

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 the 6th day of November, 2006 at 5:30 p.m. in the Finance Building Conference Room, 890 Main Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Howard Beck (Absent)
Commissioners: Maya Radoccia
Krysta Dehnert
Ron Black

Town Staff:
Parks and Recreation Supervisor: Dawn Norman
Admin. Services Director/Town Clerk: Joyce Driscoll
Community Development Director: Sherry Bailey

Others in Attendance: Randy Boardman, AYSO Clarkdale Soccer
Lee Canning, AYSO Regional Commissioner

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:38 p.m. It was noted that a quorum was present.

AGENDA ITEM: PUBLIC COMMENT – No Public Comment.

AGENDA ITEM: MINUTES – **Discussion and consideration of minutes of the Regular Meeting held on October 2, 2006.** Commissioner Black requested that he would not be listed as “Absent” due to the fact that he was not notified of being appointed to the Board of Parks and Recreation until Friday, September 29, 2006, at which time he had already made previous engagements which he could not reschedule. *Commissioner Radoccia moved to approve the minutes as they were written and Commissioner Dehnert seconded the motion. The motion passed unanimously.*

AGENDA ITEM: REPORTS –

CHAIRPERSON’S REPORT – No Report.

STAFF REPORT - Parks and Recreation Supervisor Norman informed the Commission that a park bench was donated through the Heritage Conservancy Board. At the request of the donor, the park bench was installed at the Town Park between the two playground areas, the swings and the climbing equipment, facing the gazebo. She explained the donor had stipulated that they would be able to choose the park bench and the placement of the bench, however the bench was where the Commission previously discussed placing one.

Parks and Recreation Supervisor Norman informed the Commission that the Administrative Services Department, which Parks and Recreation is a part of, had worked

with the Town Manager and the Department Heads to establish goals and objectives for Parks and Recreation.

FINANCE REPORT - Parks and Recreation Supervisor Norman reviewed the monthly finance report with the Commission.

AGENDA ITEM: HALLOWEEN – Discussion and consideration of the Town’s Halloween event and possible changes for next year’s event. Parks and Recreation Supervisor Norman informed the Commission of the donations that were received and of the expenses incurred for the event. She provided a spreadsheet showing all donations received including gift cards and large candy donations made by Verde Valley businesses and a detailed expense report of the candy purchased. She informed the Commission that it was her understanding that the residents had commented that this was the most candy the town had ever provided to them. It was her goal to supplement the resident’s candy so that they would not run out before the end of the evening. It was reported that there was a total of 1,333 trick or treaters which is over 100 more than last year.

There was discussion of whether or not the volunteers could be more useful elsewhere rather than standing at the roadblocks. Parks and Recreation Supervisor Norman explained that the costume contest is the only other activity that takes place during the event and that she was very happy with the number of volunteers who participated. She explained that she had plenty of help for the evening’s events and that she was thankful for all of those who stepped up to help with both the evening and the tasks leading up to the event.

There was open discussion on the safety issues of the sidewalk entries to the streets. Parks and Recreation Supervisor Norman explained that next year she was going to focus on somehow deterring the participants from the end of the sidewalks which would force them to walk around the drop offs. It was discussed that next year the volunteers could focus on covering the sidewalk entries at the roads for safety reasons.

There was discussion if Parks and Recreation Supervisor Norman had made notes of what was done for this year’s event for next year so it would be easier for next year. Parks and Recreation Supervisor showed the Commission how she had made notes on each and every item or task that was done for this event and that she outlined everything that she had done in order for this event to take place.

There was discussion if there needed to be any changes made to next year’s Halloween event. Parks and Recreation Supervisor Norman recommended that no changes be made and that the Commission should review the event after next year’s Halloween. It was her understanding that the number of residents participating in the event had been down from previous years but she had no notes or information to compare data but she had recorded the number of participants, the amount of candy distributed to each resident, etc. and that after next year’s Halloween the Commission could review the data at that time to see what changes need to be made, if any.

AGENDA ITEM: MOUNTAIN GATE PARK – Discussion and consideration of proposed park plans for the Mountain Gate development. Community Development

Director Sherry Bailey updated the Commission and reviewed the process and the previous meetings regarding the Mountain Gate Development with the Commission. She explained that the Town is in the process of negotiating an agreement with Mountain Gate which would designate 14.5 acres of park as a town park. Within the agreement the Town would be responsible for maintaining the grounds and the park would be open to the Town residents. The clubhouse would not be open to the Town residents but the Town is negotiating that possibly the clubhouse area could be available for a fee to non-Mountain Gate residents.

Community Development Director Bailey explained that the main purpose of the park for the developer is for effluent disposal. The plans still need to be reviewed by the Design Review Board and that the input of the Parks and Recreation Commission is needed.

Community Development Director Bailey stated that the Trailhead Pavilion will also be included in the designation of the park to the Town.

There was open discussion on the wastewater treatment plant. Community Development Director Bailey explained that the first 240 homes were going to be hooked up to the Town's system and all additional homes would be hooked up to Mountain Gate's waste water treatment package plant.

There was discussion of the land gradations at the basketball court, tennis court, soccer field and trail areas.

There was discussion that when the Town develops an agreement with Mountain Gate that the Parks and Recreation Commission will have the opportunity to review the agreement.

Chairperson Zanolli motioned to open the discussion to public comment. Commissioner Radoccia seconded the motion and the motion passed unanimously.

AYSO Regional Commissioner Lee Canning stated that AYSO was very happy with the size of the soccer field. He estimated the size of the field to be 150' x 240' if the drawing is to scale and that this field would make a perfect youth field.

Commissioner Black inquired what towns and cities were included in AYSO and who would be using the field. AYSO Regional Commissioner Lee Canning informed AYSO included the Verde Valley, Camp Verde, Cottonwood, Cornville, and Sedona.

There was open discussion on the concern of what type of traffic there would be from AYSO activity and what type of roads in and out from the facility. Community Development Director Bailey stated that a future road connecting to Centerville is planned which would help deter some of the traffic.

There was discussion of parking and traffic throughout the park area.

There was discussion of the staff recommendations provided by Community Development.

There was open discussion of placing warning signs before the crosswalks which would stop traffic if a pedestrian was in the crosswalk.

There was discussion of what the responsibilities of AYSO would be if they were to use the soccer field and if this should be included in the Town's negotiations with Mountain Gate. It was discussed that AYSO should work directly with the Town and that this would be after the Town received ownership of the field.

There was discussion of goal posts being installed at the soccer field and who would be responsible for the installation and purchase of the equipment. It was discussed that Mountain Gate should be responsible for the installation and purchase of all necessary and proper recreational equipment for all of the park's facilities.

Randy Boardman, AYSO Clarkdale Soccer Representative, explained that currently at all soccer facilities storage is provided to AYSO for nets and equipment. He asked if AYSO would be able to have a storage space approximately the size of a trash barrel located in the storage area of the pavilion. It was discussed that after the agreement is established with the Town and Mountain Gate then the Town could work with AYSO on this matter.

AYSO Regional Commissioner Lee Canning recommended that a sign should be installed at the soccer field stating that the field is a youth field. He feels by doing this it would deter adult leagues from using the field and causing damage to the field. He also stated that AYSO would line the fields for use.

There was discussion that no trash receptacles were noted on the plans and that this should be addressed in the recommendations.

There was discussion of seating at the soccer fields. AYSO Regional Commissioner Lee Canning and Clarkdale Soccer Representative Randy Boardman explained that seating was not necessary because parents bring their own seating and the majority of them are standing throughout the game.

There was discussion that no dog waste receptacles were noted on the plans. Community Development Director Bailey explained that Public Works Director Steven Burroughs has the dog waste receptacles and that Public Works will be placing the receptacles in the park.

There was discussion of what type of equipment or ground surface was going in at the tot lots. Community Development Director Bailey stated that under #9 of Community Development's recommendations the Parks and Recreation Board would have the opportunity to review and approve the design and equipment contained in the tot lot area and the picnic area.

Commissioner Dehnert suggested that the basketball court and tennis court be switched around because women tend to play tennis more than basketball and by relocating the tennis court mothers would be able to play tennis while their children played in the tot lot. Discussion followed regarding switching the courts around.

Commissioner Black inquired if there was a fence along the wash next to the soccer field. Community Development Director Bailey responded that there was not. There was discussion of the need of a fence along the wash due to safety concerns and the size of fence that is needed. It was discussed that a fence needed to be installed along the wash and that under #3 of the staff recommendations, Mountain Gate would work with AYSO on what size of fence and the distance from the field.

There was open discussion regarding park hours and if there would be lighting in the park area and the basketball and tennis courts area. Community Development Director Bailey stated that no lighting was going to be installed except for a few street lights through the area and that the Town would set the hours of use. There was discussion of Clarkdale working on a “Night Sky” ordinance and that the Town would be responsible for the cost to operate the lights. There was discussion if the courts had lights it may attract the wrong type of crowd and increase criminal activity in the area.

There was discussion if alcohol would be allowed in the park. It was discussed that this would be a Town Park and that Town Parks do not allow the use of alcohol.

Commissioner Dehnert recommended that no lights be added to the plans but inquired if there would be lighting at the bathrooms. Community Development Director Bailey clarified that there would be security lights only because no after hour use would be allowed.

AYSO Clarkdale Soccer Representative Randy Boardman suggested that the Commission request Mountain Gate to install the underground pipe for future lighting. That way if the Town wants to install lighting in the future the underground work would already be done. Community Development Director Sherry Bailey informed the Commission that they did not need to include this item in their recommendations and that she would include this at the technical review.

There was discussion if there were going to be any grills installed. Community Development Director Bailey stated that it was unknown if there would be grills installed.

There was discussion regarding the amount of trees around the soccer field. Community Development Director Bailey clarified that this area will be used for the effluent and that is the reason for the number of trees. AYSO Regional Commissioner Lee Canning stated that they are happy with the trees as they will provide shade for the games.

There was discussion if the water treatment area would be fenced off. Community Development Director Bailey clarified that it would not be fenced off.

Chairperson Zanolli moved that the Parks and Recreation Commission recommend the following to the Design Review Board:

- **The addition of “Stop if Pedestrian crossing” signage be installed before both crosswalks;**

- All necessary proper permanent recreational equipment shall be installed for all recreational facilities, including but not limited to the basketball court, tennis court and soccer field;
- The installation of trash receptacles throughout the park area;
- The placement of the basketball court and tennis court should be switched so that the tennis court is closest to the tot lot;
- Fencing should be installed along the wash.

Commissioner Dehnert seconded the motion.

There was discussion of the grass area and effluent areas and if the open space areas were usable space.

AYSO Regional Commissioner Lee Canning inquired what the watering schedule would be for the soccer field and if this was the time for this to be addressed or if this would be discussed with the Town at a later date. Community Development Director Bailey clarified that this would be discussed with the Town at a later date.

Commissioner Radoccia inquired what type of surface was going to be used on the basketball court and tennis court and what the height of the chain link fence around this area was going to be. There was discussion of the court surfacing and fence height. Administrative Services Director Driscoll clarified that Public Works Director Steve Burroughs would have the final input on this as Public Works will be maintaining the courts and he will recommend the best type of surface for them to use based on maintenance and longevity. Community Development Director Bailey stated she would revise her recommendation to the Design Review Board that the basketball and tennis courts design also be reviewed and approved by the Parks and Recreation Commission.

The motion passed unanimously.

AGENDA ITEM: CHRISTMAS EVENT - Discussion and consideration of the upcoming Christmas event. Parks and Recreation Supervisor Norman explained this year the event would be held on Saturday, December 2nd and what she had planned for this year's Christmas in the Park. She informed Commissioners that volunteers were needed to assist with the event.

AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas. The following items were listed:

Strategic Planning
Dorothy Benatz Trail

ADJOURNMENT – Commissioner Radoccia motioned and Commissioner Dehnert seconded to adjourn the meeting. The motion carried unanimously. With no further business before the Commission, the meeting adjourned at 7:25 p.m.

APPROVED:

Lynda Zanolli,
Chairperson

SUBMITTED BY:

Dawn Norman,
Parks and Recreation Supervisor

ATTEST:

Joyce Driscoll,
Administrative Services Director/Town Clerk