



**PARKS AND RECREATION BOARD
REGULAR MEETING MINUTES
February 7, 2023**

1. CALL TO ORDER/ROLL CALL

Madam Chair Dykstra called the meeting to order on Tuesday, February 7th, at 5:00 p.m.

a. Roll Call

Members in Attendance:

Madam Chair Melanie Dykstra ✓

Vice-Chair Tim Johnson

Boardmember Shawn Hsu ✓

Boardmember Jegadesan Krishnamurthy

Boardmember James Montgomery ✓

Members Absent:

Boardmember Cenalmar-Bruquetas

Boardmember John David

Staff Members Present:

John Sefton, Community Services Director

Mickey Ohland, Community Services Planning Manager

Rebecca Kuiper, Recreation Superintendent

Erika Berry, Recreation Superintendent

Derek Gerson, Recreation Program Coordinator

Timberly Matson, Park Ranger Lead

Joshua Adams, Business Systems Support Analyst

2. SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES

a. None

3. APPROVAL OF MINUTES

- a. **Madam Chair Dykstra** requested approval of the minutes for the October 4, 2022 Parks and Recreation Board meeting. **Vice-Chair Johnson** made the motion to approve. **Boardmember Krishnamurthy** seconded the motion. The motion was approved unanimously.

4. ACTION AGENDA

- a. **Chandler Youth Sports Association (CYSA) 2023 Concession Requests**

Erika Berry, Recreation Superintendent, briefed the Board members about the concession requests for the Chandler Youth Sports Association organizations to cover the 2023 calendar year.

Madam Chair Dykstra summarized how the CYSA organizations and vendors decide on their agreements and that the City of Chandler does not intervene in those negotiations.

Madam Chair Dykstra inquired if there were any permanent concession stands in any of the City of Chandler's Parks. Erika Berry stated that there are two. They are located at Arrowhead and Snedigar Parks. Erika Berry explained that both have been operated by the Chandler Lions Club. Erika Berry then stated that in recent years the CYSA groups that use Arrowhead have decided not to have a concession vendor for their activities.

Madam Chair Dykstra inquired about the responsibility of maintaining the concession stands. Erika Berry explained that the City of Chandler works with the Chandler Lions Club regarding the structure. The Chandler Lions Club is responsible for the equipment and securing any permit to operate.

Boardmember Montgomery inquired about the revenues generated by vendors and whether the City of Chandler assesses any fees or charges to the concession vendors. Erika Berry explained that the City of Chandler's requirements is that the vendor is registered with the City's Tax and License Division and has the required certificate of insurance.

Boardmember Montgomery requested a motion to recommend Director approval of the 2023 CYSA Concession requests. **Boardmember Krishnamurthy** seconded the motion. The motion was approved unanimously.

5. DISCUSSION / BRIEFING

- a. **Vice-Chair Johnson** inquired about how the City of Chandler's pool operations addresses concession sales. Erika Berry stated that the concessions are managed through the Request For Proposal (RFP) process. Erika Berry also stated that for the past several years this contract has been awarded to Angelo's Italian Ice. A discussion ensued. Madam Chair Dykstra recommended a presentation be provided to Boardmembers on an overview of operations for the City of Chandler's pools.

Boardmember Hsu inquired about the City of Chandler's current fee structure and if it was possible to get a comparison of fee changes from the past five years. Erika Berry stated that staff would be able to provide this information at a future date.

b. **Park Ranger Presentation**

Timberly Matson, Lead Park Ranger, provided a presentation on the Park Ranger operations. Timberly Matson stated that there is a total of five Park Rangers. Timberly discussed the scheduling and reporting structure of the five Park Rangers. Timberly stated that the main role of the Park Rangers is to enforce through education. Timberly explained that they can issue violations but do not issue citations.

Boardmember Montgomery asked if the Park Rangers are responsible for security at large events. Timberly stated that is more a function of Police Officers, however, they do assist when necessary.

Madam Chair Dykstra asked if the Parks Rangers have the authority to issue non-criminal citations. Timberly stated that the Park Rangers can issue non-criminal citations but do not have the authority to issue criminal citations.

Madam Chair Dykstra inquired about how many Park Rangers would be ideal from a staffing standpoint. Timberly stated that ideally, eight would be the preferred staffing level. Madam Chair Dykstra asked if any municipalities had overnight Park Ranger staff. Timberly stated she does not know of any municipality that currently has overnight Park Rangers.

Madam Chair Dykstra inquired about who patrols the City of Chandler's trails. Timberly stated that the Park Rangers are responsible for patrolling the City of Chandler's Trails.

Madam Chair Dykstra asked if data could be provided regarding calls for service. Timberly stated that call logs would be provided to Boardmembers at a future date.

Madam Chair Dykstra asked how long the Parks Rangers were under the Police Department. Timberly stated that the Park Ranger staff have been under the Police Department since 1994. Mickey Ohland, Community Services Planning Manager, stated that originally the Park Rangers were a part of the Community Services Department.

Boardmember Montgomery inquired about Park Ranger recruitment and if there have been any recent challenges. Timberly stated that there have been noticeably fewer applicants than in past years. Discussion ensued.

Madam Chair Dykstra asked if there are any plans to request more funding for Park Ranger staffing. Mickey Ohland stated that the Community Services staff do not have access to funding requests the City's Police Department might have. Madam Chair Dykstra asked if this information could be provided to Board members at some point. Mickey Ohland stated that information could be provided.

Boardmember Krishnamurthy inquired about the tenure of the Park Rangers that are currently employed. Timberly stated that two Rangers have been employed with the City of Chandler for 17 or more years and two have been employed for 3 or fewer, with the fifth position currently being recruited for.

c. Community Recreation Program Structure

Erika Berry provided information regarding the process of implementing community recreation programs. A memo was provided and included in the Board members' packet. Discussion ensued.

Boardmember Hsu and **Boardmember Montgomery** had questions related to volunteer instructors, the Break Time production timeline and other recreation program logistics. John Sefton, Community Services Director, interjected stating that the appropriate amount of time and level of detail had been exceeded the purpose and scope of the Parks & Recreation Board meeting. John Sefton asked Boardmember Hsu and Boardmember Montgomery to schedule a time outside

the Parks and Recreation Board meeting so that he could address additional inquiries and discuss further.

Madam Chair Dykstra asked if Marketing staff could provide a presentation on Marketing Operations and the Break Time publication. John Sefton stated that the Marketing work group would provide a presentation at a future meeting.

6. MEMBER COMMENTS/ANNOUNCEMENTS

- a. None

7. CALENDAR ITEMS

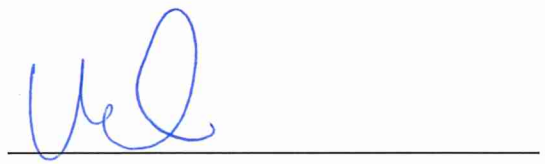
- a. The next Parks and Recreation Board meeting will be held Tuesday, March 7, 2023, at 5:00 p.m. in the Council Chambers Conference Room
- b. Groundbreaking for the Tumbleweed Park softball fields will occur in March. Mickey Ohland will provide more information once a date has been determined.
- c. State of the City February 16, 2023, at 6:30 pm; location Chandler Center for the Arts 250 N. Arizona Ave. Chandler, AZ 85225
- b. Chandler Innovation Fair will be held on Saturday, February 25th from 10 am to 3 pm at A.J. Chandler Park, Dr. A.J. Chandler Park, 178 E. Commonwealth Ave., Chandler, AZ 85225

8. ADJOURNMENT

With no further items, **Madam Chair Dykstra** requested a motion to adjourn the meeting at 6:34 p.m. **Vice-Chair Tim Johnson** made the motion to adjourn the meeting. **Boardmember** Krishnamurthy seconded the motion. The motion was approved unanimously.



Melanie Dykstra, Madam Chair



Mickey Ohland, Community
Services Planning Manager