

Monday, March 25, 2019 at 6:00 p.m.

MEETING MINUTES

**Lake Havasu Police Facility Meeting Room
2360 McCulloch Blvd., Lake Havasu City, AZ 86403
www.lhcaz.gov**

1. CALL TO ORDER

A quorum being present, Chairperson Welte called the Parks and Recreation Advisory Board meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairperson Welte led the Board in the Pledge of Allegiance.

3. ROLL CALL

Cheri Kowalski conducted a Roll Call of the Board members:

Regular Board Members Present: Chairperson Scott Welte, Vice-Chairperson Jason Keough, Rick Knotts, Ashley Pascual, Chuck Vaughn, Lauren Vedder, Mark Zieff

Excused: Robert Smith

Council Member: Michele Lin

Parks & Recreation Staff Present: Mike Keane, Cheri Kowalski

4. CALL TO PUBLIC

- None

5. MINUTES

5.1 Approval of February 25, 2019 Meeting Minutes

- Member Vaughn made a motion to approve the meeting minutes of February 25, 2019 as written, seconded by member Zieff and carried by the following vote:
AYE: 7 – Welte, Keough, Knotts, Pascual, Vaughn, Vedder, and Zieff

6. COMMUNICATIONS, ANNOUNCEMENTS, PARKS & RECREATION MANAGER REPORT

6.1 Parks and Recreation Managers Report

Mike Keane provided updates to various items:

- We had 583 participants register for Teen Break. Thank you to all volunteers, sponsors, and the community for all donations and support of Teen Break.

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- The Jamaica After School Program will be performing their version of Rock'n Tale of Snow White on April 19 at 4:00p.m.
- We have five consecutive weeks of Kinderswim in April including Nautilus, Oro Grande, Starline Guiding Light, and Jamaica.
- The Aquatics division is offering a USA Masters swim program during some lap swim providing coaching and workouts.
- Home Show March 29-31.
- Brooks and Dunn Tribute Band April 4.
- LHHS Youth Court Chocolate Affair April 6.
- Blood Drive April 17 & 18.
- AZ Children's Play is Learning Fair April 27.
- LHHS Educational Tour Group Taco Dinner Fundraiser April 28.
- Cirque De Havasu, April 6, at London Bridge Beach.
- Party in the Park, April 6, at the Parcel on McCulloch.
- Shockwave 5k, April 6, on the Island Walking Path.
- Battle by the Bridge Baseball Tournament, April 13 & 14, at SARA Park and Rotary Fields.
- Sunrise Rotary Easter Egg Hunt, April 14, at SARA Park t-ball fields.
- Marine Corp League (MCL) Memorial on April 20, at Wheeler Park.
- Community Sunrise Service on April 21, at London Bridge Beach Stage.
- Patriot Flag Display, April 23, on the London Bridge.
- Desert Storm will take place April 25-28 at different venues throughout the City.

7. PUBLIC HEARINGS

7.1 Discussion: CIP Update

Parks and Recreation Manager, Mike Keane updated the Board on the CIP. The budget process is a little different this year with a new City Manager and a new Administrative Services Director. We are not following the exact same calendar as we have in the past. The accounting staff is still working through budget evaluating the City resources and the day-to-day operations. They are working on how those CIP projects are mixing in. He does not have a firm update for the Board and it does not look like he will have one for the Board next month. The City Manager is looking for feedback from the City Council, which will come at a work session on April 25, and our next meeting is April 22.

- *Board member Pascual asked if conversations are still going on regarding renovations for the Island field and would that be during this budget year.*
- *Keane replied that has not been confirmed that was just a topic that was talked about during the Council retreat. There has not been too much more discussion on whether or not that is going to be viable to switch that over and work on that field verses another field. Those conversations has not fully happened yet.*
- *Board member Pascual stated it is a little concerning because if they are not even talking about that until the end of April and the budget year ends at the end of June what will happen to those funds that have been reserved for parks or fields.*
- *Keane replied depending on what Council is looking at for that direction on April 25. If those funds are not used elsewhere in, the City or they could be rolled over into a future CIP project. It does not necessarily mean those funds could be gone.*

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- Board member Pascual asked Keane if he would be advocating for that to stay within the parks.
- Keane responded most definitely.
- Board member Zieff asked if there is any way for volunteers to get involved in those discussions or at least be present during those discussions.
- Keane responded all of those meetings are open to the public.
- Board member Zieff asked if they are City Council meetings; those are the discussions.
- Keane responded and the work sessions.
- Board member Zieff asked if those would be the only discussions.
- Keane responded yes.
- Board member Vaughn stated you said our meeting was April 22 and the work session is going to be on April 25 not on April 23 because the next Council meeting is on the 23rd.
- Keane replied yes it is a special Work Session on April 25 to discuss the budget and CIP. The meeting will be at 9:00a.m.
- Board member Vaughn confirmed the funds we are going to try to reserve are for the FY 18/19 budget. The funds we were talking about to utilizing to redo the ballfields. Is that a CIP for future budget?
- Keane responded correct looking from the FY 19/20 budget.
- Board member Vaughn asked if we have utilized all of our funds from the FY 18/19 budget.
- Keane replied we have not.
- Board member Vaughn asked if that will roll over unless the City decides to use it elsewhere.
- Board member Zieff stated so the last time we met we went over a list of what you prioritized. If we wanted to make input as a Board would tonight be the night to discuss the input of what we think.
- Keane responded we did go through the priority of the Board and that information was passed along to Council.
- Board member Zieff asked if we wanted more input would we be able to speak publicly as a citizen at the City Council with our ideas. Would that be the most prudent time to talk about it.
- Keane replied certainly.
- Board member Keough asked if it would make sense to push our meeting to April 29 so we can hear the outcome of the work session meeting.
- Keane responded I think there would be some value. We would have to check and see if the room is available and everyone's schedule is available for a quorum.
- Board member Zieff stated we would not have any decision making if we are just hearing the news. It is pointless because it will already be said.
- Board member Vaughn stated if someone really wants to speak, he would suggest going to the work session. He has gone to many of them. It is better to be right there and listen to it first-hand.
- Board member Pascual asked if Keane has any roll at that work session or is it just City Manager.
- Keane responded it is the City Manager and Administrative Services Director that will be presenting the budget.
- Board member Pascual stated so our voice from the Parks and Recreation Board goes through you during the internal meetings and then that is presented to Council through the City Manager.
- Keane responded correct as well as your liaison Council Member Lin.
- Board member Pascual asked if there was a value to Mr. Keane as staff or Council Member Lin to have a meeting before or right after the work session.

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- *Council member Lin stated before.*

7.2 Discussion: National After School Program Leader Appreciation Week

Parks and Recreation Manager Mike Keane stated this concept was brought up at our last Board meeting to recognize our Afterschool professionals. We are going to do a Proclamation for our Afterschool Professionals Appreciation Week, which runs April 22 – 26. Keane referred to the draft copy of the Proclamation proposal that would be read by our Mayor. Keane would like to have the Mayor present this Proclamation at one of two meetings. One it could be at our next Board meeting April 22, or there is also a Council meeting that Tuesday, April 23. He would like the Board input as to what they feel would be more appropriate. Council meetings seem to be a little more attended than our Board meetings.

- Chairperson Welte stated we should recognize them on the day we are going to have the audience to show their appreciation.
- Keane asked for clarification on the day, what are you meaning.
- Chairperson Welte responded April 23 during the Council meeting.
- Board member Pascual asked if there is thought about who will accept the Proclamation.
- Keane replied our Recreation Supervisor Donna Best Carlton would accept it but at the same time, we would invite that staff to the meeting.

7.3 Discussion: Proposed Changes to City Code 11.06

- Parks and Recreation Manager Mike Keane referred to the ordinances that are in the Boards packets that were introduced at the last City Council meetings on March 12, 2019. They involve some changes to the City Code Chapter 11.06, which is the section that address Parks and Recreation. These changes were based on conversations that took place during this year's Council retreat as well as general clean up. Keane went over the different ordinances and explained the first section is to remove an appointment of a student body member. Staff has not utilized that method of appointing a student body member for quite some time, the language is outdated and we have more than just the Lake Havasu City High School; we have Telesis, home school, as well as online learning. We will have the student body member apply and treat them just like any other member of the Board. This does not change the number of representatives on the Board. Section 2 is changing the department name from Community Services to Parks and Recreation Department. Section 3 is amending chapter 11.06.070 Powers and Duties of Parks and Recreation Advisory Board by removing section 8.3 which states to advise and consult the chairperson of the Board with the Community Services Department as to the items to be included upon the agenda of meetings of the Board prior to the preparation and distribution of the agenda by the Community Services Department. The reason we are going to remove that section is because of direct conflict with another ordinance that was introduced to City Council on March 12 that amends City Code Chapter 2.04.610 which ensures all committees, boards, and commissions are operating in the same fashion and in a similar way to City Council and how items are brought to the Boards attention and possibly put on to a future agenda. Chapter 2.04.610 General, Board requests, committee, board or commission members may request that an item be considered for possible future discussion by any member making a motion and receiving a second, no vote necessary, during the Future Discussion Items portion of a committee, board or commission meeting. The Department Liaison responsible for the committee, board, or commission will determine the best course of action to take for handling each request. All communication should be addressed to committee, board, or commission as a whole and not to any individual member thereof. Keane stated it makes it so all boards, commissions, and

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committees of the City are working in the same manner as the process that is getting items on the agenda and it follows as what Council members do to get items placed on an agenda.

- Member Vaughn asked if they are out in the public and someone says something to them, we would have to tell them to come to the meeting and address us with their concern.
- Keane responded that is always an option, you can also make the motion it be discussed at a future meeting and then if it was seconded it would be put on an agenda. If it is an item where it does not get seconded it might be a routine day-to-day task that our department can look at and take care of rather than really a Board function.
- Member Pascual asked if this limits request that come up during our discussions with other topics.
- Keane responded it very well could. Some of those items that have been brought up in the past are not necessarily functions of the Board. Again, the Boards function is more policy driven and not day-to-day operations.
- Member Pascual confirmed so this part limits it that requests can only be made during the Future Discussion items portion.
- Keane confirmed so you would like to continue an item on to a second meeting.
- Member Pascual stated as we are discussing items on our agenda there are times when we want to have something on a future agenda to take action the next meeting, for example if we cannot take action during the meeting we are in. This language makes her think we need to hold those request for future agenda items. You cannot really resolve your agenda topic at that portion of the agenda.
- Keane replied I think if we got a second on that and we are already talking about that item that is on our agenda we could carry it over to next month's agenda he doesn't see that being an issue.
- Member Pascual stated according to open meeting laws if we have an item on our agenda we can take action on that item and that might be to have another topic on an agenda later. She feels this code seems to limit this discussion to only happen during the Future Discussions.
- Keane replied he would check on that and get back with the Board.
- Board member Vaughn asked does this limit us from emailing you or calling you to possibly put something as a discussion item on our agenda.
- Keane responded that is welcomed because if it is an item that is more of a day-to-day task we can discuss it there and work through solutions right then.

FUTURE AGENDA ITEMS

- London Bridge Beach parking lot improvement and sidewalks
- Overview of Pedestrian and Bike Plan

8. FUTURE MEETINGS (fourth Monday of each month)

- April 22, 2019
- May 20, 2019

9. ADJOURN

- Member Vaughn made a motion to adjourn at 6:35p.m., seconded by member Zieff and carried by the following vote:
AYE: 7 – Welte, Keough, Knotts, Pascual, Vaughn, Vedder, and Zieff

