

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 4th day of December, 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

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:32 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 November 6, 2006.

Commissioner Black 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 the Design Review Board had tabled the Mountain Gate Park for the December meeting. Parks and Recreation Supervisor Norman informed them that the Town is still working on an agreement with Mountain Gate regarding the facilities.

5:35 p.m. – Commissioner Radoccia arrived.

FINANCE REPORT - No current financial report to review.

AGENDA ITEM: CHRISTMAS EVENT RE-CAP – Discussion and consideration of the Christmas in the Park event and possible changes for next year’s event. Parks and Recreation Supervisor Norman informed the Commission that there were approximately 139 photographs of children taken with Santa. Parks and Recreation Supervisor Norman explained that the event lasted until after 4:00 p.m. due to the number of people that turned out to the event. Administrative Services Director/Town Clerk Joyce Driscoll informed that this year’s attendance was a record breaking amount. Parks

and Recreation Supervisor Norman informed the Commission that the Town of Clarkdale provides the event for free to the public. She explained that each child had the opportunity to sit on Santa's lap and have a picture taken with him for free and then each child received a picture ornament to take home and display their photo. She also explained that the parent could request the digital photo to be emailed to them. The Town also provided hot chocolate and cookies to all attendees and the Clarkdale Chamber of Commerce had tables where children could make an ornament to hang on the town's Christmas tree in the Gazebo. Parks and Recreation Supervisor Norman informed the Commission that this year she did not have to purchase the Christmas ornaments as Town Staff had purchased them last year in abundance. Parks and Recreation Supervisor Norman informed the Commission that she had purchased a photo printer and additional photo paper and printer cartridges which was less expensive than purchasing the amount of Polaroid film that was used in the past. She explained that in the long run it would be more cost effective and would save the town money. Parks and Recreation Supervisor Norman informed the Commission that she received a \$100.00 donation from Wal-Mart and that after all supplies were purchased for the event and decorating there was approximately \$60.00 left in the account. Parks and Recreation Supervisor Norman informed the Commission she planned to use the remaining money to purchase Christmas ornaments on clearance for next year's event. There was discussion regarding if there was a need for more volunteers. Parks and Recreation Supervisor Norman stated that there was not a need for more volunteers. There was discussion on how to alleviate the wait and long line for Santa. It was discussed that this event was provided at no charge to the public and that there were no necessary changes needed.

AGENDA ITEM: DOROTHY BENATZ TRAIL – Discussion and consideration of the proposed Dorothy Benatz Trail. Parks and Recreation Supervisor Norman and Administrative Services Director/Town Clerk Driscoll informed the Commissioners of the existing plans. Parks and Recreation Supervisor Norman reviewed the plans with the Commissioners and explained that she and Administrative Services Director Driscoll would be attending the next Design Review Board Meeting on December 13th as there needed to be some clarification and direction from them due to the proposed Trail Standards. There was discussion of the trail standards and how this trail was going to be categorized under the trail standards. There was discussion of the recommendations made by the Parks and Recreation Board previously for the Dorothy Benatz Trail. Administrative Services Director Driscoll stated she would look through the past minutes to locate those recommendations. There was discussion on the surfacing of the trail. The Commission discussed the types of rest areas which were required under the trail standards and that natural materials should be used. Parks and Recreation Supervisor Norman informed the Commission that under the trail standards if the trail were to be classified as an "Easy" trail and as a Natural Path/Trail rest stops are required every 1,300'. Parks and Recreation Supervisor Norman reviewed the trail standard requirements regarding emergency vehicle access points and trash receptacles. There was discussion regarding the required emergency vehicle access points, placement of trash receptacles and doggie mitt stations.

Chairperson Zanolli moved that the Parks and Recreation Commission recommend the following:

- Installation of rest stops at approximately every 1,300' with two rest stops adjusted accordingly so that the rest stops would be installed at the Main Street and 3rd Street intersections;
- Installation of trash receptacles at the Main Street and 3rd Street intersections in addition to the required amount pursuant to the trail standards;
- Installation of doggie mitt stations in conjunction with the trash receptacles;
- Natural materials to be used for the rest stops with the exception of a total of three benches, placement of the benches shall be: at the trailhead entrance located at the current waste water treatment facility, the Main Street intersection, and the 3rd Street intersection;
- The trail should be established and defined in some manner in order to discourage vehicular use of the trail;
- No surfacing material shall be used;
- Installation of one removable post at each entrance of the trail and at every crossroad of the trail for emergency vehicle access;
- The placement of boulders on road access points on the outside easements owned by the railroad.

Commissioner Radoccia seconded the motion. All those present voted "aye. The motion passed unanimously.

AGENDA ITEM: PARKS AND RECREATION MISSION STATEMENT, GOALS AND OBJECTIVES – Review and discussion of the Parks and Recreation mission, goals and objectives set by Staff and Town Council. Administrative Services Director/Town Clerk Driscoll informed the Commission on the process that was used in order to create the mission statement, goals and objectives. It was noted that the Parks and Recreation Commission had a mission statement in the Parks and Recreation Strategic Plan and one mission statement was created by the town staff. Administrative Services Director/Town Clerk Driscoll explained that the Commission would have the opportunity to revise the mission statement prior to the Department Heads retreat in 2007.

6:17 p.m. Chairperson Zanolli excused herself from the meeting.

Commissioner Dehnert motioned and Commissioner Black seconded that Commissioner Radoccia chair the remainder of the meeting. The motion carried unanimously.

The discussion continued regarding the process and mission design. Administrative Services Director Driscoll informed that prior to next year's department head retreat she will meet with the Commission to work on revising the mission statement and to identify goals.

There was discussion of the goals and objectives outlined for Parks and Recreation. Administrative Services Director Driscoll informed the Commission of the public input process and that currently staff is working on a public survey to see what programs the public would like to see.

The Commission discussed the Town Council's goal regarding the Community Park Complex. There was discussion of establishing and integrating the goals with the Strategic Plan and adopting them by September 30, 2007.

AGENDA ITEM: STRATEGIC PLANNING – Discussion and consideration of the Parks and Recreation Preliminary Strategic Plan 2006-2011.

Administrative Services Director Driscoll reviewed the existing Parks and Recreation Preliminary Strategic Plan with the Commission. She informed the Commission that Parks and Recreation is working with Community Development on public input. There was discussion on the public input process. Administrative Services Director Driscoll informed the Commission that after the public input process the Strategic Plan would then go before the Town Council for their approval.

There was discussion of future programming. There was discussion about not duplicating programs that are already available to the residents and that the Town is currently providing information on programs that the Town is aware of to the residents via the website.

Commissioner Radoccia motioned and Commissioner Dehnert seconded to re-open agenda item - Dorothy Benatz Trail. The motion carried unanimously.

Commissioner Radoccia motioned and Commissioner Dehnert seconded that the Parks and Recreation Commission recommend signage at Main Street intersection on the Dorothy Benatz Trail in addition to the previous recommendations. Motion carried unanimously.

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

Parks and Recreation Mission Statement
2007 Fourth of July Event

ADJOURNMENT –With no further business before the Commission, the meeting adjourned at 7:02 p.m.

APPROVED:

Lynda Zanolli,
Chairperson

SUBMITTED BY:

Dawn Norman,
Parks and Recreation Supervisor

ATTEST:

Joyce Driscoll,
Administrative Services Director/Town Clerk