

**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 9th day of April, 2008, at 5:30 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert
Bethany Bezdek (Arrived at 6:00 p.m.)
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman
Community Development Director: Sherry Bailey
Town Clerk: Kathy Bainbridge

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER –Chairperson Zanolli called the meeting to order at 5:37 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 March 12th, 2008, and Special Meeting held on March 25th, 2008.

Commissioner Radoccia moved to approve the March 12th, 2008, minutes as they were written. Chairperson Zanolli seconded the motion. The motion passed unanimously.

Commissioner Dehnert moved to approve the March 25th, 2008, minutes with the correction of Richard Dehnert present on the Board of Adjustments. 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 the first Movie Night went well even with the oversight of the papers not publishing the free event. She explained that the Student Council Teacher distributed flyers that day to the students in order to get the word out. By her doing so it was interpreted as a school sponsored event which resulted in many children being dropped off. Parks and Recreation Supervisor Norman informed that she has been in contact with Dan Engler of the Verde Independent who assured that the information will be released prior to the next showing on May 9th.

Parks and Recreation Supervisor Norman reported that the art classes will begin April 14th. There are 7 registrants for the three classes and the instructor is going to teach all courses

regardless of participant numbers. She stated that the instructor has expressed her interest in offering adult classes. This will be discussed more at length after the youth classes begin.

FINANCE REPORT – Parks and Recreation Supervisor Norman asked the Board if there were any questions with regards to the finance reports. Commissioner Radoccia inquired about the beginning date reflected on the Donation report, July 1, 2006. Parks and Recreation Supervisor Norman explained that it was most likely an oversight as the accounts roll over at the end of the fiscal year and the date probably did not get updated. She will follow up with the finance department to confirm this.

Commissioner Burroughs inquired as to when the purchases for the pool repairs would be reflected in the donation general account. Parks and Recreation Supervisor Norman stated that there would be some items on the upcoming report as the items were charged to the pool budget accounts first and the funds over the budget amounts were charged to the donation general fund.

NEW BUSINESS:

AGENDA ITEM: WORKSESSION – A worksession to discuss the General Plan Update Process and the role of Parks and Recreation.

Community Development Director Sherry Bailey presented the General Plan Update process along with the timeline to the Board and stated it would be done over a 2 year period. She explained that the General Plan should be the “go to” book and should include policies and the forecast for the town, for example: what the town is going to look like, population growth, community needs, capital improvement plans, and how the town reaches these future items. She continued to explain that a well written General Plan is constantly used by the Council, Board and Commission Members and Town Staff and that it was Council’s intention to use the updated General Plan in this manner which would take the community’s involvement in the process.

The process would include:

- Staff review of the existing General Plan. The staff is currently holding weekly meetings to review and discuss the current General Plan and what changes are needed.
- Each element will be reviewed by the respective Department Head to receive their input.
- Planning Commission evaluation throughout the process – they are the checks and balances of the process. They will review the work completed by Town Staff.
- The Town Council will appoint a Primary General Plan Committee. From this committee the Focus Group structure will form where we will pull all public in to participate and be involved. There will be 10 to 12 focus groups representing each of the elements in the General Plan. This will be a 90 day process of intense work.

Community Development Director Sherry Bailey expressed that the Parks and Recreation Board’s involvement in all elements was important.

She continued to explain it would take approximately 6 month to write and amend all of the elements, mapping, graphics and layout in order to produce the first draft for public review. The updated plan would then be presented to the Planning Commission and Council for their review

and revisions. The plan would then be adopted by Council at which point would then go to public vote on the March 2010 ballot.

Chairperson Zanolli asked how the appointments to the committees would be conducted. Community Development Director Bailey explained that the Council appoints the Primary General Plan Committee which each member is appointed as a Chairperson of each of the elements/Focus Groups.

There was open discussion on the Committee Members and the staff roles in each of the Focus Groups. Community Development Director Bailey explained that a staff member will be appointed as the coordinator of the Focus Group handling the agendas and minutes and will be responsible to distribute information out to their Focus Group.

Community Development Director Bailey stated that the Focus Groups will have as many people participate that have an interest in that particular element, which will cross over to other elements. She continued to explain that Parks and Recreation, of all elements including Land Use, Open Space is one element that permeates all others as its purpose is all encompassing if it is crafted correctly. She continued to state that it related to many other elements within the General Plan. She informed the more participation from all Parks and Recreation Commissioners will help achieve carry out the Open Space element to the others in the General Plan as Open Space is a base involvement.

There was open discussion on the current Open Space Plan with regards to what it included, what was missing from the element and what could be included in the Open Space element.

Community Development Director Bailey reviewed the Focus Groups and the Town Staff/Community Member assigned:

- Cost of Development – Town Clerk Kathy Bainbridge and Finance Director Carlton Woodruff
- Growth Area – Building Inspector Paul Grasso and GIS Technician Guss Espolt
- Economic Development – Building Official Mike Baker and Council member-elect Richard Dehnert
- Community Facilities/Community Design – Planning Commission, Public Works Director Steve Burroughs, Finance Director Carlton Woodruff, Police Chief Pat Haynie
- Water Resources Element – Water Utilities Director Wayne Debrosky and Mayor Von Gausig
- Environmental Planning – Planner II Normalinda Zuniga
- Open Space – Parks and Recreation Supervisor Dawn Norman
 - Two Sub-groups within the Open Space Element:
 - Riparian/Animal Habitat Areas
 - Recreation Facilities
- Circulation – Public Works Director Steve Burroughs
- Land Use – Community Development Director Sherry Bailey
- Introduction and State Law and working with Foundation – Town Clerk Kathy Bainbridge

- Community Identity – Assistant Town Manager Janet Perry

There was open discussion on the Focus Groups, including meeting times, number of participants, and construction of web pages.

There was open discussion on how Open Meeting Laws affect the Focus Group meetings, emails, and discussions with regards to Parks and Recreation Commissioners participating. Town Clerk Kathy Bainbridge informed that the Staff Liaison would have to post a Notice of Quorum and all correspondence between Board Members with regards to the Focus Group would be fine due to it not being a Parks and Recreation Board item as no decisions are being made by the Parks and Recreation Board.

AGENDA ITEM: DISCUSSION – Discussion on the January 2008 Council Strategic Planning process and Special Joint Worksession on March 25, 2008.

Chairperson Zanolli stated that she requested the agenda item prior to knowing that the General Plan Update was included on the agenda.

Community Development Director Sherry Bailey asked the Board if they felt the worksession was useful and informative.

There was open discussion that the Board felt that it was very informative and useful but would have liked more interaction and participation from the boards and commissions.

AGENDA ITEM: DISCUSSION – Discussion on the April 1, 2008 Boards and Commissions Training.

There was open discussion on agenda wordings, motions, motion to rescind, old business, new business and email.

Town Clerk Kathy Bainbridge discussed and clarified agenda wordings, motions, motion to rescind, old and new business items, email correspondence, records retention requirements, weekly staff reports, meeting packets and minutes.

AGENDA ITEM: DISCUSSION – Discussion on the park bathrooms and current issues.

Commissioner Dehnert stated that she sponsored this agenda item. The commissioner explained she has volunteered and locked the bathrooms at the Main Street Park for approximately a year and a half and that during this timeframe she has witnessed drinking, vandalism and javelinas in the park and felt that there has been no police presence there and it was not a safe practice. She would like to inquire if the police would be able to lock the bathrooms as there are safety concerns.

Parks and Recreation Supervisor Norman reviewed past park instances with the Board and explained that at this time the Police Dept does not have sufficient staff to dedicate an officer to locking the bathrooms on a consistent/daily basis. She stated that Officer Razo who is assigned to Centerville has been very helpful with recruiting volunteers to take care of locking

the bathrooms at the Centerville Park and that she could speak with Chief Haynie about the assigned officer being more involved.

There was open discussion on the safety concerns of the volunteers taking on this responsibility and that something needed to be done in order to ensure the safety of the volunteers.

Parks and Recreation Supervisor Norman stated that the Public Works Department is looking into self-locking systems for park bathroom doors.

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

Parks and Recreation Supervisor Norman stated that a letter from a Main Street resident supporting the event was received. The Board acknowledged that they had received a copy. Commissioner Burroughs shared ideas from her hometown in Colorado including Trunk or Treating.

There was open discussion on the current event and the changes discussed previously in order to address some of the concerns expressed by Council.

AGENDA ITEM: DISCUSSION - Discussion on Clarkdale Town Park.

Commissioner Bezdek stated that she had sponsored this agenda item. She explained the bench located near the play area had no shade due to the trimming of the trees required by the power company due to the power lines.

There was open discussion on alternate shade options: planting of trees, shade sails, new bench installed in new location with shade provided.

Parks and Recreation Supervisor Norman applauded their ideas and explained that the current budget restrictions will not accommodate a purchase of this nature. She explained that funding would have to be acquired from elsewhere.

There was open discussion on funding options including the donation general fund account and grants. The Board asked staff to look into pricing and grants. Staff informed the Board that the Board would be updated through the weekly reports.

AGENDA ITEM: DISCUSSION – Discussion on the Dorothy Benatz Trail.

Commissioner Radoccia stated that there has been ATV use along with kids building bike ramps on the trail.

There was open discussion on altering the trail to include a border of rocks or other type of material to deter both bikes and ATVs from accessing the trail.

Parks and Recreation Supervisor Norman explained that any alterations would have to be presented to the Design Review Board for approval and that there is no funding for this construction. She explained that material used would have to be at no cost and one option the Town may have access to is railroad ties. She continued to explain that in the original plans of the trail an outline of the trail was proposed to the Design Review Board but the Board was opposed to this. She will discuss this item with Community Development Director Bailey and the steps needed in order to bring this before the Design Review Board.

There was open discussion that the delineation of the trail would help with keeping ATVs off of the trail and with this delineation we would be able to discard some of the wood chips.

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

*HALLOWEEN
STRATEGIC PLAN*

AGENDA ITEM: ADJOURNMENT-With no further business before the board, the meeting adjourned at 7:49 p.m.

APPROVED:

Lynda Zanolli, Chairperson

SUBMITTED BY:

Dawn Norman, Parks and Recreation Supervisor