

**CITY OF KINGMAN
PARKS & RECREATION COMMISSION
SPECIAL MEETING**

**Council Chambers
310 N. 4th Street
CityOfKingman.gov**

6:00 P.M.

Minutes

Wednesday, April 20, 2016

Members:	Officers:	Visitors Signing In:
D. West, V. Chairperson	M. Meersman, Parks and Recreation Director	None
D. Brown	Y. Cossio, Recreation Superintendent	
B. Dehaan	J. Wheeler, Recording Secretary	
C. Dunshie-Absent	S. Muhle, City Clerk	
J. Gillenwater		
Edward Pyrzynski		
David Wayt		

REGULAR MEETING

CALL TO ORDER & ROLL CALL

Vice Chairperson David West called the meeting to order at [6:08p.m.](#) and roll call was taken.
Commission Members Present: West, Brown, Dehaan, Gillenwater, Pyrzynski, Wayt
Commission Members Absent: Dunshie
Staff: Meersman, Cossio, Muhle, Wheeler

1. APPROVAL OF MINUTES

The Regular Meeting minutes of November 18, 2015.

COMMISSION MEMBER GILLENWATER MADE A MOTION TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 18, 2015. COMMISSION MEMBER BROWN SECONDED THE MOTION AND IT WAS APPROVED BY A VOTE OF 6-0.

2. **CALL TO THE PUBLIC – COMMENTS FROM THE PUBLIC**

Those wishing to address the Commission should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time pursuant to A.R.S. 38-431 et al. Comments from the Public will be restricted to items not on the agenda. There will be no comments allowed that advertise for a particular person or group. Comments should be limited to no longer than 2 minutes.

No public comments.

3. **WELCOME NEW MEMBERS**

The Commission would like to welcome David Wayt and Edward Pyrzynski.

4. **ELECTION OF CHAIRPERSON / VICE CHAIRPERSON**

Annual nominations of Chairperson and Vice Chairperson.

NOMINATION BY MEMBER DEHAAN TO ELECT MEMBER WEST AS CHAIRPERSON AND SECONDED BY MEMBER BROWN. MOTION PASSED 5-0.

NOMINATION BY MEMBER BROWN TO ELECT MEMBER GILLENWATER AS VICE-CHAIRPERSON AND SECONDED BY MEMBER DEHAAN. MOTION PASSED 5-0.

5. **CITY POOL UTILIZATION**

Discussion and Possible Action regarding the Utilization of City Pools

Chairman West reopened the discussion on pool utilization from the November meeting. Director Meersman addressed the issues we are having filling positions. Currently, we are 9 lifeguards to open the pools. Last year, we went through the same problem.

Member Gillenwater inquired about the credentials for the lifeguard position. Director Meersman addressed the question explaining the position requires a certification with a class which costs \$100 to attend.

Chairman West inquired about the wages. Director Meersman stated we are just above minimum wages at \$8.71 for first year, \$8.93 for second year, \$ 9.23 for third year and beyond. There have been no pay increases since 2007 for part-time employees. We are behind in wages compared to the Dell Webb Center.

Chairman West stated wages are behind for most government agencies and we have become like a training ground for positions as the wages are not competitive right now. This is one of the challenges for the pool usage or going into a part day season. Seasonally, the pools could be used quite a bit more but the cost benefit is tougher if you are not getting the utilization.

Director Meersman stated there are still more challenges. The Health Care Reform Act, our city has made it so our employees can only work 19 hours per week. The school schedules are also a challenge.

Chairman West said the KUSD will be rolling into a 4 day per week schedule and should make the students more available. Director Meersman says our seasonal staff can only work 90 days due to the Reform Act as well. Most of our lifeguards are seasonal 90 day employees. If we had more employees that wanted to be part-time 19 hour employees, it would make it easier to keep enough lifeguards available to work into the fall. Unfortunately, we have had to cancel pool parties due to lack of lifeguards.

Chairman West stated that the swim teams could provide lifeguards if they became city employees which would be a challenge. The biggest challenge is trying to identify all of the problems along with making the community aware. Lack of applicants appears to be a start to finding a root of the problem.

Member Dehaan asked about pool utilization numbers. Director Meersman stated he did not have numbers right now. Member Dehaan supposed Chairman West was inquiring about using the pool prior to season opening for swim team events. Is it possible to have certified lifeguards volunteer rather than paid employees? Director Meersman risk management may have a problem with it but he could not speak for that department. Clerk Muhle stated a city employee that is volunteering is automatically on duty when they are present. Not really able to be in unpaid status while at an event.

Member Gillenwater asked about the comparison to volunteer sheriff as they are just a community member, not a city employee. Can community member volunteer for lifeguarding at events? Clerk Muhle replied that Sheriff volunteers are civilians and perform a specific duty and stated the job set is different.

Chairman West pointed out that it is still a risk management issue. The real question is whether or not a city employee would need to be present. Risk management would most likely state a city employee would need to be present.

Supervisor Cossio stated that we have volunteer lifeguards that are 15 years old. They volunteer and are trained, our real issue having a paid pool manager on duty to supervise.

Chairman West wanted to know about the requirement to run the pool. As an example, if the swim team utilized the pool during office hours. What would be needed at that point? Supervisor Cossio answered that a lifeguard needs to be on deck and pool manager needs to be able react to a whistle blow. There is an activation plan that goes into effect when the whistle blows. Having staff in the office will not help in an activation situation.

Member Dehaan asked about the WIA program always needs to have placement for students. Supervisor Cossio clarified that Member Dehaan was referring to the Coyote program. They need to attend the lifeguard classes and the Coyote program has not started yet. Every year they start too late to be eligible to start the lifeguard classes.

Member Dehaan asked if we can communicate with them to make them aware of the timeline and have their students start earlier. Supervisor Cossio stated that she has looked into it in the past and the challenge with Coyote Program will be the background check. The city is stern with background checks and those students may not pass.

Director Meersman pointed out that the high schools get the announcements for

summer work, we do outreaches and attend the job fairs.

Member Dehaan wanted to know if Senior Citizens would be able to work as lifeguards. Supervisor Cossio addressed this question stating we have tried to reach out to every age group. We struggle with all positions, not just pools. When the city went with online applications, we cannot support the applicant during the process. Director Meersman stated that the online process is very challenging. Supervisor Cossio added, there is a challenge to high school students filling out application as it times out and there is no saving it. They have homework and do not want to take the time to figure out the application online.

Director Meersman stated that we have a great facility and the swim events are great. We wish could have more swim events. Chairman West was quick to add that the last meet was costly to the four competitors footing the heating bill. Director Meersman noted the money to heat the pool in September was not allotted for in the budget and that everyone involved was notified prior to the event.

Chairman West addressed that we need to figure out the kinks to keep the pool open longer. If the schools were maintaining the swim team size, then the Del Webb Center would not be an option. We would need to use the bigger pool.

Supervisor Cossio addressed Member Dehaan's questions concerning the participation after the start of school, attendance post season is minimal. Need to have minimum of 20 participants to keep the pool open into the end of August. General admissions do not sustain the pool. Chairman West suggested we need to switch traffic to have the swim team using the pool at that time. Fitness classes could utilize the pool for longer along with triathletes. These are the people that will help keep the pool open.

Member Dehaan asked about the Grandview pool. Would only staffing one pool be better? Supervisor Cossio answered that the Grandview pool has more family utilization as there is a wading pool and the shallow end is 3.5 ft. deep vs Centennial which is 4 ft.

Chairman West stated that the long term master plan would be to facilitate more use at Centennial. If it would need accommodate the smaller children then it would be ideal. The question was posed as to what does it take to make the programs viable? The community should be able to support the pools better. Also, Gymnasiums need to be built; all of them are booked regularly. Director Meersman answered that we have put in the budget every year in the five year plan for a Gymnasium but it always gets cut.

Member Pyrzynski stated that he is new and catching up, so he has a lot of questions. He wanted to know if most lifeguards were high school students. Supervisor Cossio responded that some high school and college. Member Pyrzynski asked if we could sweeten the pot to work for the city. Could we increase their wages? Supervisor Cossio responded that the money is not in the budget. Director Meersman addressed the suggestion letting Member Pyrzynski know, since 2007 the budget for the pool has been cut by \$100,000 and Parks budget has been cut by over a million.

Member Pyrzynski asked about special events. Are they extra income? Supervisor Cossio stated that we project the special events into the budget and they are anticipated so having them becomes a wash.

Member Pyrzynski asked if the guards and swimmers like our facility better than the Del Webb Center. Supervisor Cossio stated the Webb Center pays guards more but our facility is better for meets.

Chairman West indicated that the long term plan would be to keep the pool heated year round. Also, our weather is pretty mild so it could be done and then we require year round employees.

Supervisor Cossio talked about the two pool employees that are part time, 19 hour and year round. We cannot work them year round due to their school schedules. One of them is a mother/lifeguard/pool manager/Zumba instructor and office attendant.

Chairman West made the suggestion that we leave this as open discussion item. He added that our role here as commissioners is to bring your problems to light so we can work together to get the problem resolved.

Member Dehaan asked if the \$100 for the class scaring kids away and if we could find a way to help. Supervisor Cossio stated that we offer the class cheaper than anywhere else. Member Dehaan clarified she wanted to know if we could find sponsors for the students or a program to help. Director Meersman addressed her concern. He stated that we have been having discussions about the topic. Challenges include students not passing the class or a drug test after taking the class; also they leave us to work at Webb center for more money.

Chairman West asked if we could give the students the money back after a period of time as incentive. Scholarship or sponsor sounds better because the person may not stay and the monies are not available. How do we drive the use up? Utilization going down in August would be the time to do swim lessons for younger children that are not in school, if you could get the demand for it. Again, Supervisor Cossio stated that employees are still needed. We need the WSI and lifeguards. They are gone by that time of year. School is getting out at 3:30 in the afternoon and we don't have enough guards. Modified schedule is going to be a challenge.

Member Dehaan address some old minutes that included pool stats. She stated that Centennial is pulling in more money than Grandview. Staffing two pools looks to be challenging. Supervisor Cossio stated that the time of year is different for the two pools. All of the monies for swim lessons are filtered through the system under Centennial and that would be why the numbers are higher for that pool on paper. Director Meersman added that Grandview has steady use throughout the summer.

Member Dehaan asked about the "ps" and "lts" abbreviated on the spreadsheet. What do they mean? Supervisor Cossio answered she was not sure what spreadsheet Member Dehaan was looking at and that she didn't know off the top of her head. She would be happy to look into it.

Member Dehaan asked if the local newspaper has announced the need for lifeguards and if they are advertising the positions needed. No one knew for sure.

Supervisor Cossio added that we allow applicants to apply without the cert. and that if the applicant could pass an interview we would allow them to get the cert afterwards.

Director Meersman thanked the commission the feedback and ideas.

6. **SPLASH PAD UPDATE**

Update on Venture Club Project

Parks Staff has everything ready for construction. The original contractor not certified in AZ so the Venture Club had to find another one. They are getting permits and drawings done. No date yet scheduled for construction.

Member Dehaan inquired about the anticipated time to complete once it began. Director Meersman stated he was hoping it would only take a couple of weeks or month. Chairman West stated he thought it could be done in 30 days.

Member Gillenwater inquired about the location. Is it still Cecil Davis? Director Meersman answered in the affirmative and clarified that it was to located between the playground and the restroom. We have moved irrigation in preparation. The Venture Club fundraiser is this weekend and they are hosting a Vegas night. It has been great how they get things going.

7. **PARK TOUR DATE**

Discussion and Possible Action on Securing a Date for a Park Tour.

Chairman West explained that this tour is for newcomers. We try to do every year or two together with staff and do a drive by on existing parks and look at potential future locations. Gives us the opportunity to see what is going on and see improvements.

Member Gillenwater is hoping Dorothy can give us a history lesson during the tour.

Chairman West stated that we have 3 dates to choose from and if anyone had a preferred date.

Member Dehaan asked for the tour to be on June 4th.

Discussion concerning the time which was addressed by Director Meersman that we would start at 8am and be done before noon. Also, we have a new recreation van that would be very comfortable to use.

Chairman West asked that everyone look at June 4th and we would have an opportunity to revisit at the next meeting if needed.

Member Dehaan stated she would not be attending the May 18th meeting.

Supervisor Cossio added that May 18th is KAOLL graduation in case it would cause a conflict for anyone else.

It was decided, in general the that tour would be on June 4th from 8am to noon. We would meet at Centennial Park.

8. **DIRECTORS REPORT**

Director Meersman stated the next meeting will be May 18, 2016.

Director Meersman added that there was not a lot to report. We are getting into the busy season. Ball playing is underway. Staff is working hard. Jennifer is a great addition as well as Ryan Fruhwirth. We are fortunate to have staff this good. Guy is working hard. Online registration through Rec1 has been going well. Field reservations have started and are booked. We have been implementing new parts of the program and working through the issues.

Chairman West asked if we had feedback on system. Director Meersman answered that a new system always poses challenges and after the first year it gets better. We are getting more advanced training for it soon.

Supervisor Cossio added that they were trained on an older version which was updated right away. We found it hard to convert over to the new version so quickly. At times it can be frustrating and challenging. We could add this to the next agenda. We have had both positive and negative feedback and a cell phone has a different appearance. Director Meersman stated we could address this at the next meeting if we wanted to add it to the agenda.

9. **ANNOUNCEMENTS BY COMMISSION MEMBERS**

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.

An inquiry was made by Member Dehaan about adding the Rec1 to the next agenda which was answered by Chairman West. He didn't necessarily want a formal discussion so it was not necessary.

Member Dehaan stated again that she would not be at the May 18th meeting but she wanted to add an agenda item to the meeting on August 17th meeting. Her item has to do with the tennis court lights requiring staff to turned them on and off. Have we considered coin operated lighting?

Director Meersman agreed we could put it on the agenda for August 17th when Member Dehaan is back.

COMMISSION MEMBER GILLENWATER MADE A MOTION TO ADJOURN.
COMMISSION MEMBER PYRZYNSKI SECONDED THE MOTION AND IT WAS
UNANIMOUSLY APPROVED BY 6-0 VOTE.

10. ADJOURNMENT: 7:07 p.m.

APPROVED:

DAVID WEST, CHAIRMAN

STATE OF ARIZONA)
COUNTY OF MOHAVE)ss:
CITY OF KINGMAN)

CERTIFICATE OF COMMISSION MINUTES

I, Jennifer Wheeler, Parks & Recreation Administrative Assistant and Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Regular Meeting of the Parks and Recreation Commission of the City of Kingman held on Wednesday, April 20, 2016.

Dated this 17th day of August, 2016.

Jennifer Wheeler, Administrative Assistant and Recording Secretary