



# City of Apache Junction, Arizona

## Meeting Minutes Parks & Recreation Commission

Meeting Location:

City Council Chambers  
at City Hall  
300 E Superstition Blvd  
Apache Junction, AZ  
85119

apachejunctionaz.gov  
P: (480) 983-2181

*Doors are open to the public at least 15 minutes prior to the posted meeting start time.*

---

Wednesday, December 4, 2024

6:00 PM

City Council Chambers

---

### 1. Call to Order

Chair Heather Moeller called the regular meeting of the City of Apache Junction Parks and Recreation Commission to order at 6:00 p.m.

### 2. Pledge of Allegiance

Chair Heather Moeller led in the Pledge of Allegiance.

### 3. Roll Call

**Present**                    6 -     Chairperson Moeller, Vice Chair Kyhn, Commissioner Bigelow, Commissioner Schoenbeck, Commissioner Borey, and Commissioner Madrid

Staff Present:

Liz Langenbach, Parks and Recreation Director  
Jamie Sullivan, Recreation Superintendent  
Dave Butler, Parks Superintendent  
Riley King, Management Analyst  
Christi Hamm, Senior Administrative Assistant

### 4. Consent Agenda

**Commissioner Sheryl Bigelow moved that the Parks and Recreation Commission accept the agenda as presented and approve the minutes from the November 6, 2024 regular meeting. Commissioner Judy Borey seconded the motion. This was approved.**

**Yes:**                        6 -     Chairperson Moeller, Vice Chair Kyhn, Commissioner Bigelow, Commissioner Schoenbeck, Commissioner Borey and Commissioner Madrid

**No:**                         0

[24-847](#)                        Consideration of approval of agenda.

[24-848](#)                        Consideration of approval of regular meeting minutes of November 6, 2024.

**Attachments:**        [Meeting Minutes 11.6.24](#)

### 5. Information and Reports

Several commissioners made positive comments about the events that they attended. Several mentioned excitement about upcoming events such as rock painting, Paints and Pints, and the

Holiday Event.

## 6. Staff Report

[24-966](#) Presentation and update on projects and opportunities in the parks and other service areas.

Superintendent Dave Butler provided an update to the commission on recent and ongoing projects. He shared photos of completed projects, including the Little League fencing, as well as updates on ongoing work such as the drainage improvements at Superstition Shadows Park. He also announced that the Christmas tree has been installed at the Focal Point, featuring a countdown, updated light sequences, and new music for the season. Looking ahead, he highlighted upcoming projects, such as new showers at the Multi-Generational Center and the Central District Park design. All questions from the commission were answered and noted.

[24-967](#) Presentation, discussion and update on upcoming events and activities.

Recreation Superintendent Jamie Sullivan updated the commission on upcoming events and activities. She highlighted the growing popularity of the Thursday night line dancing classes and the successful relocation of S'mores and Stories to the Rodeo Grounds. Additionally, she shared the new Fridays at Flatiron event and encouraged commissioners to volunteer at the upcoming Holiday Event. All questions from the commissioners were addressed.

## 7. Old Business

[24-849](#) Discussion and update on Tree City USA.

Director Liz Langenbach provided an update to the commission regarding the re-certification process for the City of Apache Junction to maintain its status as a Tree City USA. She explained that the department also met the points related to the Growth Award application. She outlined the point system, highlighting how the city earned its points through tree care and maintenance, new tree planting, community education, tree rescue, and more.

## 8. New Business

[24-965](#) Presentation and discussion on the city-wide special event permitting process.

**Attachments:** [City of AJ Event Process Info Sheet 2024](#)  
[Event Application- Fillable](#)  
[Special Event Handbook FINAL](#)

Management Analyst Riley King delivered a presentation on the special event permitting process for the City of Apache Junction. She clarified the circumstances under which a permit is required for an event and when it is not necessary. Additionally, she provided a copy of the application form and the special event handbook, which offers detailed guidance to patrons throughout the entire process. She also covered the food and beverage health permitting process. All questions and comments were answered and noted from the commissioners.

[24-852](#) Election of Parks and Recreation Commission Chairperson and Vice-Chairperson.

Chair Heather Moeller called for a motion to open nominations for the position of chairperson of the Parks and Recreation Commission. Commissioner Diele Kyhn motioned to open nominations, seconded by Commissioner Frank Schoenbeck. A roll call vote was conducted.

The motion passed unanimously. Chair Heather Moeller called for nominations for the position of chair. Commissioner Diele Kyhn motioned to nominate Chair Heather Moeller as the chair of the Parks and Recreation Commission. Chair Heather Moeller called for any other nominations three additional times. There were no other nominations. Chair Heather Moeller called for a motion to close nominations for the chair position of the Parks and Recreation Commission. Commissioner Diele Kyhn motioned to close nominations, seconded by Commissioner Judy Borey. A roll call vote was conducted. The motion passed unanimously. Chair Heather Moeller called for a motion for the election of Heather Moeller as chair. Commissioner Frank Schoenbeck motioned, seconded by Commissioner Sheryl Bigelow. A roll call vote was conducted. The motion passed unanimously to approve Heather Moeller as the chair of the Parks and Recreation Commission.

Chair Heather Moeller called for a motion to open nominations for the position of vice chairperson of the Parks and Recreation Commission. Commissioner Felicia Madrid motioned to open nominations, seconded by Commissioner Judy Borey. A roll call vote was conducted. The motion passed unanimously. Chair Heather Moeller called for nominations for the position of vice chair. Commissioner Judy Borey motioned to nominate Commissioner Diele Kyhn as the vice chair of the Parks and Recreation Commission. Chair Heather Moeller called for any other nominations three additional times. There were no other nominations. Chair Heather Moeller called for a motion to close nominations for the vice chair position of the Parks and Recreation Commission. Commissioner Frank Schoenbeck motioned to close nominations, seconded by Commissioner Felicia Madrid. A roll call vote was conducted. The motion was passed unanimously. Chair Heather Moeller called for a motion for the election of Diele Kyhn as vice chair. Commissioner Sheryl Bigelow motioned, seconded by Felicia Madrid. A roll call vote was conducted. The motioned passed unanimously to approve Diele Kyhn as the vice chair of the Parks and Recreation Commission.

**9. Call to Public**

None.

**10. Call for Future Agenda Items**

Vice Chair Diele Khyn asked for an update on the Rodeo Grounds and the upcoming Lost Dutchman Days Event.

**11. Selection of Meeting Dates, Times, Location and Purpose**

[24-851](#) Regular Meeting of the Parks and Recreation Commission to be held at 6:00 p.m. on February 5, 2025 in the city council chambers located at 300 E. Superstition Boulevard.

**Commissioner Frank Schoenbeck moved, seconded by Vice Chair Diele Khyn that the regular session of the Parks and Recreation Commission be held February 5, 2025 at 6:00 p.m. in the city council chambers located at 30 E Superstition Boulevard, Apache Junction. This was approved.**

**Yes:** 6 - Chairperson Moeller, Vice Chair Kyhn, Commissioner Bigelow, Commissioner Schoenbeck, Commissioner Borey and Commissioner Madrid

**No:** 0

**12. Adjournment**

Chair Heather Moeller adjourned the meeting at 6:54 p.m.