

Minutes of the Parks, Recreation, Golf and Double Butte Cemetery  
Advisory Board meeting held on October 18, 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:**

**Members Absent:**

**Minutes  
Parks, Recreation, Golf and Double Butte Cemetery  
Advisory Board  
October 18, 2023**

Susan Carlson – Chair  
Lisa Zyriek – Vice Chair  
Sharon Doyle  
Kara Espino  
Elizabeth Hatch  
Thomas Klabunde  
Shereen Lerner  
Gerardo Lopez  
Dillon Moore  
Dawn Parker

Amanda Stewart

**City Staff Present:**

Alex Jovanovic, Deputy Community Services Director - Parks (Staff Liaison)  
Joshua Bell, Management Assistant II  
Craig Hayton, Community Services Director  
Julie Hietter, Community Services Administration Manager  
Shawn Wagner, Deputy Community Services Director - Recreation  
Ruben Wilkinson Jr, Community Services Manager - Parks

**Guests Present:**

Tom Bugbee, CourseCo  
Desiree Sloat, CourseCo  
Troy Thompson, CourseCo  
Wayne Colebank, Logan Simpson

Upon the establishment of a quorum, meeting was called to order at 6:00 p.m. by Susan Carlson.

**Agenda Item 1 – Public Appearances**

None

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

**September 20, 2023**

Motion by Vice Chair Lisa Zyriek to approve the meeting minutes of September 20, 2023, as submitted; seconded by Dillon Moore. Motion passed on a 8-0 vote.

Ayes: Chair Susan Carlson and Board members, Kara Espino, Elizabeth Hatch, Thomas Klabunde, Shereen Lerner, Dillon Moore, and Gerardo Lopez.

*Correction made to minutes to add Lisa Zyriek and Dillon Moore to Ayes.*

Abstained: Sharon Doyle and Dawn Parker.

Absent: Amanda Stewart.

**Agenda Item 3 – 2024 Calendar & Officers**

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- Responsibility of board to elect Chair and Vice Chair for 2024
  - Faith-based holiday calendar and City holiday calendar provided
  - Put elections on November agenda
  - Put on November agenda to move December 20, 2023 meeting to December 13, 2023

#### **Agenda Item 4 – Golf Update**

- **CourseCo**
  - Tom Bugbee, Troy Thompson, and Desiree Sloat presented an update on CourseCo, Ken McDonald golf course and first 100 days.
    - Based in northern California
    - Retained over 90% of original staff already working at the course
    - Incorporating proprietary staff training called SWEAT (smile, welcome, enthusiasm, ask, thank you)
    - Have gotten first of two cart fleets: 8-16 months out for delivery of carts from order date
    - Marketing: new website, new social media, new POS, new course reputation management through Yelp
    - Golf course enhancements: new golf course Superintendent, improved irrigation efficiency, new equipment acquisitions
    - Overseeding
    - Community outreach: continued support of local clubs, league play, continued hosting of Tempe Parks & Rec activities, continued hosting of local school golf programs, developing 2024 events calendar, first non-golf community event scheduled for December 16, Swings With Santa
    - Board members asked questions and made comments about:
      - What is status with well drilling and piping?
      - Are they recharge wells?
- **Ken McDonald Clubhouse RFQ**
  - Julie Hietter provided an update on Ken McDonald Clubhouse RFQ.
    - City wanted to find private sector partner to help development
    - Master Plan of site has been initiated
    - Timeline:
      - RFQ to find consultant to help with Master Plan process; Jan – May
      - Design
      - Construction ETA 2026
    - Preliminary meeting with YMCA
    - Board members asked questions and made comments about:
      - Relocation of clubhouse temporarily and will it happen multiple times?
      - What is the use level of golf course currently?
      - Will there be access to information about use of golf course?
      - Has Fred Wood been updated?

#### **Agenda Item 5 – Tempe Town Lake On-Water RFP**

Craig Hayton presented information about updates to Rio Salado Master Plan.

- Rio Salado Master Plan was designed to ensure Rio Salado area, Tempe Town Lake, park and preserve space is point of pride for next 30 years.
- Balance area as event destination and use of space
- Passive and active opportunities, sustainability, add shade, programmatic opportunities
- 10 distinct use areas, 3 highlighted as underdeveloped comparatively
- Funding opportunities: public and private

- October 2023 RFP for passive, concession-based recreation on Tempe Town Lake
- January 2024 RFQ to develop conceptual master plan for three activity zones
- Early 2025 RFP for land, aerial, and water-based recreational opportunities
- Board members asked questions and made comments about:
  - Have there been discussions to install lights on volleyball courts?
  - How much more commercial development is expected?
  - Could there be conflict between the RFPs and RFQ?
  - Why were RFPs and RFQ separated into three individual processes?

### **Agenda Item 6 – Tempe Historic Preservation Foundation Cemetery Study – Logan Simpson**

Wayne Colebank from Logan Simpson presented on Tempe Historic Preservation Foundation's Double Butte cemetery study and needs assessment.

- Possibility of coordinating a site visit for board
- Focus of study was Pioneer section
- West side of cemetery has grass and trees, east side is desert; Pioneer section is in desert
- Overall cemetery 17 acres, Pioneer section a little under 2 acres
- Drainage goes north to south
- At least 50 grave markers in need of repair or replacement; represents at least 1/3 of grave markers
- Grave plot borders degraded, Foundation would like to have addressed
- Other areas of concern identified: ground surface treatments, wooden features, settlement, sink holes, pests, fences, trees, shrubs, pavement edges, flood irrigation
- Character defining features need to be addressed to preserve historical setting
- Developed Landscape Master Plan to cover entire cemetery
- Who is responsible for addressing identified areas of concern?
- Recommendation to hire consultant
- Board members asked questions and made comments about:
  - Are the changes being identified just for Pioneer section?
  - What is the City's perspective on who is responsible?
  - What responsibility does City have to property it owns?
  - Are there living descendants who are connected to the cemetery plots?
  - December 9 installation ceremony for Tempe African American Pioneers Cemetery

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

- **Annual Report Draft**
  - Board should review and submit any notes
  - To be added to next meeting's agenda as action item
- **Goals**
- **Next Steps**
- **Opportunities**
  - Council committee opportunities
  - Board members asked questions and made comments about:
    - Are they two-person committees?
    - Do they meet monthly?

### **Agenda Item 8 – Future Agenda Items**

- Awareness benches and development of memorial policy draft
- Desert Conservation Commission
- Kiwanis Recreation Center Tennis and Tracy Lawson presentation

### **Agenda Item 9 – Public Meeting Attendance, Notices & Announcements**

- Community Events (list was included in board packet)

- November 13 Preserve Management Plan at Arizona Heritage Center
- Board members asked questions and made comments about:
  - Should we send attended events to Joshua Bell?
  - Interest in cemetery tour?
  - GAIN Night on October 21
  - Hosting future board meetings at other locations and what sites would board want to meet at?

**Meeting adjourned at 7:35 p.m.**

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

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