

**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 5th day of February, 2007, at 5:30 p.m. in the Finance Building Conference Room, 890 Main Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
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 5:31 p.m. It was noted that a quorum was present.

Commissioner Black motioned to move the Parks and Recreation Board Meeting to the Men's Lounge. Commissioner Dehnert seconded the motion. The motion passed unanimously.

The meeting re-located to the Men's Lounge, Clark Memorial Clubhouse, 19 N. Main Street, Clarkdale, Arizona.

AGENDA ITEM: PUBLIC COMMENT – No Public Comment.

AGENDA ITEM: MINUTES - Discussion and consideration of minutes of the Regular Meetings held on December 4, 2006, and January 2, 2007 and the Special Meetings held on December 13, 2006, and January 10, 2007.

Commissioner Radoccia moved to approve the minutes as they were written and Commissioner Black seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS –

CHAIRPERSON'S REPORT – No Report.

STAFF REPORT - Parks and Recreation Supervisor Norman informed the Board that she will not be present at the March meeting. Parks and Recreation Norman is scheduled to attend the Trailbuilders Conference in Reno, Nevada on March 5th and 6th. She explained she will attend a two day workshop which will cover a wide array of subjects in trail design and maintenance.

Parks and Recreation Supervisor Norman informed the Board that Blake Testa had agreed to come back this pool season as Pool Manager. She stated that she would be meeting with him on Friday, February 9th, to fill out employee paperwork and that he would be working with her to get ready for the upcoming pool season.

FINANCE REPORT - Parks and Recreation Supervisor Norman reviewed the monthly finance report with the Parks and Recreation Board. Commissioner Black commented that he would prefer just a summary report. The Board all agreed and requested summary reports in the future.

CHAIRPERSON'S REPORT – Chairperson Zanolli asked if she could have the floor as she did have a Chairperson's report. Chairperson Zanolli shared that she was very excited to read the February Talk of the Town Newsletter as Parks and Recreation articles were throughout the whole newsletter. She commented that this is the first time that there has been so much information regarding parks and recreation in the newsletter and that Parks and Recreation Supervisor Dawn Norman was doing a terrific job with getting the word out.

AGENDA ITEM: VOLUNTEERS – Discussion and consideration of needed parks and recreation volunteers. Parks and Recreation Supervisor Norman informed the Commission that there were several volunteers needed in parks and recreation.

Parks and Recreation Supervisor Norman stated that there have been no applications turned in for the Parks and Recreation Board vacancy. She informed the Board that the deadline for applications was February 15th and there was no age restriction, the only requirement is that the applicant must be a resident of Clarkdale. She asked if the board could help get the word out about the position. She also asked the Board to please encourage individuals to apply for the position if they thought the individual would be a great addition to the board. Commissioner Black asked what is done if no applications were turned in by February 15th. Administrative Services Director Joyce Driscoll informed the Board that the deadline would then be extended.

Parks and Recreation Supervisor Norman informed the Board that volunteers were needed to lock the park bathrooms. She explained that it is her intent to have two volunteers for each of the parks, one that would lock the bathrooms Monday through Thursday evenings, and the other to lock the bathrooms Friday-Sunday evenings and unlock the bathrooms on the weekend mornings. She explained by having two volunteers it would help alleviate the pressure on both of the volunteers and they could back each other up. Parks and Recreation Supervisor said there is currently only one volunteer for the Clarkdale Park bathrooms so 3 positions need to be filled.

Parks and Recreation Supervisor Norman informed the Board that volunteers were needed for both trail maintenance and construction. She explained that there was maintenance which needed to be done on the 11th Street Trail and when the Dorothy Benatz Trail progresses, volunteers will be needed to help with the construction of the trail, for example spreading material.

Parks and Recreation Supervisor Norman informed the Board that the survey was completed and ready for public input. She stated that there will be a couple of event opportunities for parks and recreation to promote the survey but she needed some assistance from the board members. She explained that on March 3rd Mountain Gate was having a grand opening but she will be attending the Trailbuilders Conference at that time. She asked that if any of the board members were willing to sit at a table and promote the survey to please let her know. Parks and Recreation Supervisor Norman informed the Board that on May 12th the Chamber of Commerce was hosting a block party and she intends to have a table at the event.

AGENDA ITEM: DOROTHY BENATZ TRAIL – Discussion and consideration of the proposed Dorothy Benatz Trail. Parks and Recreation Supervisor Norman presented a power point presentation to the Commissioners. Parks and Recreation Supervisor Norman reviewed pictures of: the trail easement, the road intersections, the self-made vehicle access through the trail located in the middle of the Main Street/North 3rd section to the commercial buildings, the proposed benches, trash receptacles and mutt mitts, the proposed locations of the four rest areas along the trail and the items to be installed at each rest area, the proposed surface material, the proposed fencing to be installed at the Deception Wash Bridge, benches installed throughout Deadhorse Ranch State Park, trail surface material used at Deadhorse Ranch State Park, and bollards used at Deadhorse Ranch State Park. There was open discussion on the proposed items.

Commissioner Radoccia moved to approve the proposed items as presented:

- The benches, trash receptacles and mutt mitt dispensers;
- Installation of four rest stops located at:
 - Deception Wash Bridge – to include a bench, trash receptacle and mutt mitt dispenser.
 - Benatz Residence – to include a bench and memorial marker which would consist of a standing large flat stone with a bronze plaque attached.
 - Main Street – to include a bench, trash receptacle, and mutt mitt dispenser.
 - North 3rd Street – to include a bench, trash receptacle, and mutt mitt dispenser;
- Surfacing the trail with woodchip material;
- Installation of bollards made from railroad ties: along both sides of the roadways of Main Street and North 3rd Street in town's road easement where the trail intersects, along both sides of the trail located at the self-made vehicle access points mid Main Street/North 3rd Section of trail, and along the trail section located alongside Western Avenue;
- Fencing made from railroad ties and livestock fencing similar to the design/style used by Flagstaff Urban Trail System at Wal-Mart to be installed across Deception Wash Bridge.

Commissioner Dehnert seconded the motion. The motion passed unanimously.

Chairperson Zanolli asked if the Board could meet and walk the trail. Commissioners Black and Dehnert agreed that they would like to see the trail. Meeting dates and times were discussed. It was decided that a Special Meeting would be held on February 15th at 5:15 p.m. to visit the trail. The Board would meet at Town Hall and Parks and Recreation Supervisor Norman would take the Board in the Town van.

AGENDA ITEM: CONCERTS IN THE PARK – Discussion and consideration of the 2007 Concerts in the Park Series. Parks and Recreation Supervisor reviewed the dates scheduled and the band line-up for the series. She explained that when scheduling this year's series it was her goal to offer a wide range of genres to the public. She asked the Commissioners to please sign-up for the concerts which they would like to attend and help with. The commissioners requested the list to be emailed to each of them so that

they could check their schedules. Parks and Recreation Supervisor Norman agreed that she would email the sign-up sheet to the Commissioners.

AGENDA ITEM: 2007 FOURTH OF JULY EVENT – Discussion and consideration of the annual Fourth of July Event in the Park. Parks and Recreation Supervisor Norman informed the Board that help was needed for the event and to please schedule to be in attendance for that day. She explained volunteers were needed for: decorating, setting up the children's games, the kids parade, judges for the kids parade, running the children's games, and selling tickets. She explained that it was Clarkdale's 50th year of incorporation and the celebration was going to be tied in with the Fourth of July events. She informed the Board that all of Arizona's dignitaries were invited to attend. Parks and Recreation Supervisor Norman stated that the next 50th Anniversary Commission's meeting was scheduled for February 15th and that if any were interested to please attend. She said as the planning for the event progresses she would keep them informed. Chairperson Zanolli commented that the Board approved rules for the parade and asked if there were plans to publish the parade rules in the Town Newsletter. Administrative Services Director Joyce Driscoll stated that the parade rules would be published in the next newsletter as well as in the event flyer.

AGENDA ITEM: PARKS AND RECREATION STRATEGIC PLAN – Discussion and consideration of the proposed Parks and Recreation Strategic Plan and the proposed Parks and Recreation Survey. There was open discussion on the proposed Parks and Recreation Survey. Parks and Recreation Supervisor Dawn Norman explained that she will be attending neighborhood and community meetings held by the Police Department and Community Development to promote the survey. She explained that in addition to attending these meetings the survey will be available both on the website and at Town Hall and the department was currently in discussion of possibly doing a mass mailing. Chairperson Zanolli recommended that the survey be printed on colored paper. Commissioner Radoccia recommended that a pre-addressed return envelope be provided. The Board discussed and recommended that the surveys be available at Town Hall, the library and at the Heritage dances.

AGENDA ITEM: PARKS AND RECREATION MISSION STATEMENT, GOALS, OBJECTIVES AND BUDGET REQUESTS – Discussion and consideration of the Parks and Recreation Mission Statement, and goals, objectives and budget requests for 2007-2008. Administrative Services Director Driscoll reviewed the duties of the Parks and Recreation Commission as outlined under Section 17-3-3 of the Parks and Recreation Commission articles. Administrative Services Director Driscoll then explained that at the December meeting the Board discussed that Parks and Recreation had more than one Mission Statement. At that time the Commission requested to have the opportunity to revise the mission statement with the intent the revised mission statement would be presented to the Department Heads at the Department Head Retreat scheduled this month. She explained to the Board the process town staff had gone through to develop the mission statement for the Vision, Mission Statement, Goals and Objectives plan. Administrative Services Director Driscoll reviewed the 3 Parks and Recreation Mission Statements with the Board. There was open discussion on the 3 different Mission Statements.

Commissioner Black motioned to approve the Strategic Plan Mission Statement for Parks and Recreation: “The mission of Clarkdale Parks and Recreation is to enhance quality of life, strengthen a sense of place, and provide the best possible recreational opportunities while protecting natural open spaces and environmentally sensitive areas for present and future generations.” Commissioner Radoccia seconded the motion. The motion passed unanimously.

Administrative Services Director Driscoll reviewed some proposed goals for Parks and Recreation.

- Trails Master Plan – Administrative Services Driscoll explained that this will be an extensive process.
- Dorothy Benatz Trail – Phases 2 and 3 – Parks and Recreation Supervisor Norman explained that this will depend on the progress of two other projects, the re-routing of Broadway and the new wastewater treatment plant.
- Selna Ball Field improvements - install grass, sprinklers, construction of concession/bathroom – Administrative Services Director Driscoll explained that originally the goal was to complete this year but in the process Parks and Recreation Supervisor Norman had discovered a couple of issues/challenges that needed to be addressed prior to the start of these projects. One issue was the property line of the field. She explained that besides the mass amount of goat heads caused from the draught the field is currently on a down slope.
- Assessment of existing facilities
- Maintenance Plan – Administrative Services Director Driscoll explained that this is a joint effort of Public Works and Parks and Recreation and that the two have to work together on this.
- Programming and Events - begin implementation of survey results and Master Plan/Strategic Plan - Administrative Services Director Driscoll explained to the Board that the survey will provide direction on this. She explained that the results from the survey will provide programming ideas which then Parks and Recreation Supervisor Norman will be able to develop budget requests for programming. She explained that currently Parks and Recreation does not have a line item in the budget for programming.
- Future staffing - Administrative Services Director Driscoll explained that as the community grows and additional Parks and Recreation facilities and programs are added there will be a need for additional staff.
- Trail Volunteers

Administrative Services Director Driscoll explained that in the past there was no planning prior to installing facilities and what the Strategic Plan will accomplish is allow for the Town to establish and plan what facilities and/or programs are needed.

Chairperson Zanolli requested that the Board meet prior to the joint work session with the Town Council and asked what items needed to be addressed. Administrative Services Director Driscoll explained that the Board needed to discuss the accomplishments, challenges, and goals of the Parks and Recreation. There was open discussion on the accomplishments, goals, priorities and challenges of the Parks and Recreation Board. The Board decided to meet on February 15th at 5:45 p.m. after visiting the Dorothy Benatz Trail.

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

Budget for Travel and Education for Parks and Recreation Board Members

Volunteers for Chamber of Commerce Block Party on May 12th (Survey)

2007-2008 Goals

Verde Valley Theater Group

Pool

2007 Fourth of July Event

Relocating the Parks and Recreation Board Meeting to Men's Lounge

ADJOURNMENT –With no further business before the Board, the meeting adjourned at 7:55 p.m.

APPROVED:

Lynda Zanolli,
Chairperson

SUBMITTED BY:

Dawn Norman,
Parks and Recreation Supervisor

ATTEST:

Joyce Driscoll,
Administrative Services Director/Town Clerk