



# Minutes

## Parks, Recreation, Golf and Double Butte Cemetery Advisory Board

### November 15, 2023

Minutes of the Parks, Recreation, Golf and Double Butte Cemetery Advisory Board meeting held on November 15, 2023, 6:00 p.m., Hybrid Meeting- Tempe Public Library, 2<sup>nd</sup> Floor Board Room, 3500 South Rural Road, Tempe, AZ, and virtual through Microsoft Teams.

**Members Present:**

Susan Carlson – Chair  
Lisa Zyriek – Vice Chair  
Sharon Doyle  
Thomas Klabunde  
Shereen Lerner  
Dawn Parker

**Members Absent:**

Kara Espino  
Elizabeth Hatch  
Gerardo Lopez  
Dillon Moore

**City Staff Present:**

Alex Jovanovic, Deputy Community Services Director - Parks (Staff Liaison)  
Joshua Bell, Management Assistant II  
Shawn Wagner, Deputy Community Services Director - Recreation

**Guests Present:**

none

Upon the establishment of a quorum, meeting was called to order at 6:01 p.m. by Susan Carlson.

**Agenda Item 1 – Public Appearances**

None

**Agenda Item 2 – Approval of Meeting Minutes**

**October 18, 2023**

Motion by Sharon Doyle to approve the meeting minutes of October 18, 2023, with correction made to add Lisa Zyriek and Dillon Moore to Ayes; seconded by Shereen Lerner. Motion passed on a 6-0 vote.

Ayes: Susan Carlson, Lisa Zyriek, Sharon Doyle, Thomas Klabunde, Shereen Lerner, and Dawn Parker.

Absent: Kara Espino, Elizabeth Hatch, Gerardo Lopez, and Dillon Moore.

**Agenda Item 3 – Outgoing Board Members**

Alex Jovanovic discussed with the board the current and upcoming vacancies as of the end of the year.

- One current vacancy (Amanda Stewart) and one future vacancy (Kara Espino) after end of year
- City Clerk's Office will be contacted for current applications to be reviewed.

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- Board members asked questions and made comments about:
    - Is quorum based on total number of board member spots or number of filled spots?

#### **Agenda Item 4 – December 2023 Board Meeting Date**

Alex Jovanovic discussed the board's next meeting scheduled in December.

- Discussion was held at a previous meeting regarding possibly moving December meeting from December 20 to December 13.

Motion by Lisa Zyriek to approve changing December meeting date to December 13, 2023; seconded by Dawn Parker. Motion passed on a 6-0 vote.

Ayes: Susan Carlson, Lisa Zyriek, Sharon Doyle, Thomas Klabunde, Shereen Lerner, and Dawn Parker.

Absent: Kara Espino, Elizabeth Hatch, Gerardo Lopez, and Dillon Moore.

#### **Agenda Item 5 – 2024 Calendar & Officers**

Susan Carlson and Alex Jovanovic discussed with the board setting and approving meeting dates for 2024.

- Board can consider potential conflicts with City holidays or faith-based holidays for 2024 meeting calendar
- Board can consider months to not hold meetings, can consider cancelling meetings when closer to dates
- Board members asked questions and made comments about:
  - Juneteenth conflict; can we not hold on the date because it is a City holiday?
  - Wait until closer to dates to consider changes
  - Regarding July, leave it on calendar for now and revisit at a later date

Motion by Sharon Doyle to approve changing June 2024 meeting date to June 26, 2024; seconded by Lisa Zyriek. Motion passed on a 6-0 vote.

Ayes: Susan Carlson, Lisa Zyriek, Sharon Doyle, Thomas Klabunde, Shereen Lerner, and Dawn Parker.

Absent: Kara Espino, Elizabeth Hatch, Gerardo Lopez, and Dillon Moore.

Motion by Shereen Lerner to approve changing October 2024 meeting date to October 9, 2024; seconded by Lisa Zyriek. Motion passed on a 6-0 vote.

Ayes: Susan Carlson, Lisa Zyriek, Sharon Doyle, Thomas Klabunde, Shereen Lerner, and Dawn Parker.

Absent: Kara Espino, Elizabeth Hatch, Gerardo Lopez, and Dillon Moore.

Alex Jovanovic presented to the board that officers of the board are to be elected by the end of the year.

- Officers can serve in capacity of officer two consecutive one-year terms
- Chair can serve one year and then Vice Chair can become chair, or Chair can serve two years
- Opportunity available to other board members currently not serving in Chair or Vice Chair role to express their interest for either role
- Board votes in order of nominations
- Board members asked questions and made comments about:
  - Lisa Zyriek and Susan Carlson expressed they would run for Chair
  - In previous years discussions have been had by some that doing one-year terms allowed for new agendas and interests to get attention

- Allowing Chair to serve second year allows for projects to be seen to end, provides time in first year to feel out and then build on first year
- Clarification sought for how individuals' dates for end of their terms were determined

Motion by Lisa Zyriek to approve closing of nominations for Chair; seconded by Shereen Lerner. Motion passed on a 5-0 vote.

Ayes: Susan Carlson, Lisa Zyriek, Sharon Doyle, Shereen Lerner, and Dawn Parker.

Abstained: Thomas Klabunde.

Absent: Kara Espino, Elizabeth Hatch, Gerardo Lopez, and Dillon Moore.

Motion by Sharon Doyle to approve Susan Carlson for Chair for 2024; seconded by Thomas Klabunde. Motion passed on a 4-2 vote.

Ayes: Susan Carlson, Sharon Doyle, Thomas Klabunde, and Dawn Parker.

Nays: Shereen Lerner and Lisa Zyriek.

Absent: Kara Espino, Elizabeth Hatch, Gerardo Lopez, and Dillon Moore.

A nomination was made for Lisa Zyriek to serve as Vice Chair for 2024, Lisa declined to seek a vote to serve as Vice Chair for 2024. No other nominations were made.

- Board members asked questions and made comments about:
  - Clarification that Vice Chair becoming Chair is a tradition, not a requirement
  - Vote for Vice Chair will wait until next meeting

### **Agenda Item 6 – Annual Report**

Alex Jovanovic discussed the current draft form of the 2023 Annual Report and if there were updates that needed to be made.

- Board members asked questions and made comments about:
  - Updates made to statuses of strategic priorities
  - Correct Tempe Historic Preservation Foundation typo
  - Additions need to be made to attended events that had been overlooked or omitted from list
- Annual Report will be updated for approval

### **Agenda Item 7 – Board Operational Updates**

Susan Carlson addressed board goals and opened discussion to the board regarding any board goals.

- **Goals**
  - Board members asked questions and made comments about:
    - Concern regarding what is happening at Rolling Hills
    - Concern regarding presentation and modification of holes
    - Originally voted “no” contract because some of original proposals but course is now pursuing some of those proposals
  - Grass Clippings would tentatively be expected to present to board in January or February based on tradition of having each golf course present multiple times per year
  - Grass Clippings presenting at Council Work Study Session in December
  - Board members asked questions and made comments about:

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- Discussion regarding possibly sending questions, comments, concerns to council for upcoming work study session as a community member, not as board member
  - Could Grass Clippings presentation to board be moved to next meeting?
  - Communication issue between course and golf community; speculation, rumors
    - Grass Clippings needs to fill gap with factual information, effective communication
    - GC uses men's and women's clubs as proxies for golf community but they are small representation
    - City previously did a good job of communicating, such as overseeding, what is involved in process; unclear what is currently happening
    - Interest in tours at cemetery and Rolling Hills Golf Course has been expressed
    - Get tour of cemetery on calendar
    - Information will be shared regarding event at cemetery on December 9
  - **Next Steps**
  - **Opportunities**

#### **Agenda Item 8 – Desert Conservation Commission Update**

Alex Jovanovic and Shereen Lerner provided an update on the current work being done by the Desert Conservation Commission.

- Invasive weed Stinknet prevalent after wet winters
- Arizona Site Steward Program managed Historic Preservation Officer, will help with reporting damage and vandalism to culturally sensitive sites
- Desert Conservation Commission interested in developing partnerships with other boards and commissions
- Preserve Management Plan currently in process, looking for partnerships and funding opportunities, first workshop just held, survey open now through November 27
- Questions so far covered designation of trails, unsheltered, wayfinding signage, resources and funding, staff training, current projects, tribal involvement
- Board members asked questions and made comments about:
  - Board member serves as liaison, next meeting December 5
    - Education is a big component, cultural and environmental
  - Is there a map of preserves?
  - How would one find out about educational opportunities?
  - Looking to create educational opportunities

#### **Agenda Item 9 – Donation/Memorial Policy**

Alex Jovanovic discussed the possibility of developing a memorial policy and discussed research that was done of donation and memorial policies in existence at other cities.

- Discussed if board wants to entertain idea of helping to create memorial policy
- Living Tree Memorial is what currently exists
- Research was done on policies that exist in other cities
  - City of Mesa and City of Peoria donation based
  - Greensboro donation based, City maintains for 10 years then original donator has option to re-adopt otherwise city's choice to remove or no longer maintain

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- Peekskill donation based, varying prices, also 10 year limit
  - West Hartford; initial cost, not set limit
  - Board policy ideas
  - Board members asked questions and made comments about:
    - Is it one bench per park?
    - Who decides what is engraved?
    - Is there a desire to move forward with developing a policy?
    - How often do memorial requests come up?
    - Staff would want to have input due to maintenance needs
    - Interest expressed in developing a policy
    - Is developing a policy something Parks and Recreation would want the board to do?
    - Which parks have rock memorials?
    - Developing a policy shouldn't start from scratch, get ideas from what exists in other cities

#### **Agenda Item 10 – Future Meeting Locations**

- Clark Park Community Center and Pool identified as a location for a future board meeting
- Other centers and locations will be identified and discussed
- Board members asked questions and made comments about:
  - Interest in holding meetings at other locations
  - Valued having meeting at Escalante

#### **Agenda Item 11 – Future Agenda Items**

- Board members asked questions and made comments about:
  - Grass Clippings
  - Memorial policy
  - Cemetery tour
  - Feedback from survey for Preserve Management Plan

#### **Agenda Item 12 – Public Meeting Attendance, Notices & Announcements**

- Refer to events noted earlier in meeting that are to be added to Annual Report

#### **Meeting adjourned at 7:36 p.m.**

Prepared by: Joshua Bell, Management Assistant II, (480) 350-8676

Reviewed by: Alex Jovanovic, Deputy Community Services Director- Parks, (480) 350-5811