Minutes of the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board meeting held on December 18, 2019, 6:00 p.m., Tempe Public Library, 2nd Floor Board Room, 3500 South Rural Road, Tempe, AZ.

Members Present:  
Mary Larsen – Chair  
Maureen DeCindis – Vice-Chair  
Judy Aldrich  
Sharon Doyle  
Christina Hudson  
Chris Kamper  
Duane Washkowiak  
Fred Wood

Members Absent:  
Shereen Lerner  
Dayna McGrady  
John Vack

City Staff Present:  
Craig Hayton, Staff Liaison- Deputy Community Services Director- Parks and Recreation  
Julie Hietter, Community Services Administration Manager  
Bobbi Lloyd, Management Assistant II  
Shawn Wagner, Deputy Community Services Director- Parks and Recreation

Upon the establishment of a quorum, meeting was called to order at 6:02 p.m. by Mary Larsen.

Agenda Item 1 – Public Appearances
None

Agenda Item 2 – Approval of Meeting Minutes November 20, 2019
Motion by Board member Judy Aldrich to approve the meeting minutes of November 20, 2019 as submitted; second by Board member Chris Kamper. Motion passed on an 7-0 vote.  
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.  
Nays: None  
Absent: Board members Sharon Doyle, Shereen Lerner, Dayna McGrady and John Vack.

Agenda Item 3 – 2020 Advisory Board Chair/Vice-Chair Officers
Following board discussion motion by Board member Christina Hudson for Duane Washkowiak to serve as Board Chair and Shereen Lerner to serve as Vice-Chair for 2020; second by Vice-Chair Maureen DeCindis. Motion passed on an 7-0 vote.
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.
Nays: None
Absent: Board members Sharon Doyle, Shereen Lerner, Dayna McGrady and John Vack.

Agenda Item 4 – Desert Conservation Commission Representatives
Following board discussion motion by Board member Judy Aldrich for Sharon Doyle to serve as the primary representative from this board on the Desert Conservation Commission and Shereen Lerner to serve as the secondary; second by Vice-Chair Maureen DeCindis. Motion passed on an 8-0 vote.
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Sharon Doyle, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.
Nays: None
Absent: Board members Shereen Lerner, Dayna McGrady and John Vack.

Applications will need to be submitted on-line and staff will email the link.

Agenda Item 5 – Ken McDonald Clubhouse Request for Information (RFI) Committee Representatives
Following board discussion motion by Board member Sharon Doyle for Fred Wood to serve as the primary representative on the Ken McDonald Clubhouse RFI Committee review and Duane Washkowiak to serve as the secondary; second by Judy Aldrich. Motion passed on an 8-0 vote.
Ayes: Chair Mary Larsen, Vice-Chair Maureen DeCindis and Board members, Judy Aldrich, Sharon Doyle, Christine Hudson, Chris Kamper, Duane Washkowiak and Fred Wood.
Nays: None
Absent: Board members Shereen Lerner, Dayna McGrady and John Vack.

Evaluation meeting tentatively planned for first week of January. Staff to send out once confirmed.

Agenda Item 6 – Cemetery Follow-Up
Craig Hayton provided an update regarding the cemetery non-approved items which included three types, temporary, semi-permanent and permanent. The Sunrise section had 18 of the 59 occupied spaces that required attention. Onsite signage, owner notification via letter and opportunity for owner removal was completed. The removals were addressed with the ongoing semi-annual clean up in November and no feedback was received. The Sunset section has 150 of the 345 occupied spaces that require attention. The week of January 6th owner notification via letter, onsite signage and opportunity for owner removals will be provided. Staff with consult with legal and anticipate removals to occur in March or April.

Agenda Item 7 – Parks & Recreation Master Plan Update
Craig Hayton presented to the board a PowerPoint presentation on the Parks & Recreation Master Plan Update #3. Presentation included the following:
- Overview
- Process & timeline
- Outreach
  - Focus groups:
Duane Washkowiak and Shereen Lerner are representatives from this board on the committee. Next public meeting will be held January 9th and 11th, when notice is ready it will be sent to the board.

**Agenda Item 8 – Kiwanis Management Plan**
Craig Hayton presented to the board a PowerPoint presentation on the Kiwanis Park Management Draft Plan. Presentation included the following:

- Overview
- Planning process
- Plan elements
- Planning context
- Public engagement
- Recommendations & action plan
- Community input
- Next steps

Board member asked if Kiwanis has any adult exercise areas. Currently it does not so suggestion to include that in future plans. The final plan will be brought back to the board in the spring or summer.

**Agenda Item 9 – Upcoming Park Public Meeting Notices & Announcements**
- Parks & Recreation Master Plan public meetings on 1/9 and 1/11, will forward invitation when available
- Thank you to Mary Larsen and Maureen DeCindis for your service on the board

**Agenda Item 10 – Current Events/Board Announcements/Future Agenda Items**
None

**Meeting adjourned at 6:57 p.m.**
Prepared by: Bobbi Lloyd, Management Assistant II
Reviewed by: Craig Hayton, Deputy Community Services Director- Parks and Recreation (480) 350-5234