

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

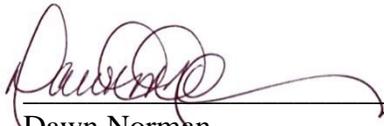
In accordance with Resolution #215 of the Town of Clarkdale, and Section 38-431.02, Arizona Revised Statutes,

NOTICE IS HEREBY GIVEN that the Parks and Recreation Commission of the Town of Clarkdale will hold a Special Meeting on Wednesday, August 20th, 2014, 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 7th day of August, 2014, at 10:00 a.m.

Dated this 7th day of August, 2014.

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 14, 2014.

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. WORKSESSION: VERDE RIVER @ CLARKDALE MASTER PLAN – Discussion regarding the Verde River @ Clarkdale Master Plan.

6. VERDE RIVER @ CLARKDALE – An update and discussion on the Verde River @ Clarkdale projects.

7. WORKSESSION: VERDE RIVER @ CLARKDALE ANNUAL VEHICLE ACCESS PASS – A worksession to discuss an annual vehicle access pass for the Verde River @ Clarkdale sites.

8. CLARKDALE'S OLD FASHIONED 4TH OF JULY – A review and discussion on the 2014 Old Fashioned 4th of July event.

9. WORKSESSION: SELNA-MONGINI PARK – A worksession to discuss Selna-Mongini Park.

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

11. 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 14, 2014, 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 Lynda Zanolli called the meeting to order at 5:33 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 March 12, 2014 and the Regular Meeting held on April 9, 2014.

Commissioner Curé motioned to approve the Regular Meeting minutes for March 12, 2014 and April 9, 2014, 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.
None.

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

Community Services Supervisor Dawn Norman reported on the following:

- Booth Permit Fees – On May 15th, Town Council approved a new fee structure for Park Booth Permits. Previously, vendors or organizations who wished to attain a Booth Permit to participate at any event in the Town Park were required to purchase an annual Clarkdale Business License if they intended to sell items or transact business where money changes hands, this included silent auctions or accepting donations. This fee was in addition to the Town's Booth Permit Fee. Staff found this to be a challenge to those who had no intent to participate year round and only wanted to participate at a single event, such as the Old-Fashioned Fourth of July. This has caused interested vendors or organizations to not partake due to not knowing if it will be cost effective for them to invest \$48 for the one event. The new structure simplifies and streamlines the process. This includes:
 - i. A base fee of \$15/day for each vendor booth.

- ii. A fee slightly higher than the base fee which includes an additional \$5 for a 'day-use' business license for those who intend to sell items or transact business where money changes hands and do not want to purchase an annual business license.
- iii. Elimination of the Non-resident and Resident fees as this status is not applicable in this setting.
- Art in Public Places Exhibit - WORD IS ART—Beth Courtwright-Detwiler, May – June 30th. Ms. Courtwright-Detwiler uses masking tape, oils and ceramics. The artist free-handed an original work of art in library entry way using multiple colored tapes.
- Concert in the Park – A special pre-season concert sponsored by AZ We Dance is scheduled for Friday, May 16th, 6-7pm, featuring Notorious.
- Staff member Carolyn Gary has submitted her letter of resignation as she is retiring. Her last day of service is May 15th. She has been with the library for 6 ½ years and will be missed. The Town is seeking a candidate to fill an Administrative Assistant I for the Community Services Dept. The position will assist in all job duties within the department, including library and parks and recreation. This is a part-time position with 20 hours per week and is posted on the Town's website.

NEW BUSINESS:

AGENDA ITEM: VERDE RIVER @ CLARKDALE – An update and discussion on the Verde River @ Clarkdale projects.

Community Services Supervisor Dawn Norman reported on the following:

- Verde River @ Clarkdale Vision workshop - Friday, May 9th –
 - a. Approximately 70 stakeholders attended – representation from many organizations: City of Cottonwood, Camp Verde, National Park Service, Prescott National Forest, Freeport MacMoRan, business owners, and residents.
 - b. An overview of the Verde River @ Clarkdale project was presented, an introduction to the two river access points (RAPs), site tours of the two RAPs, a keynote presentation from Staci Williams, Blue Trails Coordinator for American Rivers, on Recreational Opportunities on American Rivers – What Has and Hasn't Worked? And lastly, a group visioning exercise to identify potential recreational uses at the sites – 10 tables each with map – each group installed what they would like to see as far as facilities at each location, then everyone reviewed all of the maps and put input on what they liked, what they didn't like. Those 10 maps of both sites will be reviewed by staff and will then be morphed into one map for each site to present at the open house scheduled on June 12th.
 - c. June 12th, 6pm-7:30pm – An open house is scheduled for the public to view and give input on the outcome derived from the workshop on May 9th.

There was open discussion on the Verde River @ Clarkdale Master Plan. Chairperson Zanolli asked for confirmation that the Parks and Recreation Commission would be included in the review and approval process for the Master Plan for Verde River @ Clarkdale prior to Council's review and approval of the plan. Community Services Supervisor Dawn Norman stated that it was her understanding the Parks and Recreation Commission would review the proposed Master Plan prior to being presented to Council as back in October this was the direction received from Town Manager Gayle Mabery but she would confirm this. The Commission then expressed that they would like clarification from the Town Manager as to the Commission's role in the decision process of the river access point sites.

- Update on TAPCO –
 - a. Fencing/Trench – Fencing installed and trench to remain to provide additional security.
 - b. Signage and kiosks
 - c. Designated parking areas
 - d. Boat Launches –
 - i. A commercial boat ramp for outfitters, etc.
 - ii. A public boat ramp for general public use.
 - e. Portable toilets have been relocated and are near the boat launch sites
 - f. River Ambassador Program
 - g. A soft-opening is scheduled for Wednesday, June 18th, with a brief ceremony and ribbon cutting. This will be the official opening day for the site.
 - h. A grand opening will be held in the fall.

There was open discussion on the river access points. Chairperson Zanolli inquired as to what the construction plans were for the two boat ramps. Her concern was the impact on both the habitat and erosion. She continued that there are several types of ramps. Community Services Supervisor Dawn Norman explained that staff would utilize natural resources to stabilize the ramps but that no definitive improvement plans had been determined at that time.

There was open discussion on the trash and Community Services Supervisor Norman stated that the current plan is to implement 'Pack it in; Pack it out'.

AGENDA ITEM: VERDE RIVER POKER RUN – Review and discussion on the 2014 Verde River Poker Run.

Community Services Supervisor Dawn Norman reported that both the Town and Verde River Valley Nature Organization, partner of the event, were both pleased with the results of the first annual Verde River Poker Run. There was a total of 70 participants and over 40 volunteers to operate the event. Two debrief meetings have been scheduled – on May 20th a safety/logistics meeting is scheduled and on May 29th a meeting with the event partner is scheduled for an overview of the event and the final financial report.

AGENDA ITEM: POOL DONATION FUND – Discussion and consideration of the Pool Donation Fund.

Community Services Supervisor Dawn Norman informed that the pool donation account currently holds approximately \$26,000. In addition, the Parks and Recreation FY13-14 budget has a line item of \$7950 which was annually earmarked for pool operations, but now is assigned as a general line item to Parks and Recreation. This year's funding has been assigned to do the water and electrical improvements in the Town Park for the designated Vendor area. She continued that at this point, staff anticipates that this line item will be included in the FY14-15 Town budget, but it is not guaranteed until Town Council approves the FY14-15 budget.

Staff would like for the Commission to take into consideration all of the funding outlined and discuss possible projects.

There was open discussion on:

- The different parks and the improvements needed. This included Mongini Park and the Lower TAPCO River Access Point.
- The Commission discussed that at the time of the pool closure, there was a consensus of the Commission to ensure that the donated pool funds would be used for a water feature and not used for the planned river access points. The Commission agreed with this decision.
- Pool site - what could be done with that area along with the safety issues and challenges with the site.

Commissioner Westcott stated that residents have expressed to her their concern that the money raised for the pool will be used for something else. She continued that a splash pad would be an alternative in line with what the money was originally raised for.

There was an open discussion on installing a splash pad at Mongini Park as it would be a great improvement that would draw from all over the Verde Valley since there was not a facility of this type in the area. There was a consensus on the idea.

There was open discussion on the concern of the pool donation funds being allocated to other projects, such as the river access points, and the Commission wanted to ensure that those funds were protected for the Parks and Recreation Commission to consider using at one of the existing Town Parks.

Commissioner Curé motioned to recommend that the pool donation funds not be used at the River Access Point park sites and that the Parks and Recreation Commission would like to investigate the use of those funds on another park location project. Commissioner Westcott seconded the motion. The motion passed unanimously.

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

Verde River @ Clarkdale
Mongini Park

AGENDA ITEM: ADJOURNMENT - With no further business before the Commission and with no objection, the meeting adjourned at 6:41 p.m.

APPROVED:

Lynda Zanolli, Chairperson

SUBMITTED BY:

Dawn Norman, Community Services Supervisor



Staff Report

Agenda Item: **WORKSESSION:** Discussion regarding the Verde River @ Clarkdale Master Plan

Staff Contact: Jodie Filardo

Meeting Date: August 20, 2014

Presented to: Parks and Recreation Commission

Background:

Gunn Communications, and their partner, Peak Engineering, have prepared master plans for the two river access points, Tuzi RAP and Lower TAPCO RAP. These plans will be presented to Town Council for review and comments on August 26, 2014.

These plans are based on community input from the stakeholders meeting held May 9th and the open house held on June 12th.

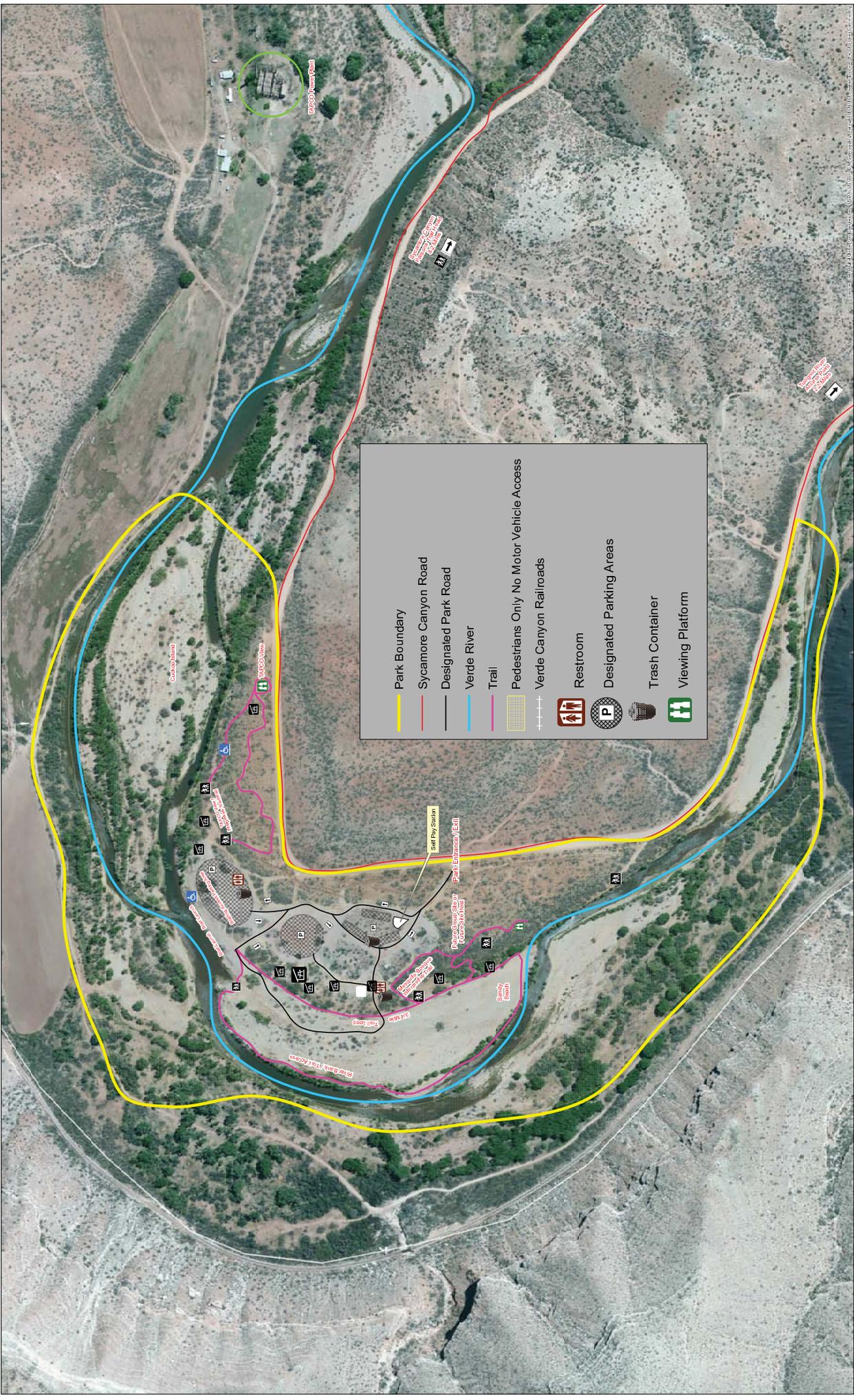
The plans incorporate the consensus items identified by community members at these two meetings. These amenities include parking areas, locations for ADA accessible composting toilets, boat launch areas, ramadas, trailer and RV parking areas, beach access areas and trails for both sites. The Lower Tapco RAP plan includes infrastructure already installed by the town, including the fee station and information kiosk.

The Tuzi RAP plan includes the two ADA parking spaces and the ADA trail and viewing platform constructed by the Town using Heritage Grant Funds.

Once adopted the plans will serve as guides for the development of these two areas. Peak Engineering will be providing cost estimates for completion of the items listed at each location. This information will assist in both the planning of the sites as well as procurement of funding for development through grants and other sources.

Recommendation:

Staff is asking the Parks & Recreation Commission provide comments on the two master plans. These comments will be presented to the Town Council.



	Park Boundary
	Sycamore Canyon Road
	Designated Park Road
	Verde River
	Trail
	Pedestrians Only No Motor Vehicle Access
	Verde Canyon Railroads
	Restroom
	Designated Parking Areas
	Trash Container
	Viewing Platform



This map is designed to provide information about Clarkdale, and is provided to general planning and engineering or surveying standards. While every effort is made to ensure the accuracy of the information, the user assumes all responsibility for any use or error with respect to any loss or damage in connection with or arising from the use of this map.

Existing Improvements	
	A to B - Approx. 1,400 Ft. Access Road to ADA Parking
	C - 24' x 20' ADA Parking Spaces
	D to E - Approx. 200 Ft. ADA Trail
	F - 12' x 16' ADA Platform
	G to H - Approx. 300 Ft. Emergency Entrance
	Approx. 38.70 Ac. State Parks Land

Proposed Future	
	Trash Container
	Trail
	Restroom
	Designated Parking Area
	Picnic Area

The Town of Clarkdale
 Planning Department
 P.O. Box 302880
 Clarkdale, AZ 86324
 (928) 639-2500

TuziRAP Proposed Master Plan



August 5, 2014



Staff Report

Agenda Item: VERDE RIVER @ CLARKDALE – An update and discussion on the Verde River @ Clarkdale projects.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: August 20, 2014

Background: Staff will update the Commission on the progress of the Verde River @ Clarkdale projects, including improvements and operations of the sites.

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



Staff Report

Agenda Item: **WORKSESSION: VERDE RIVER @ CLARKDALE ANNUAL VEHICLE ACCESS PASS** – A worksession to discuss an annual vehicle access pass for the Verde River @ Clarkdale sites.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: August 20, 2014

Background: Vehicles accessing the Lower TAPCO River Access Point are required to complete a Vehicle Access Pass to display in their windshield upon each visit to the site. At this time, no fees have been established but a donation of \$5 is suggested to support the efforts of the site development and maintenance. To date, the average collected per vehicle are as follows:

June	\$3.41
July	\$3.92
August	\$4.06

Average collection/vehicle: \$3.78

Although, the long-term goal is to establish a day-use fee for the site there are many challenges that accompany a mandatory day-use fee:

- Not everyone carries cash/checks
- Requires a higher level of staff coverage
- Increases enforcement requirements for staff

The Lower TAPCO RAP is being frequented by many locals who are returning users, the most of which are strong supporters of the river and the efforts of the Town of Clarkdale. It has been suggested by several of the returning users/supporters to establish an annual fee as they complete a vehicle access pass and submit a donation at each of their visits. By establishing an annual vehicle access pass frequent users of the site would pay one fee and have a mirror placard to display. This would give them the convenience of not having to stop to complete the pass as well as allow them to contribute to the cause of the site.

Recommendation: Staff is asking the Parks & Recreation Commission to provide a recommendation to Council on establishing an annual vehicle access pass for the Verde River @ Clarkdale sites.



Staff Report

Agenda Item: **CLARKDALE'S OLD FASHIONED 4TH OF JULY** – A review and discussion on the 2014 Old Fashioned 4th of July event.

Staff Contact: Community Services Supervisor Dawn Norman

Meeting Date: August 20, 2014

Background: Staff will review the 2014 Old-Fashioned 4th of July event with the Commission.

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



Staff Report

Agenda Item: **WORKSESSION** – A worksession to discuss Selna-Mongini Park.

Staff Contact: Dawn Norman, Community Services Supervisor

Meeting Date: August 20, 2014

Background: During Council's 2014 Strategic Planning session the question of Selna-Mongini Park and its future was again raised. As a result, the Commission began discussions on the park site at the Regular Meeting on May 14, 2014 and concluded that the park should be made a priority.

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