



**CITY OF SURPRISE**  
**Parks and Recreation Advisory Commission**  
**16000 N. Civic Center Plaza**  
**Surprise, AZ 85374**  
Monday, January 24, 2022 @ 6:00 PM  
**COMMUNITY ROOM**

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Parks and Recreation Advisory Commission

**CALL TO THE PUBLIC:**

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

**CONSENT AGENDA:**

**REGULAR AGENDA ITEM - PUBLIC HEARING:**

**REGULAR AGENDA ITEM - NON-PUBLIC HEARING:**

- |    |          |                                                                                                    |                              |
|----|----------|----------------------------------------------------------------------------------------------------|------------------------------|
| 1. | Citywide | Consideration and action to approve minutes from August 23, 2021 & October 25, 2021.               | Parks and Recreation         |
| 2. | Internal | City Clerk, Sherry Aguilar administered Brent Bailey's Oath of Office.                             | None<br>Parks and Recreation |
| 3. | Citywide | Presentation on Capital Improvement Projects in relation to the 2015 Master Plan Discussion.       | None<br>Parks and Recreation |
| 4. | Citywide | Update on Parks & Recreation Projects.                                                             | None<br>Parks and Recreation |
| 5. | Internal | Discussion and possible action to amend regular Parks and Recreation Advisory Commission meetings. | Parks and Recreation         |
| 6. | Citywide | Discussion on current Park hours.                                                                  | None<br>Parks and Recreation |

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

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SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: January 21, 2022 at 3:20 PM

**SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.**



**CITY OF SURPRISE**  
**Parks and Recreation Advisory Commission**

Council Meeting Date: January 24, 2022  
Submitting Department: Parks and Recreation  
Staff Recommendations:

Contact Person:  
District: Citywide

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Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Consideration and action to approve minutes from August 23, 2021 & October 25, 2021.

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**Motion:**

"I move to approve the minutes of the August 23, 2021, Parks and Recreation Advisory Commission meeting."

"I move to approve the minutes of the October 25, 2021, Parks and Recreation Advisory Commission meeting."

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**Background:**

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**Objective Analysis:**

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**Policy Compliant:**

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**Financial Impact:**

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**Budget Impact:**

**FTE Impact:**

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**ATTACHMENTS:**

1. 10-25-2021 Meeting Minutes
  2. 8-23-2021 Meeting Minutes
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**CITY OF SURPRISE  
PARKS AND RECREATION ADVISORY COMMISSION**

**Meeting Minutes**

Monday, October 25, 2021 @ 6:00 PM

City Hall Overflow Room  
16000 N Bullard, SURPRISE, ARIZONA 85374

**CALL TO ORDER**

**A. Roll Call**

- Members: Chair Wayne Turner, Vice Chair Ron Jensen, Raymond Grim, Mark Brown, Bill Pupo, and Patricia Blaisdell
- City Staff: Director Holly Osborn, Administrative Specialist Frank D'Andrea

**B. Pledge of Allegiance**

**C. Current Events Reports**

- **Commissioner Patricia Blaisdell** would like to congratulate the Department on the City of Surprise Adaptive Program for their Outstanding Program award received from the Arizona Parks & Recreation Association.

**D. Staff Reports**

- **General Note: The staff was experiencing some technical difficulties (minutes 2:00-6:00 if listening to digital recording)**
- **Director Holly Osborn** reports on the following items:
  - Department Reorganization
    - These changes were made to match the needs each division required.
    - Business Services will now report directly to the Director of the Department.
    - A new "Recreation" Program Division was created which will include Camps, Tot Time, Summer Camp, Teen Programs & Services; Special Events, Tennis & Aquatics will now be together; Sports remains unchanged.
    - Personnel opportunities and changes include the following:
      - Removal of the Financial Support Supervisor position within the Department. This was done in an effort to create a new Recreation Supervisor position in the new "Recreation" Program Division.
      - The Department also absorbed the Youth Service Coordinator(s) from Human Services & Vitality Department.
      - Parks & Recreation has re-obtained the Tennis & Racquet Complex Manager who worked underneath Sports & Tourism since the two Departments split.
      - Created three (3) new full-time employees through conversion of Part-Time hours:
        - Groundskeeper/Pool Maintenance Hybrid Position

- This position will work in the Parks during the offseason of Aquatics, with the majority of their focus on Aquatics during the Aquatics season.
      - Youth League Sports Specialist
      - Youth Services Specialist
    - Recreation Coordinators were moved from Hourly to Salary
  - Current Events
    - Fiesta Grande saw approximately 6,500 attendee's
      - **Commissioner Patricia Blaisdell** complimented the Department after having attended the event.
    - Veteran's Day Parade is seeking three (3) judges: **Chair Wayne Turner**, **Vice Chair Ron Jensen**, and **Commissioner Bill Pupo** (volunteered) will serve as judges.
      - **Chair Wayne Turner** suggested pre-judging the entries prior to the participants going through the parade.
  - Animal Feeding Ordinance Amendment
    - **General Note: This item was discussed internally about whether or not to include as an official agenda item. Given the deadline of agenda items being included, as well as the recent actions being taken on this from the Department, it was moved to a Staff Report. Administrative Specialist Frank D'Andrea emailed the Board in advance to provide transparency for why the Department decided to include this as a Staff Report, and not an Agenda Item.**
    - Director Holly Osborn is conducting a work session with City Council to change the City ordinance to include not feeding wild animals in public.
      - Potential concerns include animals losing fear of humans, become aggressive, potential disease, and damage to structures.
      - Since this is currently not an enforceable offense, the Department would like to make it so should it become an issue.
    - **Vice Chair Ron Jensen** stated this to be a good idea.
    - **Commissioner Raymond Grim** suggested that this should have instead been an agenda item to vote on to take a vote to bring to City Council.
      - **Chair Wayne Turner** explains the timing in which agenda items need to be finalized.
      - **Director Holly Osborn** explains that though this was not an agenda item, the Department wanted to include the Board.
    - **Commissioner Bill Pupo asks what other cities have taken this action:**
      - **Director Holly Osborn** explains how City of Phoenix made it illegal everywhere; City of Glendale and City of Peoria.
      - **Administrative Specialist Frank D'Andrea** mentions City of Mesa having taken similar action.
    - **Commissioner Mark Brown** commended the Department for being proactive on their approach, and shared a similar situation a family member of his experiences in Florida.
    - **Commissioner Bill Pupo** asks how defined this ordinance will be, and suggests that this ordinance could be done citywide with some examples being the solar issues that residents face with pigeons, as well as determine what is attracting these nuisances.
      - **Director Holly Osborn** re-states that the Department and City Council will be conducting a work session regarding this action first, but is open to pushing this issue further. She also states that this ordinance will be written in a way to cover all wild animals.
    - **Commissioner Bill Pupo** asks if Park Rangers can write citations, and whether or not these infractions would be considered criminal or civil.
      - **Director Holly Osborn** states that this would be considered a civil infraction and that Park Rangers should have the ability to write these

citations, if not, they should reach out to the Police in which they report.

- **Commissioner Patricia Blaidell** comments that City of Phoenix Park Rangers, who she works with in her own employment, can write citations.
  - **Director Holly Osborn** believes that the City of Surprise Park Rangers should then be able to as well, while also noting the City added another Park Ranger to its staff.
- **Commissioner Bill Pupo** suggests the use of Community Services Officer to write citations for these infractions.
  - **Director Holly Osborn** mentions that the Department is working with the Police Department on their Park Ranger Program to best figure out the reporting of issues.
- **Commissioner Bill Pupo** suggest a potential change to the Building Code in regards to the requirement of screening solar paneling in which the City inspects and could potentially minimize the presence of wild animals on rooftops.
- **Commissioner Mark Brown** suggests that if the ordinance is incorporated, that a high police presence for a period of time could help create awareness of the ordinance with a potential residual effect to deter the defying of the ordinance.

## CALL TO THE PUBLIC / PARKS & RECREATION ADVISORY COMMISSION

- **Chair Wayne Turner** asks about the status of the Commission's current vacancy on the Board.
  - **Director Holly Osborn** suggests that it should be posted, but is unsure when interviews will be conducted
  - **Commissioner Raymond Grim** confirms that the position is currently filled.

## CONSENT AGENDA (N/A)

- E. Approval of items on the Consent Agenda  
No items were identified as consent agenda items.

## REGULAR AGENDA ITEMS – NON PUBLIC HEARING

### Item 1 – Citywide – Consideration and action to approve minutes from August 23, 2021.

- Commissioner Raymond Grim points out that the minutes part of the packet provided featured the June 28 minutes, not the August 23 minutes.
- At the next meeting, the Board will need to approve both the August 23 and October 25 meeting minutes.

### Item 2 – Citywide – Presentation on Capital Improvement Projects in relation to the 2015 Master Plan Discussion.

- **Director Holly Osborn** reports on this item. Some of the highlights include the following:

- The Master Plan explains what the City needs in order to fulfill the open space needs for Parks, Facilities, etc. The goal is improve resident quality of life, promote active recreation, provide park connectivity, and pursue opportunities to acquire new parks, activities, etc. The document covers also defines what the City of Surprise wants their Parks System to be.
- The City of Surprise offers approximately 300-acres of Park Space – including the Surprise Recreation Campus (operated and maintained by the Sports & Tourism Department).
  - **Commissioner Bill Pupo** wants clarification that the Parks & Recreation Department does not maintain the Surprise Recreation Campus.
    - **Director Holly Osborn** confirms that this area is operated and maintained by the Sports & Tourism Department; however, Parks & Recreation does program the space.
- **Chair Wayne Turner** asks about the future involvement of the Department with “Pocket Parks” (these are Parks often found in neighborhoods – typically maintained by HOA’s).
  - **Director Holly Osborn** suggests that it is unlikely for the Parks & Recreation Department to take over the maintenance of these types of Parks. However, there are some opportunities to take over some Parks based mostly on uniqueness (Programmable, Rentable, etc.)
- **Director Holly Osborn** reviews some projections regarding park space based on estimated populations:
  - Based on the Master Plan, the City of Surprise will need approximately 1200 acres of public park space by 2023 with ramada’s, pickleball courts, tennis courts, etc. being included.
  - **Director Holly Osborn** noted that she is only interpreting what the Master Plan says, but could be off on some details having not been involved with the process (the Master Plan was implemented in 2015).
  - The Master Plan recommends the following:
    - (3) Aquatic Centers
    - (3) New Recreation Centers
      - Due to the ongoing partnership with Ottawa University, that can count as one (1) Recreation Center.
    - (2) Libraries
    - **Director Holly Osborn** concludes that the Department will need more to match the needs per 1,000 members of the community.
- **Director Holly Osborn** mentions that several items of the Master Plan can only be achieved based on if the appropriate funding is available.
  - Funding considerations have included or include the following:
    - 2016 Bond Initiative was not passed by voters
    - Most Departments, along with Parks & Recreation have either Master Plan or Strategic Plan
    - **Director Holly Osborn** concludes that the Master Plan does not set forth a funding strategy to obtain the items needed.
- **Commissioner Bill Pupo** asks about public-private partnerships.
  - **Director Holly Osborn** responds that the Department is not pursuing these opportunities.
- **Commissioner Bill Pupo** asks if there is a Financial Master Plan.
  - **Director Holly Osborn** responds that there is not a Financial Master Plan.
- **Commissioner Bill Pupo** is concerned that the growth of the City has outgrown the amenities that the City currently offers thus potentially creating a false sense of excitement for potential amenities.

- **Director Holly Osborn** mentions one of her goal to clean up the current CIP (Capital Improvement Projects)
- **Commissioner Bill Pupo** states that City Management and Council should be more transparent about financial plans related to different areas of the City.
- **Commissioner Holly Osborn** mentions that \$6.9 million has been invested into Surprise Parks, which include other small projects, lights at tennis courts, renovations at the aquatic center, Asante Library build, and the Ottawa University developed partnership.
- **Commissioner Bill Pupo** suggests a possible partnership with the school district to light their fields for the City to utilize.
- **Director Holly Osborn** presents on funding sources and what was funded which included the following:
  - Development Impact Fees
  - General Capital & General Fund
  - Grants & Bonds
  - City Council has put approximately \$25 million investment into the Parks
- **Director Holly Osborn** feels that there is a push for more Parks from City Council.
- **Director Holly Osborn** mentions that the City still owes \$4 million on Asante Park, which is paid through Impact Fees.
  - **Commissioner Raymond Grim** asks if Desert Oasis Development Impact Fees pays for Asante Park
    - **Director Holly Osborn** confirms that yes; those new residents impact fee goes to Asante Park.
  - **Commissioner Ron Jensen** asks about the restrictions regarding Impact Fees.
    - **Director Holly Osborn** lists the restrictions, which include using the fee within 10-years, parks more that 25-acres cannot utilize impact fees, aquatic centers, as opposed to community pools, cannot utilize impact fees. **Director Holly Osborn** concluded that though they are useful, they are very restricted.
  - **Commissioner Raymond Grim** asks if there is a percentage that goes to Parks & Recreation and other recipients of Impact Fees.
    - **Director Holly Osborn** mentions that each recipient is individually calculated and independent from each other. (For example, because Parks & Recreation receives a certain amount that does not mean Water's amount is impacted).
    - **Commissioner Raymond Grim** asks for clarification given how behind Parks Services are currently, does this limit the amount to be asked from Impact Fees.
      - **Director Holly Osborn** confirms that this is correct.
- **Commissioner Bill Pupo** thinks that the City Council needs to have a discussion regarding funding outside of Impact Fees.
- **Director Holly Osborn** discusses both GEO Bonds and Revenue Bonds.
- **Commissioner Bill Pupo** asks if there are funding sources that the City is not using such as food tax.
  - **Director Holly Osborn** says there are probably multiple ways in which to raise funds.
  - **Chair Wayne Turner** mentions that when some of these alternative funding strategies were brought up in the past, they were met with opposition.
- **Director Holly Osborn** presents on the Countryside Park Project.
  - **Director Holly Osborn** mentions that the budgeted amount was \$5.2 million, with the construction estimate coming back at nearly double that amount.

- **Director Holly Osborn** admits that though this estimate did come back at a much higher amount, she does feel like the development of this Park is the best opportunity for the Department at this time.
- **Commissioner Bill Pupo** brings up again the possibility to light fields such as the school district fields.
- **Commissioner Patricia Blaisdell asks if the City received any ARPA funding.**
  - **Director Holly Osborn** says the City will receive a total of approximately \$15 million between 2021-2022.
  - **Commissioner Patricia Blaisdell** asks if there is any discussion between the school district and the City to utilize both their and the City's ARPA Funds.
    - **Director Holly Osborn** mentions that there is a possibility to use ARPA Funding for Parks based on the restrictions related to COVID-19 such as indoor limitations.
- **Commissioner Bill Pupo** what the status of this project is (go or no-go date).
  - **Director Holly Osborn** mentions that the Department is still in the design phase.
- **Commissioner Bill Pupo** asks what the Parks & Recreation Advisory Boards role will be in the Countryside Park project.
  - **Chair Wayne Turner** responds that generally Council will ask the Board to vote on whether or not to proceed.
  - **Commissioner Bill Pupo** mentions that City Council has not asked the Board for advice.
- **Commissioner Mark Brown** suggest becoming proactive towards the Council by presenting a plan to potentially implement an agenda.
  - **Chair Wayne Turner** mentions that this was the type of process involved with the Master Plan.
  - **Commissioner Bill Pupo** mentions that the public expectations from Parks & Recreation may have changed since the Master Plan was developed and that a potential resolution should take some time to develop.
  - **Director Holly Osborn** mentions that she would like to become more familiar with the role in which the Parks & Recreation Advisory Board plays.
- **Chair Wayne Turner and Commissioner Raymond Grim** suggests that City Council alternative funding sources for the Master Plan.
  - **Director Holly Osborn** suggests moving to update the Master Plan to make it an official agenda item for Council.
- **Commissioner Bill Pupo** thinks that there needs to be public outreach to educate the public on what is in the Master Plan with the caveat that City Council wants the Parks & Recreation Advisory Board.
  - **Chair Wayne Turner** states that given the time passed since the implementation of the Master Plan, there has not been further direction from City Council.
- **Chair Wayne Turner and Commissioner Bill Pupo** were surprised how fast the Countryside Park project materialized.
- **Commissioner Patricia Blaisdell** feels that community outreach, along with cooperation with City Council, is vital for a City to provide a "big picture" for the parks system vision.
- **Director Holly Osborn** restates her desire for this current project given the time already invested and concerns that construction pricing may raise more as more

time passes. This Park could relieve some waiting list issues that the Department currently faces in Youth Sports.

- **Commissioner Bill Pupo** reaffirms that a possible alternative can be utilized to light the school district fields.
- **Vice Chair Ron Jensen** asks about the rental fee with the school district.
- **Director Holly Osborn** states that there is an IGA with the school with that agreement's fee rising.
- **Commissioner Bill Pupo** mentions that the cost of Countryside Park works out to be about \$1 million per acre.
  - **Director Holly Osborn** mentions that new Gaines Park (ballfield) cost about \$1.5 million, a benchmark to use for the cost of a field.
  - **Chair Wayne Turner** clarifies that new Gaines Park (ballfield) was funded through grant money.
- **Commissioner Bill Pupo** asks what the land that the Countryside Park project is located is appraised at.
  - **Director Holly Osborn** estimates \$1.5 million though she states to sell over \$1.5 million that would need to go to a vote.
- **Commissioner Bill Pupo** restates his idea to cover more turf through use of the school district fields.
  - **Chair Wayne Turner** raises a concern that the school district fields are not in the great shape.
  - **Commissioner Bill Pupo** states that City of Peoria already experiences that issue, and that it is not feasible to afford that type of Spring Training field type quality for all fields.
- **Commissioner Raymond Grim** states that the City should move forward with the Countryside Park project.
  - **Commissioner Bill Pupo** states that he is not opposed to this project, but worries about the cost continuing to go up.
  - **Director Holly Osborn** agrees that the price is high, and that she is working to bring that price down noting that one of the bigger costs is moving the water line with the caveat that it would pay for itself in 8-years, though in the short-term it raises the cost.
- **Commissioner Bill Pupo** restates the desire for a sub-committee between the City Council and Advisory Board to figure out how the Board can assist in the decision-making: funding strategies, community outreach, personal opinion.
  - **Commissioner Mark Brown** suggests that it could be time for Council to revisit the Master Plan.
  - **Commissioner Bill Pupo** states that he is just seeking direction from City Council.
  - **Commissioner Raymond Grim** states that City Council wants more Parks and that if the Board is going to present something, they should start focusing on that.
  - **Chair Wayne Turner** agrees with the subcommittee idea to figure out where each entity's vision is and how to work with the two.
- **Director Holly Osborn** continues to present with future goals including:
  - Funding for Countryside Park
  - Funding for Community Pool (Design)
  - Asset Replacement
  - Sierra Montana improvements (lighting)
  - Flood control land on Bell Rd. & Sun Valley Parkway

- Holiday Lights expansion
- **Commissioner Raymond Grim** brings up a previous item he wanted on this meeting's agenda that included a presentation from the Community Development team regarding the City's trails system and how there are areas designated for both a regional and community path. However, there are plans regarding homes developed in the area. Raymond's ultimate question is whether or not these developers are working around the trails designated for that area and, if not, why they are not.
  - **Chair Wayne Turner** recalls that when the plan was implemented, Community Development should have received a copy of the plan to keep in mind the areas designated for the trail.
  - **Director Holly Osborn** explains that both the General Plan and Master Plan were done at the same time with the washes being considered within the Plan. Holly says that she will have a representative available for a presentation and to answer questions on this concern.

### **Item 3 – Internal – Additional consideration and action pertaining to approval of nominees for the 2022 Surprise Recreation Campus Hall of Fame.**

- **Chair Wayne Turner** explains how this board nominates and inducts members outside of the Texas Rangers and Kansas City Royals into the Hall of Fame.
- **Chair Wayne Turner** discusses the recent passing of Joe Kennedy, a former Baseball Maintenance Manager, to be possibly be considered as a Hall of Fame inductee.
  - **Commissioner Raymond Grim** asks for clarification on how Joe Kennedy would fit the criteria.
    - It was determined that Joe Kennedy would fall under Eligibility Item B "City of Surprise Civic Leaders, Administrators, Staff, and Volunteers".
  - **Commissioners Bill Pupo** requested time to consider the nomination of Joe Kennedy.
  - **Commissioner Raymond Grim** states that the Board should strive to nominate individuals prior to their passing, and would like to request more time to consider Joe Kennedy's nomination.
    - **Chair Wayne Turner** responds how most of those that were originally part of getting the Surprise Stadium and Surprise Recreation Campus up and running are not around anymore.
  - **Commissioner Mark Brown** mentions that he would abstain from voting yes or no on the induction.
  - **Chair Wayne Turner** made a motion to table the discussion to the following year for discussion (October 2022); Commissioner Pupo seconded, six yes votes. Motion carried.
- **Commissioner Mark Brown** would like to discuss the possible inclusion of the Kansas City Monarchs (Negro Baseball League) as part of the Kansas City Royals eligibility list.
  - Commissioner Raymond Grim raises a point that the Monarchs were not part of Spring Training (what Surprise Stadium is most known for).
  - It was further discussed that given the eligibility list; the Negro Baseball League is actually recognized by Major League Baseball when it comes to awards and things like the Hall of Fame, so technically, an induction could take place based on the current Surprise Recreation Campus Hall of Fame criteria.
- **Commissioner Raymond Grim** starts discussing the possible induction of Charlie Woodland, who recently passed away. **Commissioner Grim** highlighted his involvement as a volunteer with the City – specifically in the Youth Sports areas.

- **Chair Wayne Turner** would like to emphasize the volunteer aspect of the eligibility list as it relates to the Hall of Fame – with the possibility of coming up with a separate recognition for individuals such as volunteer coaches.
  - **Commissioner Bill Pupo** agrees about holding the volunteer inductees to a certain exclusivity bringing up Charlie Woodland's own experience as a volunteer related to the stadium for former Community Services Director Mark Corronado.
- **Commissioner Raymond Grim** made a motion to induct Charlie Woodland into the Surprise Recreation Campus Hall of Fame; Vice Chair Ron Jensen seconded six yes votes. Motion carried.
- The Board, as well as **Administrative Specialist Frank D'Andrea** took a few moments to share stories regarding Mr. Charlie Woodland.

## OTHER BUSINESS

### Other Business and Future Agenda Items

- **Commissioner Mark Brown** would like to form a sub-committee with members of both the Parks & Recreation Advisory Board, as well as members of City Council.
- **Commissioner Raymond Grim** would like to have a discussion item with a representative from the Community Development team regarding the current plan for the trails system.

## ADJOURNMENT

**Commissioner Raymond Grim** made a motion to adjourn the meeting of August 23, 2021; **Commissioner Bill Pupo** seconded it, 6 yes votes. Motion carried.

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Wayne Turner Chair, Parks and Recreation Advisory Commission

ATTEST:

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Frank D'Andrea, Administrative Specialist  
Parks & Recreation Department

CERTIFICATION:

I, Frank D'Andrea, Administrative Specialist for City of Surprise Parks and Recreation Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Parks & Recreation Advisory Commission meeting held on August 23<sup>th</sup>, 2021.

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Frank D'Andrea, Administrative Specialist  
Parks & Recreation Department

**CITY OF SURPRISE  
PARKS AND RECREATION ADVISORY COMMISSION**

**Meeting Minutes**

Monday, August 23, 2021 @ 6:00 PM

City Hall Community Room  
16000 N Bullard, SURPRISE, ARIZONA 85374

**CALL TO ORDER**

**A. Roll Call**

- Members: Chair Wayne Turner, Vice Chair Ron Jensen, Raymond Grim, Mark Brown, Bill Pupo, and Patricia Blaisdell
- City Staff: Director Holly Osborn, Assistant Director Paul Frie, and Division Manager Marla Babb, Todd Wuellner, Ian Campbell

**B. Pledge of Allegiance**

**C. Current Events Reports**

- **Commission member Raymond Grim** mentioned how he went and watched a Youth Basketball League game and praised both the City staff and officiating noting how referee had interacted with players in a positive way. He also took this moment to praise **Charlie Woodland** and his ability to coach players when he was coaching within the City's programs.
- **Commissioner Patricia Blaisdell** praised the Surprise Tennis & Racquet Complex and how they responded to the recent storms in relation to communicating and keeping guests safe.
- **Commissioner Bill Pupo** thanked **Assistant Director Paul Frie** for filling in the interim role prior to **Holly Osborn** being named **Director**. **Mr. Pupo** also wanted to acknowledge his relationship with **Charlie Woodland**.
- **Vice Chair Ron Jensen** wanted to thank the Parks & Recreation Department for their assistance in putting on the dedication held for **Charlie Woodland** at Surprise Stadium on Saturday, August 7<sup>th</sup>. (Editor Note: Sports & Tourism also assisted in the dedication). **Mr. Jensen** also commented on **Charlie Woodland's** service held. **Mr. Jensen** also wanted to welcome new **Director, Holly Osborn**.
- **Chair Wayne Turner** took a moment to thank **Assistant Director Paul Frie** for filling in the interim role, while also welcoming new **Director Holly Osborn** to the Department. He also took a few moments to discuss **Charlie Woodland** describing his friendship with the community.

## D. Staff Reports

- **Assistant Director Paul Frie** reports on the following:
  - Sundays in the Park return with dates on Sept. 19, Oct. 17, Nov. 7<sup>th</sup> featuring live music
  - Fiesta Grande is Oct. 9
  - **Mr. Frie** wanted to mention the additional teams in Youth Sports in which we have seen a significant increase, and wanted to praise the staff that is running those programs.
    - **Commission member Bill Pupo** asked why the Department is running three (3) sports leagues at the same time. (editor note: the department, prior to COVID-19, only held two [2] youth sports leagues in the fall)
      - **Mr. Frie** answered that due to the potential worsening of the COVID situation paired up with Flu season; the Department made the decision to get the bigger sports such as soccer done prior to what would be flu season. He also indicated that they would like to have both an outdoor and indoor youth sports option.
    - **Commission member** inquires about opportunities at Ottawa University.
      - **Both Director Holly Osborn, and Assistant Director Paul Frie** respond with the current adult sports opportunities, as well as the Special Interest Classes.
    - **Mr. Frie**, later, mentioned two (2) new Special Interest Classes starting soon, “Slackline” and “Adulting for Teens”.
  - **Mr. Frie** took the time to introduce **Mr. Ian Campbell**, the new Parks Maintenance & Operations Supervisor.
- **Mr. Ian Campbell** took a few moments to introduce himself; Ian, a resident of Surprise already, brings with him 20-years of experience from the City of Peoria.

## CALL TO THE PUBLIC

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## CONSENT AGENDA (N/A)

- E. Approval of items on the Consent Agenda  
No items were identified as consent agenda items.

## REGULAR AGENDA ITEMS – NON PUBLIC HEARING

### Item 1 – Citywide – Consideration and action to approve minutes from June, 28, 2021.

- **Vice Chair Ron Jensen** made the motion to approve June 28, 2021 minutes, **Commission member Raymond Grim** seconds; 6 yes votes. Motion passed.

### Item 2 – Citywide – Dick McComb Park update from PD.

- **Lt. Tim Klarkowski** of City of Surprise Police Department presented on this item.
  - **Lt. Klarkowski** took a moment to “echo the positive commentary” regarding the Parks & Recreation Department programs including youth sports and swim lessons. He also praised the “mind-blowing” amount of services that the department offers.

- **Lt. Evan Becher joined Lt. Klarkowski;** **Lt. Klarkowski** was the former Lieutenant in the Dick McComb/Surprise farms area in which Lt. Evan Becher will be taking over.
- **Lt. Klarkowski** notes that year-to-date (Monday, August 23<sup>rd</sup>) there have been twenty (20) crimes reported which is equivalent to about one (1) crime per 11.75 days.
  - Crimes have included simple assaults (fights between two groups or two individuals), criminal damage to facilities, drug offenses and paraphernalia, arson, and a sex offense.
  - Of the twenty (20) reported criminal incidents, PD was only able to substantiate fifteen (15) of them including:
    - Three (3) of the criminal damage incidents
    - Two (2) graffiti incidents
    - One (1) arson in which the individual was referred for charges
    - One (1) sex offense occurred in a home nearby the park.
    - Four (4) assaults, three (3) of which involved juveniles, while one (1) involved adults. Of those four (4), arrests were made on two (2) of them.
    - Five (5) drug incidents; two (2) involved juveniles with drug paraphernalia, one (1) adult with drug paraphernalia, one (1) juvenile with marijuana, and one (1) adult with shrooms.
  - Total Activity: 373 total incidents (times that officers have physically gone out to the skate park)
    - 87% are “non-criminal in nature”
    - 4% are “substantiated crimes”
    - Most of the calls taken are officer initiated, or are found to be non-substantiated
    - More than 75% were “proactive patrols” by Surprise Police Department.
  - Proactive Efforts involve bicycle patrols (bike patrols and extra officer presence started in April 2021), officer presence during high activity times, new camera systems, additional communication between Police and Parks & Recreation
  - Results from January-August 2021 included an increase in March 2021, but has steadily decreased.
- **Commissioner Raymond Grim** brings up concerns from social media regarding Surprise Police Department not documenting all crimes to keep crime statistics down.
  - **Lt. Klarkowski** says this is “unequivocally false”, and explains the process in which mandated by law that if there is a crime that is substantiated, Surprise Police Department is required to report to two systems in which the Federal Bureau of Investigation oversees. For example, some of the assaults that went unsolved were still documented as crimes.
- **Commissioner Raymond Grim** inquires about the “373 total incidents” and how that number is generated:
  - **Lt. Klarkowski** explains that among the many patrols, there are two main ones in this instance: “general patrol” and “directed patrols” (going somewhere specifically).
- **Commission member Mark Brown** asks about sending officers to specific sites and if that puts a strain on Police workforce.
  - **Lt. Klarkowski** ensures that there is not a strain, and that their system is fluid enough to not only respond to high volume areas (working on reports at the skate park for example), but also patrol in other areas too.
- **Commission member Bill Pupo** asks about the individuals in which Police have come into contact with if they are from the Surprise Farms area
  - **Lt. Klarkowski** says it is a “mixed bag” where individuals comes from different areas of Surprise as well as other Cities.

- **Commission member Bill Pupo** asks how has this initiative aided the community in the areas impacted
  - **Lt. Klarkowski** mentions how Surprise PD will go to HOA meetings to give updates on crimes, activities, etc. with their most recent meeting at Surprise Farms 3 Association being met with positive feedback.
- **Vice Chair Ron Jensen** made a comment on how when building the skate park at Dick McComb Park, that it was anticipated that people from other communities would come to use the amenities
  - **Lt. Klarkowski** mentions how when there is an activity that appeals to the youth with minimal to no supervision, then there is a greater chance for some incidents to occur.
- **Commission member Mark Brown** asks when the high volume of calls come in for that location.
  - **Lt. Klarkowski** says that between 5-7 p.m. is the high volume time.
- **Commission member Raymond Grim** asks if there is a way to facilitate different age groups from using amenities
  - **Mr. Frie** responds that since it is a passive park/an amenity, there is not really an influence the department can have as far as specific usage. Mr. Frie did mention the Park Ranger program as well in which the now two (2) Park Rangers are instructed to make their presence known in these areas.
  - **Lt. Klarkowski** notes that Park Rangers are specifically instructed to be at these high volume areas during closing hours.
- **Commission member Bill Pupo** asks how Dick McComb Park compares to other parks as far as activity, incidents, crimes, etc.
  - **Lt. Klarkowski** states there are more reports of criminal activity at Dick McComb Park.
- **Chair Wayne Turner** asks if there are any comparisons to other municipal parks such as El Mirage or Goodyear.
  - **Lt. Klarkowski** says that he feels that at this time there is not a need for an assessment, as it is not an “apples-to-apples” comparison.
  - **Director Holly Osborn** mentioned the location of Dick McComb in relation to local schools, and the placement of the park within walking distance of these schools.

### **Item 3 – Citywide – Introduction of new Parks & Recreation Director, Holly Osborn.**

- **New City of Surprise Parks & Recreation Department Director, Holly Osborn**, introduces herself to the Boards & Commissions members. Some of Ms. Osborn’s background includes her early days at the age of 16 becoming a lifeguard, serving on student council, student government, etc. She holds two (2) degrees, a Bachelor’s in Recreation Management, and then Master’s in Business Administration. Her first experience with Surprise involved selling Spring Training tickets, after which she branched into programming like youth camps, outdoor recreation, teen events, and aquatics. She was around for both the Hollyhock Pool and Sierra Montana Recreation Center builds. After nearly 12-years in the Parks & Recreation Department, Ms. Osborn moved to the Finance Department for a few years in which we took on several projects, including, but not limited to: implementation of a new financial system software, overseeing budget and procurement processes, special revenues, asset replacements, overseeing capital improvements structures, as well as presenting to council. Ms. Osborn notes that Surprise is home, mentioning that her kids have gone through the Department’s programs, services, and events.

**Item 4 – Citywide – Provide update on design and Construction Management at Risk award for improvements at Surprise Community Park.**

- **Assistant Director Paul Frie presents on the following points:**
  - Amenities that could be updated include new parking lot, restroom, lighting, lake edge, and/or Dog Park.
  - Contract was awarded to Hunter Construction (some prior experience from them includes Paloma Park in Peoria, as well as the Goodyear Recreation Campus)
  - More updates will be made available when costs and other decisions are made.

**Item 5 – Citywide – Provide update on proposed design and Construction Management at Risk award for Countryside Park.**

- **Assistant Director Paul Frie presents on the following points:**
  - **Mr. Frie** notes the “great partnership” between the City, Kimley-Horn, and the two construction companies that have experience working with Kimley-Horn. Willmeng Construction will be taking on this project; their previous experience includes the Phoenix Rising stadium, as well as Fire Station 305.
  - **Mr. Frie** went over some concepts that the Department has been provided with the Boards & Commissions board highlighting some of the features on these concepts.
    - **Mr. Frie** notes that one of the hurdles they are facing is that the only water available is potable water, which has a high-cost. After a meeting with the Maricopa County Water District, the City will be allowed to tap into the water that comes down Reems Road. The City will have to bring the line from Reems/Greenway.
    - The Park will include 6-acres of grass, LED lighting, parking, bus turnaround, and buffers around the park.
- **Director Holly Osborn** mentions that the Department is looking at ways in which to maximize more green space usage. She states that discussions between the Department and the School District have not been supportive.
  - **Commissioner Bill Pupo** asks about the programming hours and how they would conflict with the bus lanes that the school utilizes.
  - **Ms. Osborn** confirmed that programming would take place after school and on weekends.
- **Commissioner Bill Pupo** asks about the movement of traffic direction
  - **Mr. Frie** says that coordination and design would come from the planning department.
- **Commissioner Patricia Blaisdell** asks where the bus lane would be in relation to the entrances of the park
  - **Mr. Frie** points out that the bus lane would be west, with an entrance at both the east and north points of the Park.
- **Commissioner Bill Pupo** mentions how to keep in mind the parking lot situation in which cars could potentially cause tie-ups
  - **Mr. Frie** points out that since COVID, games and activities are staggered a bit and they have found that this helps alleviate both the foot and automobile traffic.
- **Commissioner Bill Pupo** mentions the use of solar shades to potentially offset some costs
  - **Ms. Osborn** states that based on recent research, that solar shade rebates are not as available
    - **Mr. Pupo** says that the Department could look into solar shading in the form of contracting.

## Item 6 – Citywide – Provide update on dog park conditions.

- **Parks Division Manager, Todd Wuellner**, reported on the following items:
  - **Mr. Wuellner** noted how “good” he felt the Dog Parks currently looked compared to other municipalities.
  - **Mr. Wuellner** did note that the winter months are always a challenge; noting that the color can be held, along with the cushion of the turf, until about Christmas. However, starting in about October, the grass does start to shut down. It was mentioned that January, February, and March will be challenging months given the weather conditions.
  - **Mr. Wuellner** did address the aerifier (not in possession) issue where due to COVID and with supply chains, places are struggling to maintain inventory and thus shipping delays are expected.
  - **Mr. Wuellner** addressed that outside of high-volume traffic areas, the Dog Park turf is about “95% covered”.
  - **Mr. Wuellner** addressed the discrepancies in signage, where some temporary signage conflicted with the official park signage. These signs were initially put out due to COVID restrictions, guidelines, etc.
  - **Mr. Wuellner** addressed the rocks issue with the curbing and to change it out, the cost would be about \$5-\$7 per square foot cost. He also addressed the process, which would be required to complete such a project.
- **Commissioner Raymond Grim** asks about trees with some roots sticking up that can potentially be a tripping hazard.
  - **Mr. Wuellner** confirmed that these issues do exist, but stated the line between solving the issue in relation to how much damage would be done to the tree. Mr. Wuellner mentioned he would maybe use sand to help with this situation.
- **Commissioner Raymond Grim** asks about trashcans being left to sit without being emptied too long.
  - **Mr. Wuellner** confirmed that this is an issue and that moving those trashcans back is a priority for the Parks Department.
- **Director Holly Osborn** noted that an increase in communication between the Parks Division, Recreation Division, and the community is a top priority and issues that are being pointed out, as this will help department meet the needs of the community.
- **Commissioner Bill Pupo** suggests a possible key cards or code for users to be able to use the Dog Park to help offset costs of maintenance needed to improve amenities.
  - **Ms. Osborn** points out that though there is a need for more funding, but notes that charging users to use amenities could open the door to more negative feedback.
  - **Commissioner Bill Pupo** inquires about other amenities such as pickleball or tennis charging for play
    - **Assistant Director Paul Frie** answers that since Tennis is a programmed facility, they require program fees, however, pickleball courts that are a park amenity such as basketball courts do not require a user fee. **Mr. Frie** also pointed out that research into the fee structure for a dog park key card or code was explored, however at that time (years prior), the cost versus was not feasible. However, Mr. Frie did note that this might be different now.
- **Item 7 – Citywide – Discussion pertaining to the 2015 Parks and Recreation Master Plan.**

- **Director Holly Osborn** presented on this item:
  - **Ms. Osborn** notes how some of the items in the Master Plan have goals that have high dollar amounts attached to them.
  - **Ms. Osborn** would like to revisit the Master Plan, and add some flexibility to it by prioritizing certain goals.
- **Commissioner Raymond Grim** points out how the Department could potentially bring some of the Master Plan goals to the Board to assist with prioritizing what the community wants.
- **Commissioner Bill Pupo** agrees that costs, both operational and capital, should be attached to the items within the master plan. He then asked if a similar structure would be followed in the general plan.
  - **Ms. Osborn** mentions that the City is currently within the beginning stages of the General Plan, therefore no strategy or structure is known quite yet.
- **Commissioner Bill Pupo** would like to have a discussion on the 2015 Master Plan believing that there are good items in that document, and to have a community dialogue to adjust to both the current community and future residents. Mr. Pupo would also like to create more awareness of the Master Plan given the amount of residents that do utilize Parks & Recreation opportunities and whose input is valued by the Department.
  - **Ms. Osborn** agrees that the feedback of the community and other stakeholders is an important community outreach initiative to identify the needs of the community so that when decisions are made (new facilities, programs, etc.) that they are made based on the feedback of the community and other stakeholders.
- **Commissioner Bill Pupo** asks what this discussion looks like moving forward.
  - **Ms. Osborn** would like to present to the Board the Capital Improvement Plan as it relates to the 2015 Master Plan and those items that were/are included. The department also needs to look into what needs to be considered for the budget, what objectives are being hit within the Master Plan, and then what projects follow based on items approved within the budget.
- **Commissioner Mark Brown** suggests that reviewing the 2015 Master Plan could help provide a blueprint or template for the Department to use for Plans. **Mr. Brown** also thinks it would be valuable to have a copy of the 2015 Master Plan in which to start the process.
- **Chair Wayne Turner** suggests that having a copy of the Master Plan could help bring to the public as well to receive feedback on items.
- **Ms. Osborn** notes that the 2015 Master Plan is a good plan still, but the strategies in which to reach those goals in the plan will require other looks at different strategies to accomplish said goals.
- **Commissioner Bill Pupo** would like to have a public participation/community engagement/outreach initiative that reaches out to our “interest groups”
  - **Ms. Osborn** notes that the funding for a professionally conducted community outreach plan would be a Fiscal Year 2023 item, which may deter from the timeline.
  - **Chair Wayne Turner** noted that he thinks having the money available when presenting to the public would be beneficial.
- **Commissioner Bill Pupo** re-iterates that having a professionally done community outreach group to conduct these public meetings could be more beneficial,

**Item 8 – Internal – Discussion on options to recognize former Commission member Charlie Woodland who passed away recently.**

- **Director Holly Osborn presents on this item asking the Board what ideas they have in which to honor Charlie Woodland.**
- **Chair Wayne Turner** brings up a previous idea of having a memorial scholarship fund in his honor,
  - **Ms. Osborn** states that there is an internal plan in which to develop a memorial program so that if/when there is an opportunity to memorialize somebody what that would look like. The Department would like to induct Charlie Woodland into the Hall of Fame.
  - **Commissioner Mark Brown asks Ms. Osborn** what the scholarship program would consist of.
    - **Ms. Osborn** explains that the department currently offers a youth scholarship program in which provides assistance for low-income families so they are able to still participate in programs, services, and events. (Editor note: this is already a fund & scholarship that exists, Chair Wayne Turner was inquiring about naming the scholarship after Mr. Woodland)
  - **Commissioner Raymond Grim** asks if the scholarship is donated from community members or the City of Surprise.
    - **Ms. Osborn** confirms that this money comes from the City itself.
  - **Commissioner Raymond Grim** asks about sponsorship opportunities.
    - **Assistant Director Paul Frie** explains that sponsorship opportunity funds have to go towards something. For example, Youth Sports uses sponsorship money in their partnership with Positive Coaching Alliance.
- **Ms. Osborn** suggests putting the induction of Charlie Woodland into the Hall of Fame induction.
- **Chair Wayne Turner** asks if the Department would look into the naming of the scholarship program after Charlie Woodland
  - **Ms. Osborn** says that the Department will look into it, though is skeptical that it would materialize.
  - **Mr. Frie** points out that though it is tough to consider, the Hall of Fame plaque will have Charlie Woodland's story on it so that people can learn about him and his impact on the Department. The scholarship however after some time passes, those that receive the scholarship may unfortunately not know Charlie's impact on the Department because there is no story attached to the scholarship.
- **Chair Wayne Turner** suggests making the October meeting the official Hall of Fame vote meeting.

## OTHER BUSINESS

### Other Business and Future Agenda Items

- **Commissioner Raymond Grim** would like a presentation from the planning department regarding how parks are determined through the planning department.
  - **Commissioner Raymond Grim** would like an item on the new development surrounding horse properties/trails at 163<sup>rd</sup> Avenue/Jomax to possibly incorporate horse trails into the parks system.

- **Charlie Woodland Hall of Fame induction.**
- **Director Holly Osborn will present on the Capital Improvement Projects as they relate to the 2015 Master Plan Discussion.**

## ADJOURNMENT

**Commissioner Raymond Grim** made a motion to adjourn the meeting of August 23, 2021; **Commissioner Bill Pupo** seconded it, 6 yes votes. Motion carried.

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Wayne Turner Chair, Parks and Recreation Advisory Commission

## ATTEST:

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Frank D'Andrea, Administrative Specialist  
Parks & Recreation Department

## CERTIFICATION:

I, Frank D'Andrea, Administrative Specialist for City of Surprise Parks and Recreation Department, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Parks & Recreation Advisory Commission meeting held on August 23<sup>th</sup>, 2021.

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Frank D'Andrea, Administrative Specialist  
Parks & Recreation Department



**CITY OF SURPRISE**  
**Parks and Recreation Advisory Commission**

Council Meeting Date: January 24, 2022  
Submitting Department: Parks and Recreation  
Staff Recommendations: None

Contact Person:  
District: Internal

Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

**Agenda Wording:**

City Clerk, Sherry Aguilar administered Brent Bailey's Oath of Office.

**Motion:**

**Background:**

City Clerk, Sherry Aguilar, administered new commission member, Brent Bailey's, oath of office at the City Council meeting on December 7, 2021.

**Objective Analysis:**

**Policy Compliant:**

**Financial Impact:**

**Budget Impact:**

**FTE Impact:**

**ATTACHMENTS:**



**CITY OF SURPRISE**  
**Parks and Recreation Advisory Commission**

Council Meeting Date: January 24, 2022  
Submitting Department: Parks and Recreation  
Staff Recommendations: None

Contact Person:  
District: Citywide

Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

**Agenda Wording:**

Update on Parks & Recreation Projects.

**Motion:**

**Background:**

Department updates on Park projects.

**Objective Analysis:**

**Policy Compliant:**

**Financial Impact:**

**Budget Impact:**

**FTE Impact:**

**ATTACHMENTS:**



**CITY OF SURPRISE**  
**Parks and Recreation Advisory Commission**

Council Meeting Date: January 24, 2022  
Submitting Department: Parks and Recreation  
Staff Recommendations:

Contact Person:  
District: Internal

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Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

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**Agenda Wording:**

Discussion and possible action to amend regular Parks and Recreation Advisory Commission meetings.

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**Motion:**

"I move to approve the (new meeting schedule - please state the new meeting schedule) (keep remaining schedule - bi-monthly, 4th Monday of the month)..."

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**Background:**

Last April, the Parks and Recreation Advisory Commission motioned to move meetings from a quarterly to a bi-monthly basis. The Department would like the Board to discuss this current schedule, and whether or not any amendments need to be made.

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**Objective Analysis:**

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**Policy Compliant:**

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**Financial Impact:**

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**Budget Impact:**

**FTE Impact:**

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**ATTACHMENTS:**

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**CITY OF SURPRISE**  
**Parks and Recreation Advisory Commission**

Council Meeting Date: January 24, 2022  
Submitting Department: Parks and Recreation  
Staff Recommendations: None

Contact Person:  
District: Citywide

Consent: No      Regular: No      Public Hearing: No      Report/Discussion: No

**Agenda Wording:**

Discussion on current Park hours.

**Motion:**

**Background:**

**Objective Analysis:**

**Policy Compliant:**

**Financial Impact:**

**Budget Impact:**

**FTE Impact:**

**ATTACHMENTS:**