Diane Huckins, allowed the public that had filled out speaker request cards, to speak. Maryann Small, user of the Anamax small dog park, expressed her desire to keep the chairs. She believes that the chairs are necessary for those that are handicapped. She reassured the Commission that they stack the chairs every day at the end of their use and will continue to do so. Don Ferris, user of the Anamax small dog park, believes they have alleviated any maintenance issues by stacking the chairs every day off the grass area. He also believes that posting a sign that says "Chairs are private property. Use at your own risk, "will take away any possible liability issues. Bonnie Roth, resident of Sahuarita and Anamax small dog park user, has some health issues and would not be able to visit the dog park if the chairs were not available. She feels that bringing the chairs in and out of the park every day is burdensome. Commissioner Smart asked Debbie if adding additional seating is an option. Debbie explained that yes it is an option; however, the request from the public is that the additional seating is placed in a circle and in the turf. She advises the Commission that seating cannot be added to the turf area for maintenance reasons. Commissioner Luna reminded the Commission that user groups are not limited to dog park users. Allowing others (dog park users) to leave their property would give a sign to other user groups that they can leave their personal property in the park as well. Randy Stienman, user of the Anamax small dog park, asked the Commission to please seek legal advice on whether or not posting a "Use at your own risk" sign would alleviate the potential risk from the Town. Susan Robin, user of the Anamax small dog park, believes that if other user groups haven't asked for permission to leave their personal property in the park, as a result of

Certification of Posting of Notice:

The undersigned hereby certifies that a copy of this notice was duly posted on the Official Posting Board located outside the Sahuarita Town Hall Building at 375 W. Sahuarita Center Way, Sahuarita, AZ, at the date and time stated below, in accordance with the statement filed by the Town of Sahuarita with the Town Clerk.

Posting Date: \_\_\_\_\_; Time \_\_\_\_\_; Posted By: \_\_\_\_\_

Name and Date of Person Signing Certificate: \_\_\_\_\_ Date: \_\_\_\_\_



Notice of Public Meeting of the Parks and Recreation Commission

seeing the personal property left in the dog parks, it can't be assumed that they would in the future. Commissioner Hoenes believes there is a compromise between the needs of the Town and the needs of the users. Commissioner Zarkin stated that we cannot move forward on any decision until we hear from the Town Attorney on the liability issues. Commissioner Gabaldon looks forward to future discussions and agrees with Commissioner Hoenes that there is a compromise. Commissioner Hoenes suggested that because the users are so passionate about their park, that they should possibly think about adopting it and helping the Town maintain it.

**D. Discussion regarding Commission's involvement in gaining community support for future recreation center**

Debbie Summers begins discussion with reminding the Commission that the proposed future recreation and pool center failed in the bond process. She urges the Commission to begin a discussion on how we can gain community support on the building a future aquatic and recreation facility. Chairperson Huckins suggested another survey to the public. Commissioner Luna states that the last survey was done in 2004-2005. The community has grown substantially since then. He agrees with Chairperson Huckins that a community survey is necessary. Commissioner Smart asked if the Town has ever considered adding a tourism tax to help shoulder some of the cost of additional recreational projects. Debbie explained that would be a discussion to have with the Town Council. Vice Chair Zarkin asked Debbie if we knew how the Green Valley/Sahuarita district voted specifically on the recreation portion of the bond. Debbie confirmed the vote was no. Chairperson Huckins stated that even if we do the survey, we still need the money. Chairperson Hoenes suggested adding in the survey a suggestion line focused on the how residents propose funding future projects. Commissioner Bracco commented that if you put out a survey to the public you may set an expectation of what they think they can expect to see. Commissioner Luna responded to Commissioner Bracco's comment and said he believes doing a survey will get the attention of the public, council, and the Town. He believes that we cannot rely on the bond process any longer and must take action now. Debbie explained to the Commission that she does not have the funds this year to hire a consulting firm to do the survey but can add it to the budget request for next fiscal year. Commissioner Luna suggested utilizing social media as an avenue to poll residents. Debbie commented that his suggestion may be a possibility and added that a request for other key community businesses participate by adding the survey on their social media page. Vice Chair Zarkin suggested looking at University of Arizona Public Administration program for students they may need a project similar to this. Debbie agreed with his idea. Vice Chair Zarkin said he will look into it. Debbie asked the Commission to continue thinking about this and brainstorming other ideas.

**E. Update on Quail Creek – Veterans Municipal Park project**

Debbie Summers reported that the project is complete. Additional fencing has been added while the park is closed to keep people from accessing the fields. The Town has partnered with a local AYSO group to plan the grand opening ceremony and ribbon cutting event. The event is scheduled for the timeframe around the end of July or beginning of August. Debbie also advised the Commission that Drone Control Systems has submitted their permit and plan to start their testing in the next couple weeks. Vice Chair Zarkin would like to know when they begin so that he can go to the park and check it out.

Certification of Posting of Notice:

The undersigned hereby certifies that a copy of this notice was duly posted on the Official Posting Board located outside the Sahuarita Town Hall Building at 375 W. Sahuarita Center Way, Sahuarita, AZ, at the date and time stated below, in accordance with the statement filed by the Town of Sahuarita with the Town Clerk.

Posting Date: \_\_\_\_\_; Time \_\_\_\_\_; Posted By: \_\_\_\_\_

Name and Date of Person Signing Certificate: \_\_\_\_\_ Date: \_\_\_\_\_



Notice of Public Meeting of the Parks and Recreation Commission

**F. Update on Verizon Wireless Tower at North Santa Cruz Park**

Debbie Summers advised the Commission that the permit application submitted by Verizon Wireless to the Town is currently in review. Once the permit is approved, construction will begin quickly after that. Gate access will be constructed, off of Rancho Sahuarita Blvd., to allow for easy accessibility for Parks & Facilities, Public Works, and Verizon Wireless.

**G. Stand Up Paddle Board Discussion**

Debbie Summers presented the Commission with a draft of the standup paddle (SUP) board rules. The rules were created to protect the users and the Town. She would like the Commission members to look it over and provide feedback on any proposed changes. Once everyone has agreed to the rules, she will have signs made and posted, and then allow the commercial vendor to begin renting out the boards. Current commercial vendor at the lake has agreed to abide by the rules and help educate riders and will enforce safety.

**H. Parks & Recreation Design Standards Manual- Update**

Debbie Summers advised the Commission that she is meeting with a team of four Master’s Program students from the University of Arizona Capstone Program. She will provide them information and goals of items she would like them to achieve. After the initial meeting with the students, she would like Chairperson Huckins and Vice Chair Zatkan to join the discussion and meetings with the students.

**I. 2017 Budget discussion (including assessment of Park development)**

Debbie Summers presented the Commission with several budget items to review. First, a park assessment showing the cost and factors to consider in each potential expansion at North Santa Cruz Park, Anamax Park, and Quail Creek- Veterans Municipal Park. Debbie also advised them to review the technical report provided by Public Works that assesses the land that each expansion would be built on. Second, she presented the CIP Project Prioritization. She explains this document outlines the current staff recommended priority list of the projects projected over the next 5 years. The document also provides the approximated costs of each project and pictures showing where the project is generally located. Chairperson Huckins looked over the prioritization and asked for confirmation from Debbie that the Anamax Maintenance Building is indeed the first priority. Debbie confirmed that it is the first priority and has been pushed back over the last several years. Commissioner Luna suggested the idea of moving the maintenance yard to be built somewhere near the Town Hall complex to allow for more room for future fields to be built at Anamax Park. Debbie replied that in order to allow for maintenance efficiency at the park the maintenance building needs to be at the park. Furthermore, Debbie believes that all future large parks will require a maintenance yard to be built at each park. Debbie requested the Commissions input on what they think about the way the projects are prioritized. Do they agree? Do they want changes? Commissioner Luna recommended changes. He stated that he would like to see the North Santa Cruz and Quail Creek- Veterans Municipal Park projects moved up on the list and the Anamax Splash pad to be moved down. Vice Chair Zatkan noticed that lighting of the Sahuarita Unified School District fields was at the bottom of the list and he asked Commissioner Luna if he thought the lighting of those fields would help

Certification of Posting of Notice:

The undersigned hereby certifies that a copy of this notice was duly posted on the Official Posting Board located outside the Sahuarita Town Hall Building at 375 W. Sahuarita Center Way, Sahuarita, AZ, at the date and time stated below, in accordance with the statement filed by the Town of Sahuarita with the Town Clerk.

Posting Date: \_\_\_\_\_; Time \_\_\_\_\_; Posted By: \_\_\_\_\_

Name and Date of Person Signing Certificate: \_\_\_\_\_ Date: \_\_\_\_\_



Notice of Public Meeting of the Parks and Recreation Commission

alleviate some of the field needs. Commissioner Luna replied that it would be a big help as long as the school agreed to an IGA much as Anza Trail Park has. Chairperson Huckins suggested that the Commission digest the information and discuss it further at the next meeting. Debbie also presented the current fee schedule to the Commission and made notes of the upcoming fee changes. Chairperson Huckins asked Debbie how our fees compare to other municipalities. Debbie responded our fees are very low.

**J. Fiesta Sahuarita**

Debbie Summers provided the Commission with the 2016 and 2017 event calendar. She shared that discussions at the Council Strategic Planning meeting were positive in nature for moving Fiesta Sahuarita to a less congested time period. She explained that having Fiesta in September has been challenging for many reasons. Some of the reasons include the water park creating a maintenance issue for the turf just before/at the start of its dormancy. The congestion of large events during the last quarter has large events back to back. Town staffing needs from several departments is difficult, and several others. The staff proposal is to move this year's event from September 2016 to March 18, 2017. Debbie asked for the Commission to vote on the move. Commissioner Luna felt that moving Fiesta to March would infringe on user groups baseball practice schedule. Chairperson Huckins reminded the Commission that Council has already shown their support for the change. She requests they take a vote. **MOTION;** I move to approve the change of Fiesta from September 2016 to March 18, 2017. **MOTION;** Chairperson Huckins, **SECOND;** Commissioner Bracco. **MOTION CARRIED Yes: 6 No: 1 (Commissioner Luna).**

**5. PARKS & RECREATION DIRECTOR'S REPORT ON CURRENT EVENTS RELATING TO RECREATION PROGRAMS, EVENTS, PARKS AND FACILITIES UPDATES, HIGHLIGHTS AND ISSUES**

- Many parks projects underway
- Recreation Center and Programs are very busy
- ADA doors are planned for installation in the next few months at the Recreation Center
- Volunteer Appreciation Day is on April 28th at Rancho Resort. Please mark your calendars.

**6. COMMISSIONER'S REPORT ON CURRENT EVENTS / ACTIVITIES**

Nothing to report

**7. FUTURE AGENDA ITEMS**

- Update on Quail Creek & Anamax off leash dog park issues
- Discussion regarding Commission's involvement in gaining community support for future recreation center
- Update on Quail Creek – Veterans Municipal Park project
- Update on Verizon Wireless Tower at North Santa Cruz Park
- Stand Up Paddle Board Discussion
- Parks & Recreation Design Standards Manual- Update
- 2017 Budget discussion (vote on CIP Project Prioritization)
- Fiesta Sahuarita

Next Parks & Recreation Commission meeting is March 2<sup>nd</sup> at 6:30

**8. ADJOURNMENT**

Chairperson Diane Huckins called the meeting adjourned at 8:49 p.m. without objections.

Certification of Posting of Notice:

The undersigned hereby certifies that a copy of this notice was duly posted on the Official Posting Board located outside the Sahuarita Town Hall Building at 375 W. Sahuarita Center Way, Sahuarita, AZ, at the date and time stated below, in accordance with the statement filed by the Town of Sahuarita with the Town Clerk.

Posting Date: \_\_\_\_\_; Time \_\_\_\_\_; Posted By: \_\_\_\_\_

Name and Date of Person Signing Certificate: \_\_\_\_\_ Date: \_\_\_\_\_