

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

A Special Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on the 14th day of January, 2008, 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
Bethany Bezdek
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman
Public Works Director: Steve Burroughs
Assistant Town Clerk: Janet Perry

Others in Attendance: None

AGENDA ITED: 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 – None

AGENDA ITEM: MINUTES - Discussion and consideration of minutes of the Regular Meeting held on January 7, 2008.

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

AGENDA ITEM: REPORTS- Reports on current events

CHAIRPERSON’S REPORT - None

STAFF REPORT - Parks and Recreation Supervisor Norman reported that a Regional Trails Meeting was scheduled for January 24th at 10 a.m. at Jerome Town Hall. The agenda included working on the Master Trails Plan for the Verde Valley along with some work sessions. It was projected to last 3 – 4 hours. In addition to the Regional Trails Meeting Parks and Recreation Supervisor Norman informed that the Dead Horse Trails Coalition Meeting was slated for January 17th at 4:30 in the Verde Greenway Studio. One of the items for discussion was the feasibility study of the burro trail hiked from Jerome to Clarkdale. She stated that if any of the board members would like to attend either of these meetings to please let her know.

Parks and Recreation Supervisor Norman updated the Commission on the progress of the art classes. She informed that the start date for the classes was being pushed back in

order to allow for better promoting of the class along with allotting for a registration time period. She explained that with the New Year's event she was not able to give the amount of time she would have liked to promote the class and wants to assure a successful turnout in registration. She reviewed the following information and dates with the Commission explaining that she would include the information in her weekly staff report:

Fusion Studio – Monday, 3:30 p.m. to 6:00 p.m. in the Men's Lounge

This is a six week session for school age children ranging from 9 yrs. old up to high school. The cost for the 6 week session will be \$85 per student. The first session dates are: February 25, March 3, March 10, March 17, March 24, and March 31st.

Doodles – Mondays, 10:30 a.m. to 11:30 a.m. in the Men's Lounge

This is a parent and me class which is a six week session for children ages 2 – 5 yrs. old who must be accompanied by an adult. The cost for the 6 week session is \$54. The first session dates are: February 25, March 3, March 10, March 24, March 31, and April 7.

A second session has been reserved for both classes and will run at the same time and day of the week on the following dates: April 14, April 21, April 28, May 5, May 12, and May 19.

FINANCE REPORT – Parks and Recreation Supervisor Norman asked if the Commissioners had any questions on the finance reports included in the packet. Commissioner Burroughs inquired about the negative amount reflected on the New Year's Event Account. Parks and Recreation Supervisor Norman explained that there was a correction to the report as some funds were misappropriated to the Main Street Park Account and in addition to this error the account did not reflect all funds received from the event as the report was through December 31st.

NEW BUSINESS:

AGENDA ITEM: NEW YEAR'S EVE EVENT – Discussion on the New Year's Eve event.

Parks and Recreation Supervisor Norman stated that she had included all of the final statistics in her weekly report on January 9th and asked if there were any questions or comments that the Board would like to share. There was open discussion on the success of the event.

AGENDA ITEM: WORKSESSION – A worksession to discuss possible land use for the existing Wastewater Treatment Plant scheduled to be decommissioned.

Parks and Recreation Supervisor Norman explained that the results of the Parks and Recreation Survey reflected that the number one interest of households was Natural Areas/Nature Parks with Non-Paved Walking and Biking Trails placing second. She continued to state that in ranking the most important type of facilities to households Non-Paved Trails placed first and Natural Areas/Nature Parks placed second.

Commissioner Bezdek stated that she felt that the land should be used as a nature preserve/park. There was open discussion on utilizing the land for a natural area and park after decommissioning of the current waste water treatment plant.

Public Works Director Steve Burroughs reviewed a map of the land with the Commissioners. There was open discussion on placement of facility use items.

There was discussion on river access and usage. Public Works Director Burroughs explained that due to the flood zone in the area permits are required for certain usage including installment of picnic tables and trails.

After open discussion the commission concluded to the following items to propose to Council at the worksession scheduled on January 22nd:

The land to be used as a natural area/nature park to include the following:

- Covered ramadas, picnic tables, and barbeques similar to Riverfront Park
- Partial fill in of the large pond on the south side (side nearest Tuzigoot) to establish a grass field with picnic areas
- Water aeration device in pond to promote continuous movement in water
- Stock fish in pond if feasible
- Fence off small pond area and buffer with natural plantings (i.e. bushes or trees)
- Re-locate entry access to facility at Tuzigoot Rd.
- Establish public parking area near proposed entrance access
- Utilize existing buildings for bathrooms
- River access by walking trail
- Reinforce retaining wall behind existing buildings in the form of terraced planters

The commission discussed posting of signage at certain locations including: “No Swimming”, “No Fishing”, and “No Cleaning of Fish” but concluded that this could be determined at a later date.

AGENDA ITEM: WORKSESSION – A worksession to discuss the Halloween on Main Street Event.

Parks and Recreation Supervisor Norman explained that this item was requested by the Mayor for a joint worksession with the Commission due to meeting with a resident on Main Street. There was discussion of the protocol followed in the past months by the commission with the understanding that they had given ample opportunity to residents to come forward with their thoughts on the event. The discussion included the survey results which reflected positive support of the event from the upper Clarkdale residents along with inviting residents to the December meeting for public input which had no public in attendance.

Parks and Recreation Supervisor Norman acknowledged their past efforts but asked that the commission discuss different options on how to alleviate some of the issues. There was open discussion on different options on how to address the large attendance numbers. The Commission reviewed past ideas including charging for parking, making it difficult to get to upper Clarkdale by re-routing vehicles, shortening the timeframe of trick-or-treating, soliciting for additional volunteers.

Parks and Recreation Supervisor Norman explained that the commission needed to keep in mind that resources were very limited and that it was very difficult for the town to supply the

man power needed for the current set up of the event. She continued to explain that it has been very difficult in the past to get volunteer participation leading to the town utilizing public work employees that evening.

Chairperson Zanolli opened the floor to public comment.

Public Works Director Steve Burroughs stated that the commission needed to establish what the actual goal was: was it to limit the number in attendance or was it to limit the impact on Main Street.

There was open discussion on the ultimate goal of the Commission concluding that it was to control the large number in attendance which ultimately in the end affects the impact on Main Street.

After open discussion the commission concluded to the following items to propose to Council at the worksession scheduled on January 22nd:

- Schedule trick-or-treating at the same time as other events in the Verde Valley and shorten time frame to 5 p.m. to 7 p.m. instead of 5 p.m. to 8 p.m. as in the past
- Offer to supply volunteers to upper Clarkdale residents who either: 1) want to participate but need assistance with handing out candy or 2) for residents who do not wish to participate but would allow volunteers to hand out candy in front of their residence. A request form could be provided to the upper Clarkdale residents in the Halloween packet distributed before the event along with including the information in the newsletter.
- Advertise for volunteers to assist with handing out candy. This will give residents from all Clarkdale neighborhoods the opportunity to participate
- Offer an escort service provided by the Explorers for the residents feeling trapped or hindered from leaving/arriving at their homes. A form with a phone number to schedule/request service can be provided to the upper Clarkdale residents in the Halloween packet distributed before the event.

AGENDA ITEM: WEEKLY STAFF REPORTS – Discussion on the weekly staff reports submitted to the Commission by the Parks and Recreation Staff.

There was open discussion on how happy the commission was with the weekly report and that how they found the information very helpful.

AGENDA ITEM: DOROTHY BENATZ TRAIL – Discussion on the status of the Dorothy Benatz Trail.

Commissioner Bezdek stated that she has walked the trail and found that the surface material is very difficult to walk on. She continued to state that several of the area residents using the trail informed her that when using the trail they walk along the side of the trail as the dirt was easier to walk on compared to the wood chips. There was open discussion on the current surface material of the trail and the need to establish where the trail was to users. There was discussion on outlining the trail with railroad ties or of some other material. Parks and Recreation Supervisor Norman explained that in the planning process that was discussed but was turned down by the review board. There was open discussion on how the current surface material could be addressed.

Parks and Recreation Supervisor Norman stated that she would work with Public Works on decreasing the depth of the material so that it was not so thick. She continued to say that they

would make adjustments as needed in hopes that by thinning out the material it would solve the issue.

AGENDA ITEM: DONATION GENERAL FUND ACCOUNT – Discussion and consideration to approve the use of funds from the donation general fund account.

Parks and Recreation Supervisor Norman explained that she has not yet purchased the new pool equipment. She continued to state that when the item was first presented to the Commission it was staff's intent to have the Town Crew perform the installation of the equipment but after further review of the equipment and discussions with the pool equipment supplier it was determined that having the pool equipment company perform the installation to ensure proper installation and warranty compliance. Parks and Recreation Supervisor Norman explained that with the addition of the cost of installation the proposal total was increased to \$5,755.51. She continued saying that the Commission approved the use of the Yavapai-Apache donation funds to be allocated towards this purchase in the amount of \$3,541.61, leaving a balance of \$2,213.90. She stated that the 2007-2008 Parks and Recreation Pool Budget currently has \$2,200.00 to cover purchase of equipment and/or repairs and that these funds would cover the remainder of the balance due but would leave no remaining funds for any future or unforeseen expenses so she was hesitant to move forward with the equipment purchase. Parks and Recreation Supervisor Norman stated that the only repair that staff is currently aware of is the need to replace the impeller in the motor which was damaged by the current chlorine chemical and that the cost of that part alone is over \$600 and that she had not had the opportunity to research costs for the labor to make this needed repair. She continued to say that in order to manage the pool in an efficient manner, staff would like to request the use of the donation general funds as needed only for repairs and replacement parts for the pool and if this use of funds is approved, staff would keep the Commission informed of any funds used for purchases or repairs made through the regular weekly reports. She continued to explain that approval of this request would allow staff to address pool repairs and unexpected maintenance issues in a timely manner without having the time constraint of requesting specific approval of the Commission at the regular monthly meetings.

There was open discussion on the current balance of funds in the donation general fund account and the need for both the new equipment and any repairs to keep the pool up and running.

Parks and Recreation Supervisor Norman stated that the use of these funds would only be needed until July 1, 2008, which is the beginning of the 08-09 budget year.

Commissioner Burroughs stated that she thought an amount limit should be established and that any amount over the limit would require the approval of the commission. There was discussion on the repercussions of setting an amount limit and the need to make necessary repairs to keep the pool operating and open for use.

Chairperson Zanolli moved to approve the use of the donation general funds as needed for maintenance and repairs for the pool at the discretion of Parks and Recreation Supervisor Dawn Norman. Commissioner Bezdek seconded the motion. The motion passed with a 4-1 approval. Commissioner Dehnert, Commissioner Radoccia, Commissioner Bezdek and Chairperson Zanolli voted for approval. Commissioner Burroughs voted not to approve the use of the donation general funds.

AGENDA ITEM: CHANGE OF MEETING TIME AND LOCATION OF THE PARKS AND RECREATION BOARD MEETINGS – Discussion and consideration to change meeting time and location of the Parks and Recreation Regular Meetings to the Men’s Lounge located at 19 N. Ninth Street, Clarkdale, Az.

There was open discussion on the availability of the Men’s Lounge and if the commissioners were available on the second Wednesday of the month. Chairperson Zanolli reviewed the information included in the staff report explaining that due to the art classes being offered by Parks and Recreation on Mondays it was proposed to change the meeting time to the second Wednesday of the month.

Parks and Recreation Supervisor Norman shared that her experience with preparing for meetings on the first Monday of the month has caused time constraints at some times due to the weekend. She continued to state that she thought that the meeting time change would allow more time for both staff and commissioners to prepare for the monthly meetings.

Commissioner Dehnert moved to change the meeting time to the second Wednesday of the month and the location of the meetings to the Men’s Lounge in the Clark Memorial Clubhouse. Commissioner Burroughs seconded the motion. The motion passed unanimously.

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

Board and Commissions Training
Programming
Broadway Road Extension

AGENDA ITEM: ADJOURNMENT – With no further business before the board, the meeting adjourned at 7:12 p.m.

APPROVED:

Lynda Zanolli,
Chairperson

SUBMITTED BY:

Dawn Norman,
Parks and Recreation Supervisor