

**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 Wednesday, September 10, 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  
Alice Burroughs (Arrived at 5:43 p.m.)

Town Staff:  
Parks and Recreation Supervisor: Dawn Norman  
Assistant Town Manager: Janet Perry  
Others in Attendance: None

**AGENDA ITEM: CALL TO ORDER** –Chairperson Zanolli called the meeting to order at 5:34 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 August 13<sup>th</sup>, 2008.

*Commissioner Radoccia motioned to approve the Regular Meeting minutes for August 13<sup>th</sup>, 2008, as written. Commissioner Dehnert 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 she is attending the lifeguard course in Sedona. She continued that she is learning quite an extensive amount of items which she was not aware of and that it was very beneficial for her to be attending the course. She stated that after completion of the lifeguard course she will then start with attaining the lifeguard instructor certification which will be beneficial to the town to have full-time staff to train the incoming season employees year after year.

Parks and Recreation Supervisor Norman reported that several programs have been scheduled and will be offered this fall and winter. She continued that American Red Cross will be offering a babysitting course on October 11<sup>th</sup> and that a pet first aid course will be offered sometime after the first of the New Year.

Parks and Recreation Supervisor Norman informed that the youth art program will begin on September 30<sup>th</sup>. She stated that there were two sessions scheduled. She informed that each session was 12 weeks versus the six weeks program that was offered in the spring for a cost of \$100 versus the \$85 from the spring session. She stated that the instructor thought it would be more beneficial for both the students and her in order to accomplish her goals of the program.

Parks and Recreation Supervisor Norman reported that she had a productive meeting with Carlton Woodruff, Finance Director, after last month's meeting. She stated that the finance department is taking a pro-active stance and has established meeting with her on addressing the monthly finance reports and errors on a timely basis.

**FINANCE REPORT** – Parks and Recreation Supervisor Norman reviewed the reports furnished to the Commission. She explained that there were two reports for each of the accounts, the Parks and Recreation Finance Report and the Donation Finance Report. She stated that this was due to the finance software system change over in the middle of August. She said the reports created from the old software system consisted of detailed transactions for August 1<sup>st</sup> through the change over date and the new software system reports included detailed transactions for the remainder of August. She continued that the two software systems were not compatible to allow for the transfer of the detailed information accrued on the old system which resulted in the transfer of only the final amounts in the old system to the new system. She continued that the final amounts from the old system were incorporated into the new reports but because they did not include the detailed information from the beginning of August the need for two reports for each of the accounts was necessary. Parks and Recreation Supervisor Norman stated that this would be the only month the Commission would receive two separate reports for each of the accounts.

### **NEW BUSINESS:**

#### **AGENDA ITEM: WORKSESSION - A work session to discuss the Halloween on Main Street Event.**

Parks and Recreation Supervisor Norman informed the Commission that flyers will be distributed to upper and lower Clarkdale residents to solicit volunteers for help with distribution of candy. She stated that the approved, final draft of the flyer will be emailed to the Commissioners.

There was open discussion about volunteers needed for the event. Parks and Recreation Supervisor Norman reaffirmed the need for volunteers at the road blocks even though candy would not be distributed at those locations.

Commissioner Burroughs inquired on the outcome of the Vineyard Church members who had previously contacted the Town and, rather than actively participating, were they still willing to donate candy or volunteer at the event. Parks and Recreation Supervisor Norman stated that an interest in participating on that level did not interest the church.

Parks and Recreation Supervisor Norman informed the Commission that a resident had contacted the Town asking if her dance group which consists of approximately 40 members would

be able to perform at the gazebo on Halloween. During the open discussion on the idea, Parks and Recreation Supervisor Norman stated that it would be a great addition to the evening but it would not support the direction and goal to scale back the event that the Commission has been working to attain.

There was open discussion on when the flyers for volunteers would be distributed and, without advertising the event, how would residents be informed of the time change of 5 p.m. to 7 p.m. Parks and Recreation Supervisor Norman stated that she intends to have the volunteer flyers distributed the beginning of October and that the time change would be included there, as well as in the packet that is hand delivered to residents a couple weeks prior to Halloween.

Commissioner Burroughs asked what type of budget was allotted for this year's event. Parks and Recreation Supervisor Norman stated that the budget allocated \$1,000 versus last year's \$1,500 and that she will be sending out letters again soliciting candy and monetary donations. She continued that the elimination of candy at the road blocks will help offset the difference.

There was open discussion on the Explorers assisting the residents in upper Clarkdale with entering and leaving their residences. Parks and Recreation Supervisor Norman explained that the Explorers assist every year at the road blocks and that it would depend on how many members they would have participating in order for them to take on the assignment. She continued that she will discuss this with Chief Haynie and Officer Florisi who heads up the Explorer program.

**AGENDA ITEM: WORKSESSSION – A work session to discuss the policy and procedure for the application and selection process for Parks and Recreation scholarship funding received from MATForce.**

Parks and Recreation Supervisor Norman informed that she had developed guidelines and a rubric scale produced from all of the criteria the Commissioners had discussed at the last meeting, applying the 2008 Federal Poverty Guidelines for the income scale. She continued that after it was completed she performed sample ratings for several different scenarios which produced skewed results. She shared the example of rating her own family and stated that her family would obtain the same result as a larger family whose income was at the 125% federal poverty guideline mark and that her family did not meet any of the income scales. She continued that the inclusion of a Clarkdale residency factor, along with number of participants in the rubric, was the cause of the distorted results. Parks and Recreation Supervisor shared that she had performed a research of several different municipalities both state and nation wide and discovered that each organization used income as the only criteria to rate each applicant for eligibility along with the requirement that each applicant/recipient had to be a resident of the town. She cautioned that because the funding currently in question was received from MATForce, their dictate was to benefit and assist youth in Yavapai County, not just Clarkdale residents, and the Commission needed to consider that factor during their discussion.

There was open discussion on the requirement of residency which the Commission concluded that residency requirement should not be included as criteria for the scholarship. The Commission reviewed the 2008 Federal Poverty Guidelines. There was open discussion on income guidelines and other criteria options. The commission concluded that household income should be the only criteria used for determining eligibility.

There was open discussion on allocating funds to each of the programs. Parks and Recreation Supervisor Norman conveyed to the Commission that they had discussed \$200 being

apportioned to the lifeguard course in August and wanted to confirm that this was still their intent. The commissioners shared that this was still the intent and that the remaining \$200 was the amount in question. Commissioner Bezdek suggested that the remaining \$200 be allocated to the art classes. Parks and Recreation Supervisor Norman expressed her concern with not including the babysitting course due to the fact that not all youth would have an interest in the art class. There was open discussion on allocating \$150 to the art class and \$50 to the babysitting class. Chairperson Zanolli stated that the funding was minimal and that the commission needed to discuss how the \$200 could be distributed best in order to benefit the youth. Commissioner Bezdek suggested that scholarships for 50% of the program fees be available. There was open discussion on establishing a reward of a percentage of the registration fees. The commissioners reviewed and discussed the 2008 Federal Poverty Guidelines and the 2008 United State Department of Agriculture (USDA) Income Eligibility Guidelines for the school lunch program.

The Commission resolved that:

- Allocation of funds shall be: \$150 to the art classes; \$50 for the babysitting class; and \$200 to the lifeguard class.
- United State Department of Agriculture (USDA) Income Eligibility Guidelines be used to determine eligibility.
- Based on applicant's gross income amount -
  - if Applicant qualifies under the Reduced price meals – 185% (one hundred eighty-five percent) Income Eligibility Guidelines, participant will be eligible for a scholarship of 50% (fifty percent) of the program registration fees.
  - If applicant qualifies under the Free meals – 130% (one hundred thirty percent) Income Eligibility Guidelines, participant will be eligible for a scholarship of 75% (seventy-five percent) of the registration fees.
- Limit one scholarship per family/household per year.
- Scholarships will be available on a first come, first serve basis until all scholarship funding is exhausted.
- Include “limited” in verbiage (ex: “*Limited partial scholarships are available...*”).
- Final guidelines and application would be at the discretion of staff. The final documents would be provided to the Commissioners in the Parks and Recreation departmental weekly report.

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

Assistant Town Manager Janet Perry informed the Commission that a presentation was made on Form Based Codes at last night's Council meeting. She said that, although it is a separate item, considering moving to Form Based Codes ultimately ties in to the General Plan update process. She continued that Council will hold a work session in the near future to discuss formation of the General Plan Focus Groups and the appointment of the Primary General Plan Committee.

Parks and Recreation Supervisor Norman stated that she will keep the Commission informed with any updates and progress.

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

General Plan Update

Halloween

Christmas

Chairperson Zanolli stated that she overlooked an item on the Chairperson's Report. She continued that she along with Parks and Recreation Supervisor Norman met with the Boards and Commission Interview Panel on September 3<sup>rd</sup> and that the panel decided that there was no need to hold interviews and were recommending to the Council that the two applicants, Krysta Dehnert and Bethany Bezdek, be appointed to the Parks and Recreation Commission.

**AGENDA ITEM: ADJOURNMENT**-With no further business before the board, the meeting adjourned at 6:57 p.m.

APPROVED:

---

Lynda Zanolli  
Chairperson

SUBMITTED BY:

---

Dawn Norman  
Parks and Recreation Supervisor