

**NOTICE OF A REGULAR MEETING
OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE**

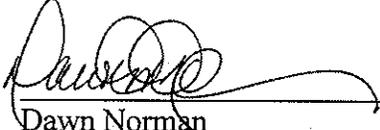
In accordance with Resolution #215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes,

NOTICE IS HEREBY GIVEN that the Parks and Recreation Commission of the Town of Clarkdale will hold a Regular Meeting on Wednesday, June 13, 2012, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona. Members of the Clarkdale Parks and Recreation Commission will attend either in person or by telephone, video or internet conferencing. All members of the public are invited to attend.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on the ____ day of June, 2012, at _____ a.m./p.m.

Dated this 6th day of June, 2012.

By:



Dawn Norman
Community Services Supervisor

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. PUBLIC COMMENT – The Parks and Recreation Commission invites the public to provide comments at this time. Members of the Parks and Recreation Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to the Parks and Recreation Supervisor during the meeting. Each Speaker is asked to limit their comments to five minutes.

3. MINUTES-Discussion and consideration of the minutes of the Regular Meeting held on May 9, 2012.

4. INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

STAFF REPORT – A report from the Community Services Supervisor on current events.

NEW BUSINESS:

5. CROSSROADS AT MINGUS SUBDIVISION PARK - TRACT F -
Discussion and consideration of amenities for the park to be developed on Tract F of the Crossroads at Mingus Subdivision.

6. OLD FASHIONED FOURTH OF JULY & CENTENNIAL CELEBRATION – Discussion and update on the 2012 Old Fashioned Fourth of July and Centennial Celebration.

7. VENDOR BOOTH PERMITS - Discussion of Vendor Booth Permits.

8. FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

9. ADJOURNMENT

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

**MINUTES OF A REGULAR MEETING
OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on Wednesday, May 9, 2012, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Barbara Van Wye
Commissioners: Debbie Pickard (Absent)
Shannon Westcott
Peter Cure

Town Staff:
Community Services Supervisor: Dawn Norman

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:30 p.m. It was noted that a quorum was present.

AGENDA ITEM: PUBLIC COMMENT - There was no public comment.

AGENDA ITEM: MINUTES - Discussion and consideration of the minutes of the Regular Meeting held on February 8, 2012.

Chairperson Zanolli motioned to approve the Regular Meeting minutes for February 8, 2012 as written. Commissioner Westcott seconded the motion. The motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.
There was no report.

STAFF REPORT – A report from the Community Services Supervisor on current events.

Community Services Supervisor Norman reported on the following:

- The preview concert featuring Elixir was well attended. The 50/50 raffle brought in approximately \$120.
- Concert in the Park Sponsors - The Clarkdale-Jerome Lions Club has sponsored Sentimental Journey and the Clarkdale Foundation has sponsored the opening and closing concerts of the season.
- Pool update - Staff met with 3 pool contractors. The Town is waiting on cost estimates. Town Staff has also met with representatives from Salt River Materials Group to discuss the repairs and upgrades needed. Discussion included energy saving options along with possible in-kind donations.
- The Clarkdale-Jerome Lions Club submitted a pool donation of \$1,000 generated from their car show.

NEW BUSINESS:

AGENDA ITEM: OLD FASHIONED FOURTH OF JULY – Discussion and consideration of the 2012 Old Fashioned Fourth of July.

Community Services Supervisor Dawn Norman updated the Commission on the 4th of July Centennial Committee meeting held on March 26th:

1. Kids' Parade:
 - Encourage youth organizations to participate.
 - The Committee requested for the Town to reconsider allowing floats, horses or other pets in the parade. Staff and Parks and Recreation Commissioners participating on the committee informed the decision was based on advice and direction received from the Town's liability insurance company and the Town's safety/emergency departments, fire, police and EMT. In addition, to carry out tradition and history the first parade was a Kids' Parade.
2. Special dignitaries, this includes current and past elected officials, have been invited to attend. The Centennial Committee proposed to have them ride in antique cars. After this meeting, staff met with the Fire Chief and Police Chief and due to safety concerns it was decided to utilize the antique fire truck just as it was done during the 50th year celebration.
3. 100 Years of Clarkdale Mural: The Centennial Committee will provide the opportunity for attendees to create a mural representing memories of Clarkdale over the past 100 years. People can bring pictures and momentos to attach as well as include a special message on the mural.
4. Centennial Tree - plant a tree in the Town Park and dedicate it as the Centennial Tree in recognition of the Town's 100 year achievement. Town Staff will organize this.
5. Blessing of the River: Invite Vincent Randall from the Yavapai-Apache Nation and ministers, pastors or representatives of all the churches in Clarkdale to be a part of the blessing. After the blessing the group will deliver the "blessed" water to the park via horse and buggy and water the Centennial Tree. The Centennial Committee will organize this activity.
6. Fun Run/Walk: Starting point would be Tuzigoot Bridge along with the Blessing of the River. The route has not been determined but would include travelling up and across Historic 89A then through Mountain Gate and up Clarkdale Parkway finishing at the Town Park. Staff met with the Fire Chief and Police Chief to discuss this idea. Although all parties are supportive of the idea, an activity of this nature must begin organizing at least one year in advance in order to establish a safe and controllable route, recruit plenty of volunteers and to promote the activity so that it is well attended. With the date fast approaching the Committee will be asked to consider proposing this at a later date at least one year in advance for fire, police and town staff to consider.
7. Honoring our Elders/Centenarians/Seniors - The Centennial Committee will hold this activity in the Men's Lounge, time to be determined. They are discussing 10a-12p. This

would provide a place for people to congregate to cool off and share stories. In addition, they will be taking oral histories.

8. Commissioner Westcott proposed the idea of Old Fashioned Games - the Centennial Committee was not interested in taking this on.

There was open discussion on the items discussed and proposed at the 4th of July Centennial Committee meeting.

Community Services Supervisor Dawn Norman informed the Commission:

- The Clarkdale-Jerome School has agreed to continue with organizing and operating the children's carnival games; and
- Volunteer recruitment has begun. An announcement is included in the May Small Talk news flyer.

Commissioner Westcott proposed for the Commission to review the current Kids' Parade Rules and to consider revising Rule #3 pertaining to household pets. She explained that last year regardless of the rule, volunteers allowed a goat after being informed by her that they were not permissible under the rule. In addition, there was a young girl who tried to participate with a horse. She proposed tightening up the language so that the rule could not be misconstrued.

The Commission reviewed and discussed the current parade rules:

- 1) Parade entrants limited to children sixteen (16) years and under.
- 2) Children ages six (6) years and under must be accompanied by one (1) adult or another child at least thirteen (13) years of age.
- 3) Pets: Entries with animals are limited to household pets only, weighing no more than 50 lbs. All pets must be on leashes and must be held by someone strong enough to manage them. All pets participating in the parade must be kept under control at all times. Participant is responsible for pet clean-up.
- 4) A Waiver of Liability Form for each participant MUST be completed and signed by a parent/guardian of minor to participate in the parade.
- 5) Helmets and safety gear are strongly recommended for children riding bicycles, skateboards, and scooters.
- 6) No Commercial entries.
- 7) No gas powered vehicles will be allowed.
- 8) Candy & giveaways must be handed out to observers, not thrown.

There was open discussion on Rule #3.

Chairperson Zanolli proposed to revise Rule #3: Pets: Entries with animals are limited to household pets only, weighing no more than 50 lbs. No hooved animals are allowed. Entries with dogs must have proof of a current license. All pets must be on leashes and must be held by someone strong enough to manage them. All pets participating in the parade must be kept under control at all times. Participant is responsible for pet clean-up. Commissioner Westcott seconded the motion. The motion passed unanimously.

Community Services Supervisor Dawn Norman presented the idea of designating a theme for this year's Kids' Parade in honor of the Town's Centennial along with incorporating awards/prizes that tied in to the theme. The Commission thought this was a great idea. She then

Parks and Recreation Commission Minutes – May 9, 2012 *Page 3 of 4*

continued that the 4th of July Centennial Committee includes two Parks and Recreation Commissioners along with members from the museum and the community and asked if this task could be assigned to the Committee. The Commission agreed that the Committee would be a great resource to utilize and requested that the 4th of July Centennial Committee take on the task of designating a theme along with award/prize categories.

Community Services Supervisor Dawn Norman requested that Chairperson Zanolli re-open Agenda Item: Informational Reports, Staff Report.

Chairperson Zanolli re-opened Agenda Item: Informational Reports, Staff Reports.

Community Services Supervisor Norman reported the following:

- Centennial Park - This project is located in front of the Clark Memorial Clubhouse. She explained that this is a grant funded landscaping project under the direction of Community & Economic Development Director Jodie Filardo. The project will include native plants and vegetation along with implementing rain harvesting.
- Council Member Pat Williams - informed the Commission on the sad loss of Council Member Pat Williams. In her memory, a bench will be placed in the Centennial Park.

AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

Crossroads at Mingus Subdivision Park - Tract F
4th of July
Blue Trails Update

AGENDA ITEM: ADJOURNMENT-With no further business before the Commission and with no objection, the meeting adjourned at 6:27 p.m.

APPROVED:

Barbara Van Wye, Vice Chairperson

SUBMITTED BY:

Dawn Norman, Community Services Supervisor



Staff Report

Agenda Item: Crossroads at Mingus Subdivision Park - Tract F - Discussion and consideration of amenities for the park to be developed on Tract F of the Crossroads at Mingus Subdivision.

Staff Contact: Community Services Supervisor, Dawn Norman

Meeting Date: June 13, 2012

Background:

The Parks and Recreation Commission provided extensive comments to the designer of the Park at Tract F during their February 8, 2012 meeting specific to the amenities to be included in the park design and the general layout of the park.

The designer has incorporated these comments into the revised site design. Specifically, the following amenities have been included per the Commission's direction:

- A looped trail has been included in the plan with connectors to Old Jerome Highway at the northern end of the tract and Mescal Spur Road at the western end of the tract. Pet waste cleanup stations are placed along the trail.
- Par course stations have been incorporated alongside the trail system.
- A basketball court has been placed in the southeast corner of the tract.
- Two horseshoe pits are proposed adjacent to the basketball court.
- A grassy area has been incorporated into the park design. A hybrid, low water use Bermuda grass will be used in this area.
- Two ramadas, with picnic tables and barbeques, have been placed around the grassy area. An additional picnic area has been placed closer to the basketball court and horseshoe pits.
- A playground area has been placed close to parking, the restroom and one of the picnic areas.
- Shade covers will be incorporated over the picnic and play areas.
- The parking area includes two ADA parking spaces and is designed to incorporate bus drop-off and pick up.

In staff's opinion, the mix of amenities, the inclusion of a loop trail and the concentration of active uses in the southeast corner of the property comply with the direction given by the Parks and Recreation Commission. Staff hopes to schedule the site plan review for the park for the Design Review Board meeting in July.

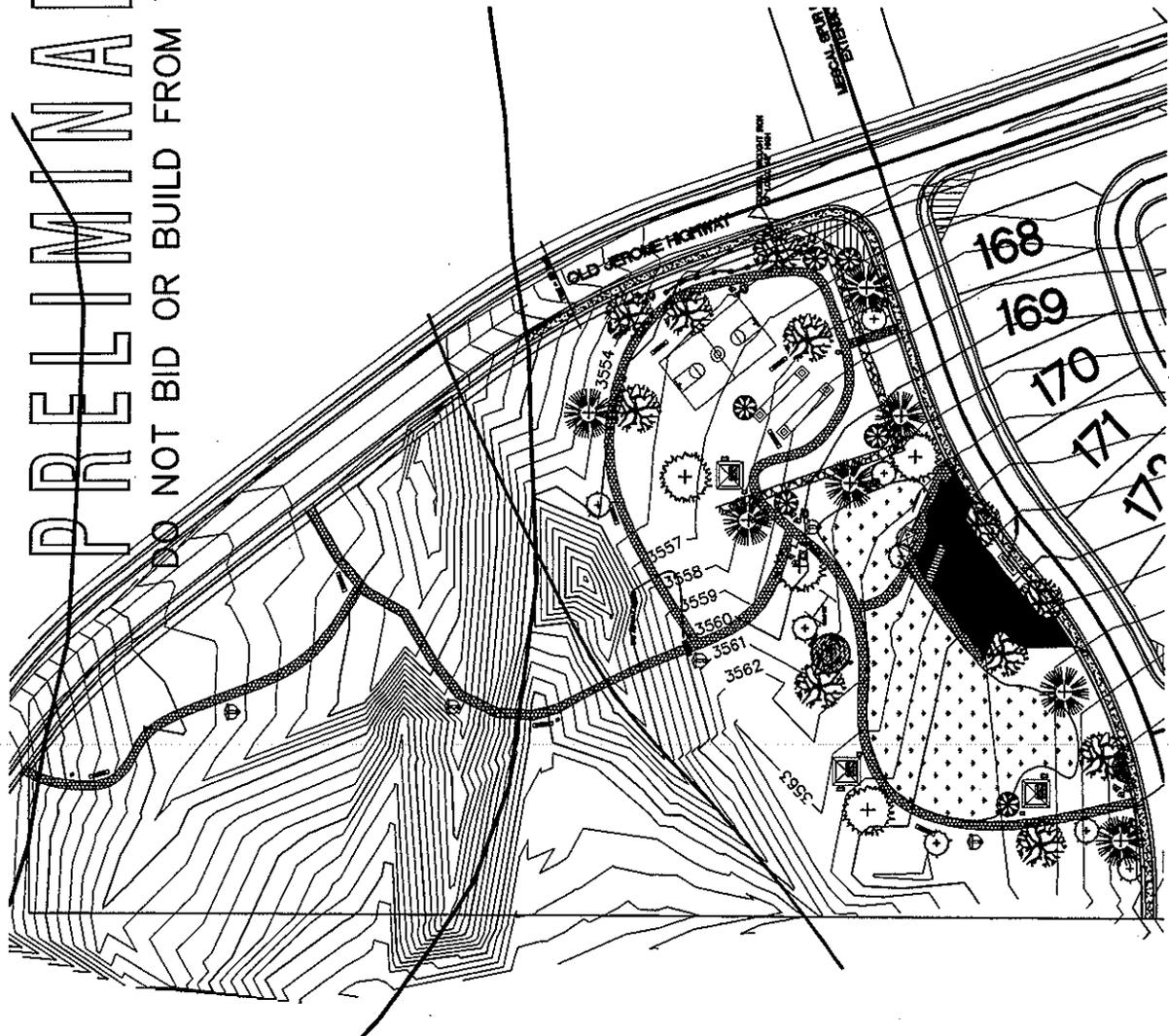
Recommendation: Approve the amenities shown in the preliminary design and recommend the project move forward to the Design Review Board for approval.

Attachments:

1. Revised Park Design

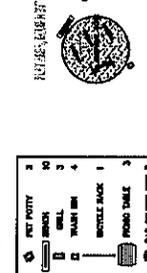
PRELIMINARY

DO NOT BID OR BUILD FROM THIS PLAN



PLANT MATERIAL

+	CYPRESS ARIZONICA	AZ CYPRESS	24" BOX	4
+	PIÑON PINUS	PIÑON PINE	24" BOX	7
+	DESERT YUCCA	DESERT YUCCA	#10 CANES	11
+	DESERT WILLOW	DESERT WILLOW	#10 CANES	8
+	MESQUITE	MESQUITE	#10 CANES	8



PLANT MATERIAL QUANTITIES
 PARK AREA: 78000 SQUARE FEET PROVIDED
 PLANT MATERIAL PROVIDED: 12 24" BOX TRSS
 LAND AREA: 12000 S.F HYDRO-SEED
 USE 14 LBS OF ANNUAL RYE PER 1000 S.F. TO BE COVERED.

GENERAL NOTES:

1. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
2. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
3. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
4. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
5. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
6. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
7. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
8. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
9. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
10. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
11. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
12. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
13. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
14. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
15. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
16. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
17. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
18. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
19. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.
20. ALL PLANTING SHALL BE DONE IN ACCORDANCE WITH THE CITY OF PHOENIX PLANTING SPECIFICATIONS.

PARK 1 DESIGN



Staff Report

Agenda Item: **OLD FASHIONED FOURTH OF JULY & CENTENNIAL CELEBRATION** – Discussion and update on the 2012 Old Fashioned 4th of July and Centennial Celebration.

Staff Contact: Community Services Supervisor Dawn Norman

Meeting Date: June 13, 2012

Background:

Staff will present to the Commission the progress of plans for the 2012 event and update the Commission on the activities scheduled.

Recommendation: This item is scheduled as a discussion only, and no official action is necessary from the Commission.



Staff Report

Agenda Item: **VENDOR BOOTH PERMITS** – Discussion of Vendor Booth Permits.

Staff Contact: Community Services Supervisor Dawn Norman

Meeting Date: June 13, 2012

Background:

Due to concerns brought forward from complaints received during last year's concerts series and an incident that occurred during the Clarkdale Historical Society & Museum's Grande Fiesta event the Vendor Booth Permits have been revised and new requirements and guidelines have been established.

Staff worked extensively with the Fire Chief, Police Chief, Yavapai County Health Inspector and Arizona Municipal Risk Retention Pool, the Town's liability insurance carrier, during this process. In addition, requirements and guidelines used in other municipalities across the state and neighboring communities were considered when developing the new permit application, requirements and guidelines, and procedure.

Recommendation: This item is scheduled as discussion only, and no official action is necessary from the Commission.



TOWN OF CLARKDALE

COMMUNITY SERVICES DEPARTMENT

PARKS & RECREATION/CLARK MEMORIAL LIBRARY

P.O. Box 308 / 39 N. Ninth Street Clarkdale, AZ 86324 • Phone: (928) 639-2460 • Fax: (928) 639-2489

BOOTH PERMIT

Booth Fees: Resident: \$15 /day 1-2 Consecutive Days, \$40 up to 5 Consecutive Days
 Non-resident: \$18 /day 1-2 Consecutive Days, \$48 up to 5 Consecutive Days

Date of Event: _____ Name of Event: _____

User Name: _____
 (Individual or Representative)

Business/Organization Name: _____

Resale/TPT ID #: _____ Clarkdale Business License #: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Alt./Cell Phone: _____

Vendor Type: Arts/Crafts Information/Community Organization Other: _____
 Food Vendor Yavapai County Health Dept. Permit #: _____

Food Vendors, please note: If you are not in compliance with Yavapai County Environmental Services Guidelines, it should be noted that a health inspector could shut down your food operation the day of the event. If this should occur, the Town of Clarkdale shall not be responsible or in any way accountable for this action nor any resulting consequences.

List in detail all products that you intend to sell and/or proposed activities in your booth. If you are a food vendor please list a complete menu of items to be sold. You must adhere to the approved menu. Any variations will not be permitted: _____

Will any of the following items be used:

Open Flame/Cooking No Yes - Explain: _____

Tents/Canopies No Yes - Size: _____ Type of weights: _____

Location: Check all that apply. There will be a separate charge for each booth at each location.

- Clarkdale Park Mongini Park Centerville Park
 Caballero Park Selna Ball Field Other _____

Where space is limited, permits will be issued on a first come, first serve basis.

TERMS/CONDITIONS:

- The User may not violate any state law or Town ordinance, including but not limited to disorderly conduct, criminal damage, destruction of property, vandalism and applicable animal control regulations.
- **There is no water or electricity available.**
- **No exposed open flames allowed per Clarkdale Fire District. (Charcoal or gas grills with lids, Coleman stoves and sterno gel fuel are allowed.)**
- **No generators are allowed.**
- The consumption or sale of alcoholic beverages is prohibited.
- Vehicles are prohibited on any portion of the park.

- Staking is prohibited. Tents and similar structures must be weighted down.
- No camping within the park.
- Use is prohibited from 9:00 pm to 6:00 am.
- All other park rules must be obeyed.
- If serving food, the USER shall comply with all Yavapai County Health Code provisions.
- **USER shall have a copy of the approved Booth Permit on site and available during the event.**
- **Booth Permit Applications being submitted for an event held on Saturday must be submitted to the TOWN no later than 3 p.m. on the Thursday prior to the event.**

OTHER PROVISIONS:

The USER understands and agrees that if the facility is rendered unusable or unsafe by any unforeseen event, including human error, the Town of Clarkdale (hereinafter referred to as "TOWN") reserves the right to deny access to the facility and cancel the event. USER agrees that they will not hold the TOWN for consequential damages or losses arising out of said denial of access or cancellation. A full refund of any and all fees and deposits paid to the TOWN due for the period of time the facility is rendered unusable or unsafe will be refunded to the USER and said refund of fees and deposits shall be the USER's sole and exclusive remedy.

USER recognizes and agrees that the TOWN does not waive the limitation of liability provided to the TOWN for allowing recreational or educational uses of TOWN property, pursuant to A.R.S. Section 33-1551. USER further recognizes and agrees that the fees charged by the TOWN are nominal and intended to offset the TOWN's cost in making the subject property available for use by the public.

INDEMNITY

The USER agrees that TOWN shall not at any time during the term of this agreement be responsible or in any way accountable, for any loss, injury, death or damage to persons or property from any cause or causes whatsoever which at any time may be by USER, or any other person while occupying and/or using USER property, and the USER agrees to hold the USER harmless for any and all claims, liabilities, losses, damages, costs and expenses whatsoever arising out of any such loss, injury, death or damage.

The USER indemnifies, defends and holds harmless the TOWN and its officials, employees and agents from and against any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by the TOWN and/or any of its officials, employees or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with this agreement.

DISPUTE RESOLUTION

The laws of the State of Arizona shall govern the construction, performance and enforcement of this Agreement. Venue for any action arising out of the provisions of this Agreement shall be Yavapai County, Arizona.

If a dispute arises out of or relates to this Agreement, or breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to settle the dispute through mediation before resorting to arbitration, litigation, or some other dispute resolution procedure. In the event that the parties cannot agree upon the selection of a mediator within ten (10) days, either party may request the Presiding Judge of the Superior Court of Yavapai County to assign a mediator from a list of experienced mediators maintained by Arizona Municipal Risk Retention Pool.

By signing below I acknowledge that I have read and agree to all terms set forth for having a booth in the Town of Clarkdale.

Date: _____

Print Name and Title

Signature

Town Use Only

Date Issued: _____ **Date of Event:** _____

Fees: Resident: # of Days _____ **Paid: \$** _____

Non-Resident: # of Days _____ **Paid: \$** _____

Booth Permit Approved: _____