

**CITY OF PEORIA, ARIZONA  
PARKS & RECREATION BOARD  
Pine Conference Room  
June 28, 2007**

A **Regular Meeting** of the Parks and Recreation Board of the City of Peoria, Arizona was convened at 8401 W. Monroe Street in open and public session in City Hall at 7:20 p.m.

Members Present: Chris Morice, Carnell Murrell, Diana Bedient, Gregory Jones and Carol Ulshoeffter

Members Absent: Chuck Fitzgerald and Jon Sears

Municipal Officials Present: J. P. de la Montaigne, Community Services Director; Kirk Haines, Parks Manager; Brenda Rehnke, Rec Manager; Jackie Stanley, Rec Center Supervisor; Ana Lia Johnson, Management Analyst and Maria Traci, Executive Assistant

Audience: 0

MINUTES: Carnell Murrell made a motion to approve the regular meeting minutes of the February 22, 2007 meeting. Diana Bedient seconded the motion, and, upon vote, the motion carried unanimously.

DISPOSITION OF ABSENCES: Not applicable

UNFINISHED BUSINESS: None

NEW BUSINESS:

**DISCUSSION AND POSSIBLE ACTION TO APPROVE RIO VISTA RECREATION CENTER RENTAL POLICIES AND PROCEDURES**

Brenda Rehnke introduced Jackie Stanley, Recreation Center Supervisor, and shared with the Board her background with the City and with the Recreation Center specifically. Brenda Rehnke proceeded to share a PowerPoint presentation with the Board which outlined the document and included an overview of the key points. It was explained that there would be a list of approved caterers which any rental patrons would have to choose from. Pre-packaged items (such as bagels, etc.) for smaller events would be acceptable for the renter to bring in. Access to the room, to include set-up and decoration, would only be allowed during the rental period booked. Refunds would be processed in 48 hours for rentals booked using a credit card or 2-3 weeks for rentals paid with a check.

Greg Jones requested information on booking a rental versus the cancellation policy if the booking was cancelled within a week of the rental. Jackie Stanley explained that the patron would lose their deposit but the rental fee would be refunded as the policies state, within 30 days of the rental date. Greg Jones wondered if this could change if the rental time was usable by another patron and Jackie Stanley replied that the idea of starting a waiting list to fill available timeslots had been discussed. Then, if that time slot was rentable, there would be no reason to retain the deposit either. Brenda Rehnke explained to the Board

that the Recreation Center would be closed certain holidays and have moderated hours on other holidays.

Chris Morice requested more information on trash and clean-up in the large room. Brenda Rehnke explained that in most cases, the caterer would clear all food related trash while the rental party would be responsible for decorations and other items related to the event. Carnell Murrell questioned the rental time period and if there was a grace period. Jackie Stanley replied that the patron could add time to the rental if there was no one behind them, however the contract would always indicate the exact time of the rental, no grace period. If the rental extended 20 or more minutes over that time, a loss of deposit would begin to be considered an appropriate penalty.

J.P. de la Montaigne requested Diana Bedient's specific input on the policies as she would probably have the most experience with renting for Chamber events. Diana Bedient replied that it looked very appealing and the only problem might be that payment was due upon renting. With the added time of finding sponsors for events or receiving payment from outside organizations, it could be a hardship at times. However, it was explained that payment for the caterer was not due at the time of the rental, that payment would be negotiated directly with the caterer. Diana Bedient explained that this aspect made it much more desirable and possible to book regularly occurring events even a year prior – and that she was looking forward to the opportunities provided at the Recreation Center. Greg Jones asked about payment issues with non-profit and government agencies and how they might be given an option for flexible terms of payment to lessen the burden of the expenditure upon the booking of the rental.

Greg Jones made a motion to approve the Recreation Center rental policies and procedures with an amendment to include language allowing the Director or his designee to amend the policies on a case-by-case basis, if needed. Carol Ulshoeffer seconded the motion and, upon vote, the motion carried unanimously.

#### DISCUSSION AND POSSIBLE ACTION TO APPROVE RIO VISTA RECREATION CENTER USER POLICIES AND PROCEDURES

Brenda Rehnke provided the Board with an overview of the Recreation Center user policies and procedures. This included information such as the planned operating hours, check-in procedures using Biometrics, general policies regarding access to the first or second floors of the Recreation Center, policies for the Adventure Room, Locker Room and Kid's Corner. Carnell Murrell wondered why the Kid's Corner was closed from 12:30-3:00 p.m. It was explained by Jackie Stanley that this was modeled after the Foothills Recreation Center's policy which closed during regular nap-time for children.

Brenda Rehnke went on to outline the Rock Wall, Fitness Area and overall gymnasium and walking track policies. It was explained that the Fitness Area would be limited to patrons 13 years and older as that was the specifications offered from the equipment manufacturer.

Carnell Murrell requested information on whether the leagues would still be played at high schools as well as the new Recreation Center. Brenda Rehnke explained that the purpose of the Recreation Center was to expand into offerings that weren't currently available not to take away from the current programs and league sporting events and opportunities – thus, nothing would be taken away from current locations or areas.

Brenda Rehnke explained the policies for computer usage in the Recreation Center which were patterned after the current Peoria Library policies. The future creation of an Advisory Council for the Recreation Center was also explained which would be responsible for looking into changes, ideas and comments from patrons for staff and policies. Jackie Stanley informed the Board that upon approval and final changes, the policies and procedures would be made in booklet size and distributed, then posted on the website and separated out by section for each policy so that the policies could be distributed throughout the Recreation Center and shared with interested patrons.

Carnell Murrell made a motion to approve the Rio Vista Recreation Center user policies and procedures. Diana Bedient seconded the motion, and, upon vote, the motion carried unanimously.

REPORT FROM STAFF: None

REPORT FROM DEPARTMENT DIRECTOR

DISCUSSION ON SUMMER MEETING SCHEDULE AND UPCOMING EVENTS

J.P. de la Montaigne explained to the Board that the regular July meeting would be cancelled to accommodate summer schedules. In addition, it was explained that the in lieu of the regular August meeting, the Board would be requested to attend the second public hearing of West Wing park at West Wing Community Center, August 23 from 6-8 p.m. They would be asked to give their input after seeing the renderings from the architect created in response to the public comment at the first public meeting. The Board requested directions to the West Wing Community Center.

REPORT FROM BOARD MEMBERS: None

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:02 p.m.

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Chris Morice, Chairperson

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Maria Traci, Secretary