

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

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert (Absent)
Bethany Bezdek
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:35 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 1st, 2007.

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

AGENDA ITEM: REPORTS –

CHAIRPERSON’S REPORT – No Report.

STAFF REPORT - Parks and Recreation Supervisor Norman explained to the Board that in the past years Parks and Recreation organized the annual Cities and Towns Week which is held in October. Parks and Recreation Supervisor Norman informed the Board that Arizona League of Cities and Towns had decided that Cities and Towns Week would not be organized or observed this year and that the League hopes to bring it back in 2008. She continued to explain that the Clarkdale-Jerome teachers look forward to bringing their students to tour the town facilities so she plans to still coordinate and invite the school but at a different time this year.

Parks and Recreation Supervisor Norman stated that she is continuing to meet with Kat Thorpe, Pool Manager, to gear up for the '08 season. She explained that they met in October and discussed staff recruiting, new pool equipment, offering certification classes, and pool season dates and programming ideas for the upcoming season. She stated that they plan to meet at least once a month in order to be prepared for the opening of the pool.

Parks and Recreation Supervisor Norman said that she had briefly spoken to Leslie Boulet with Empire Communities regarding events and that they plan to meet to discuss future events. She continued to explain that the call was generated from Mountain Gate's Halloween event that the town was not aware of until the day before Halloween. She explained that her goal was to encourage Empire to treat Mountain Gate as one of Clarkdale's communities as opposed to its own separate entity and would like to work together and support each other's events. There was discussion that staff should contact the Homeowner's Association's President and/or Board members.

FINANCE REPORT - Parks and Recreation Supervisor Norman reviewed the September Financial Reports with the Board. She explained that the incoming revenue was not as projected therefore the original budget amounts were adjusted 10% with the exception of salaries. She continued to say that this may be a temporary adjustment but until the revenue saw an increase the adjusted budget amounts would stay in place.

NEW BUSINESS:

AGENDA ITEM: HALLOWEEN – Discussion and consideration of the Halloween on Main Street Event.

Parks and Recreation Supervisor Norman reviewed this year's numbers with the Board. She explained that there is a resident who keeps track of the number of trick-or-treaters and this year they counted 1,286 trick-or-treaters as opposed to last year's 1,333. She continued to explain that this is a rough estimate as it was impossible to count every trick-or-treater who attends the event but thought that there was more in attendance than last year. She stated that trick-or-treaters were really encouraged to go to First North and First South Streets to help alleviate congestion on Main Street and felt that they were successful in their efforts.

Parks and Recreation Supervisor Norman shared that she had received \$1,270.00 in cash and gift card donations. She reviewed the financial report showing the summary detail of incoming donations and the expenditures made this year. She stated that she purchased prize items and glow bracelets in addition to the candy to distribute this year and that they seemed to be a big hit. There was open discussion on the toys and items purchased.

Parks and Recreation Supervisor Norman stated that throughout the planning stages for the Halloween event mixed feelings were shared with her and the town manager from residents who live in Upper Clarkdale. She explained that she and the town manager had discussed these concerns and that it was decided to issue a survey regarding the Halloween event and to include an invitation to residents to attend a Parks and Recreation Board Meeting to give input. Parks and Recreation Supervisor Norman said that she received 52 candy requests this year, one more than last year. She continued to state that a count of homes not participating on Halloween on Main Street was done. The results concluded 22 of the 49 homes did not participate, three of which were vacant, resulting in a 55% participation rate for Main Street. There was open discussion on the December meeting and the procedure for public input on the item. Parks and Recreation Supervisor Norman explained that the meeting was for informational purposes only and to allow the residents to share their input on Halloween. She continued to explain that the Board would listen to the public's input and would not vote that night on the issue.

AGENDA ITEM: PARK USE RULES AND REGULATIONS – Discussion and consideration of the park use rules and regulations.

Parks and Recreation Supervisor Norman explained that she discussed the possibility of allowing the use of alcohol in the parks with the town manager. In discussion, the town manager suggested that the commission discuss the new smoking law which prohibits smoking in public places and if and how it could affect our parks.

There was open discussion regarding the new smoking law and how it affects public parks. Parks and Recreation Supervisor Norman explained that the town manager was currently sharing information received through the city manager's association's list server as this same question had arisen and that she will continue to research on the smoking ban and the allowance of using alcohol in the parks.

Parks and Recreation Supervisor Norman stated that she had not been able to revise the agreements as discussed at the last Parks and Recreation meeting and would start work on the revisions once she had completed her research.

AGENDA ITEM: POOL – Discussion and consideration of purchasing pool system equipment.

Parks and Recreation Supervisor Norman reviewed the price quotes received on the pool system with the Board. There was discussion on why the current system needed to be replaced. Parks and Recreation Supervisor Norman re-visited the reasons as to why the current system needed to be replaced and why this type of system should be purchased. She stated that the pool's current system uses tri-chlor, which contains cyanuric acid, a stabilizing agent. She continued to explain that cyanuric acid is very destructive as it destroys the plaster and the parts in the pump and motor assemblies both very expensive items to replace. She explained that the cyanuric acid stabilizes the active chlorine, the agent which kills the dangerous bacteria that pool water tends to carry and when stabilized its power to work is extremely diminished posing a major health hazard. She continued to explain that the current chlorine used is one of the most expensive on the market and that with the new pool system the costs in chemicals will drop approximately 50% in comparison to the chemicals that are currently used. Parks and Recreation Supervisor Norman requested the approval from the Board to use the funds donated by the Yavapai-Apache Nation in the amount of \$3,541.61 to purchase the pool system as presented.

Commissioner Bezdek motioned to approve that the funds donated from the Yavapai-Apache Nation in the amount of \$3,541.61 be used to purchase the new pool system. Commissioner Radoccia seconded the motion. The motion passed unanimously.

AGENDA ITEM: SANTA IN THE PARK EVENT – Discussion and consideration of the Santa in the Park Event.

Parks and Recreation Supervisor Norman shared last year's event and challenges with the Board. She reviewed with the Board the options discussed last year on how to address the complaint of the long wait in line and that she had discussed this challenge with the town manager. She shared that after discussion it was decided to change the time of the event to the

same time as Cottonwood's parade as opposed to after in hopes that this would alleviate the long wait in line. Commissioner Burroughs shared her concerns of the time change explaining that the fire truck used to deliver Santa was also used by the Kiwanis in the parade and that the roads would be closed due to the parade making it hard for people to attend. Parks and Recreation Supervisor Norman explained that the event was for Clarkdale residents so there should be no issue with the road closures in Cottonwood and that the loss of the fire truck was not as big of a concern as alleviating the wait in line and that she would seek an alternate delivery method if needed. There was open discussion on last year's event and how the time change would affect this year's event.

There was discussion on the activities that would be held at the event. Parks and Recreation Supervisor Norman explained that the Chamber of Commerce and the Made in Clarkdale Association sponsor a table where the children can make their own ornament to hang on the tree in the gazebo and that she was seeking volunteers to assist with set-up and break down, serving the hot chocolate and cookies, and any other needed help throughout the event. There was discussion of volunteer possibilities such as scout troops. Parks and Recreation Supervisor Norman stated that she would email the Board with a list of items that she needed help with and that she would look through the volunteer applications in addition to contacting local scout troupes.

AGENDA ITEM: NEW YEAR'S EVE EVENT – Discussion and consideration of a New Year's Eve Event.

Parks and Recreation Supervisor Norman stated that plans are still in progress for the event. She stated that a test run of the lighted globe had been done and that it was going to be amazing. She continued to say that the event would be held from 8 p.m. to midnight with two droppings of the ball, one at 10:00 p.m. and the other at midnight, that way families with younger children could leave early and would still be able to participate in the dropping of the ball. Parks and Recreation Supervisor Norman reviewed the entertainment scheduled to date and shared what was still being scheduled and worked on for the event. There was discussion on admission price, door prizes, entertainment, event funding opportunities and volunteers.

AGENDA ITEM: PROGRAMMING – Discussion and consideration of programming opportunities.

Parks and Recreation Supervisor Norman updated the board with the progress of establishing programs for Clarkdale residents. She explained that she has researched the idea of movie nights and found that a single annual license can be purchased by a public library or school with the provision that the license is site specific only. She continued explaining that a license for the Clarkdale library would be \$295 but there is no space available to offer a movie showing. She said she contacted the Clarkdale-Jerome School and presented the idea of working together to purchase a license in which both the town and the school could use to offer events solely and jointly provided that they were shown in the school auditorium. She continued to explain that the school was interested in working together and that the student council sponsor was currently looking into the purchasing of the license.

Parks and Recreation Supervisor Norman shared that she is scheduled to meet with an art instructor to discuss art classes for youth and that she would keep the board updated on the

progress. Chairperson Zanolli inquired if Parks and Recreation Supervisor had looked into Artist in Resident, a state-funded program. Parks and Recreation Supervisor Norman said that she was not aware of the program. Chairperson Zanolli volunteered to get information to Parks and Recreation Supervisor Norman on Artists in Resident.

Parks and Recreation Supervisor Norman continued to share that she was working on a belly dancing class and that she had gathered contact information on instructors and would start contacting prospects in the next few weeks.

There was discussion of previous programming ideas for youth. Parks and Recreation Supervisor Norman explained that she did plan on moving forward with those ideas but needed to start with a few first as she was challenged with being the only parks and recreation employee. She stated that she felt the movies at the school would be a good beginning point as it would be both a youth program and a tool in developing a relationship with the youth in the community. She explained that once she had started the process of building the relationship she would then be able to get input on which programs to move forward with and build interest among the youth.

AGENDA ITEM: CLARKDALE PARKWAY PEDESTRIAN ROUTE – Discussion and consideration of a safe pedestrian route along Clarkdale Parkway from Mountain Gate sidewalk to Clarkdale Main Street Park.

Parks and Recreation Supervisor Norman stated that the town is currently addressing the concern of providing a safe pathway for pedestrians along this route but was not aware of the progress. There was discussion of the possibility of adding signage and clearing out some of the brush on the 11th Street trail route at the wash as a temporary route until a safe route could be constructed. The board requested staff to forward the item to the proper department to address the issue and for staff to keep the board updated on progress.

AGENDA ITEM: TEMPORARY RELOCATION OF THE PARKS AND RECREATION BOARD MEETING – Discussion and consideration of relocating the Parks and Recreation Board Meeting scheduled for December 3rd, 2007 to the Men’s Lounge.

Chairperson Zanolli motioned to relocate the December 3rd, 2007 Parks and Recreation Meeting to the Men’s Lounge in the Clark Memorial Clubhouse. Commissioner Radoccia seconded the motion. The motion passed unanimously.

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

Halloween

AGENDA ITEM: ADJOURNMENT - With no further business before the Board and without objection, the meeting adjourned at 6:55 p.m.

APPROVED:

Lynda Zanolli,
Chairperson

SUBMITTED BY:

Dawn Norman,
Parks and Recreation Supervisor