

**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, August 12th, 2009, at 5:30 p.m., in the Community Room of the Town Hall Administration Building, 39 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert
Bethany Bezdek
Barbara Van Wye (Absent)

Town Staff:
Community Services Supervisor: Dawn Norman
Community Development Director: Sherry Bailey
Assistant Town Manager: Janet Perry

Others in Attendance: None

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:42 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 June 10, 2009.

Chairperson Zanolli asked for clarification of the term of “2-3 mile radius” that was used during the Master Plan worksession.

Community Development Director Bailey explained that municipalities usually include a 2-3 mile radius which extends from the town’s border and the parties involved enter into a joint jurisdiction agreement. If this method is used, the plan would include parts of Jerome, Cottonwood, and Yavapai County to consider when developing the Master Plan.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for June 10, 2009, as written. Commissioner Bezdek seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS- Reports on current events

CHAIRPERSON'S REPORT – Chairperson Zanolli stated that she did not have any items to report on but wanted to take the time to thank Vice Chairperson Radoccia for overseeing the meetings while she was on vacation.

STAFF REPORT – Community Services Supervisor Norman reported the following to the Parks and Recreation Commission:

1. Concerts in the Park have continued to have great turnouts. The 50/50 raffle from the last concert, Gypsy Hill, brought in \$240.00.
2. A book club is being started at the Library. The club will meet on Saturdays at 9 a.m. with the first meeting scheduled for September 12th.
3. The Parks and Recreation Commission has two terms expiring and four applications have been submitted.

FINANCE REPORT – Community Services Supervisor Norman reviewed the finance reports with the Commission. She explained that the reports did not reflect the approved 2009-2010 budget, the budget information was last year's budget and that the Finance Department will be updating the accounting system now that the budget has been approved. She will email the approved budget to the Commissioners following the meeting.

Community Services Supervisor Norman reviewed the Parks and Recreation Donation Accounts with the Commission. She informed:

1. The funds held in the Main Street Park account were transferred into the General Donation Fund explaining that a bench had been installed in the Main Street Park thanks to the donation received from the Mingus Reunion Committee. She continued that this transfer of funds would allow the Parks and Recreation Commission to use the funds at their discretion.
2. The funds previously held in the Pool account were transferred to the Town's General Fund bringing the current balance to \$0. She explained that the balance was the remaining fees collected for the lifeguard classes offered in the 2008 season after class materials were purchased.
3. The funds held in the Diamondback Trip account would be used to pay the school for the use of the bus as she was waiting on an invoice from the school. When payment is made to the school the balance will be brought to \$0.

NEW BUSINESS:

AGENDA ITEM: GRANT SUBMITTAL – Discussion of the grant application to the Broadband Technology Operations Program for federal stimulus funding.

Community Services Supervisor Norman informed that federal stimulus funding was available for Public Computer Centers and was made available only to public libraries and schools. She continued that the Town was applying for the grant and the approach was on a regional level as

the Verde Valley did not have any facility of this nature. She continued that if successful, there would be a 2,125 sq. ft. addition to the library along with renovating the existing 3,100 sq. ft.

Community Services Supervisor Norman and Community Development Director Bailey reviewed the drawings of the project with the Commission explaining the different technical elements and equipment and how these elements could be used in programs and by the public, including the opportunity to check laptops out to use in the privacy of your home. Community Services Supervisor Norman stated that there were a couple of important factors that the working group wanted to incorporate, one was keeping the library the library, so that it was very apparent which area was the functions of the library, the other factor was maintaining the familiarity of the building and creating a non-intimidating environment. The goal was to incorporate the technical elements in ways that would raise patron's curiosity and entice them to want to learn more about what the equipment was and how to use it. She continued that outreach and education were important keys to the project because the majority of individuals were not aware of what technology and the internet was capable of other than shopping, emailing, or facebooking. Community Development Director Bailey added that an Outreach/Volunteer Coordinator would be hired in order to ensure outreach and education.

Commissioner Radoccia asked if a needs assessment was done. Community Development Director Bailey informed that the state is currently preparing a map of broadband service available throughout Arizona and that providers must offer what areas they serve and the amount they charge for their service. She continued that Clarkdale and the Verde Valley qualify as under-served as defined under the grant.

Commissioner Radoccia shared that the hospital had a program offering free use of computers to the low-income families in the Healthy Families program and that through her tenure with the program she only new of one mother that took advantage of the opportunity. Community Development Director Bailey responded that several target audiences were identified in the grant application, including low-income families, Hispanics and senior citizens, establishing these target audiences as a priority in education on computer and internet use. Community Services Supervisor Norman shared that an example of one program idea working with one of the target audiences is partnering with the Verde Valley Senior Citizens Center and the Meals on Wheels Program. She continued that home bound seniors would have the opportunity to have one on one training sessions instructing them on how to communicate using the internet with family members, friends or medical doctors, using a small laptop or notebook that can be checked out to them. She continued that this approach would be welcomed by the seniors as they would see the opportunity for social contact but unbeknownst to them, the main goal would be achieved, they would be enriched and educated on the use of the internet and its benefits. This type of approach would be taken with each of the target audiences.

There was open discussion on programming ideas.

Community Development Director Bailey informed that August 14th was the application deadline. She continued that within 30 days the Town would know if the application made it through the first round of reviews. If the application is successful and proceeds on to the second round of review the Town would be required to submit additional requested information within

60 days, awards to be announced October through November. If the application does not pass the first round of review, the review board will advise the Town on what the application lacked, etc., and the Town will be able to revise the application and re-submit during the 2nd application submission scheduled for December. There was open discussion on the timeline and the process.

Commissioner Bezdek thanked the staff for the hard work put into the grant application.

AGENDA ITEM: WORKSESSION – A work session to discuss the Parks and Recreation Master Plan.

Community Development Director Sherry Bailey stated that she was in the process of drafting the first chapter of the General Plan rewrite which sets the precedent for all the following chapters. She continued that there was a deficit of trails and that it was very apparent that trails were important to the Parks and Recreation Commission. She stated that the Open Space Focus Group discussed trails at great length and that the Parks and Recreation Master Plan needed to coincide with the Open Space element of the General Plan.

Community Development Director Bailey presented a map of existing trails and proposed trails and connector trails to the Commission. Community Development Director Bailey reviewed the map with the Commission.

There was open discussion on the U.S. Forest Service land located within the Town's boundary. Commissioner Radoccia inquired if the Commission stipulated in the Master Plan that the Forest Service land was to be preserved as open space with no development would that protect the land from development. Community Development Director Bailey stated that including it in the Parks and Recreation Master Plan and the General Plan is the best assurance for accomplishing that vision.

There was open discussion on motorized trails. Community Development Director Bailey informed that U.S. Forest Service Trails located in Clarkdale are designated as motorized use trails under the current U.S. Forest Service Trail Plan. She continued that the U.S. Forest Service is updating their trail plan. Public meetings are being held to seek input on the area. It has been expressed at the public meetings that the Clarkdale U.S. Forest Service land remains as an open space/recreation area.

There was open discussion on several areas and trails:

- Community Development Director Bailey shared Yavapai College is discussing a trail system and that they are willing to work with the Town to connect trails.
- Abbey Road South Trail – discussion on keeping the trail on the roadway. Commissioner Radoccia shared the trail goes onto private property and the Town would have to work with the owners to allow access.
- Minerich Road – discussion of gas line and APS power lines. APS will allow easements for trail use.
- Trail from Verde/Palisade intersection to Broadway.

- Town should pursue trail located by Tavasci/Wild Horse Mesa intersection that follows telephone line easement that goes up the mountain to Jerome.
- Trails located on the Yavapai-Apache reservation including the trail that goes to the school should be included in the plan.
- Salt River Material Group trail

Community Development Director Bailey shared that the existing and proposed trails included on the map total to approximately 30 miles of trails and that with the regional trails plan connector trails will continue to the outlying municipalities. There was open discussion on identifying Cottonwood's trails to ensure connectivity.

Community Development Director Bailey stated that she would return to the Commission with verbiage for them to review.

AGENDA ITEM: OLD FASHIONED FOURTH OF JULY – Discussion of the 2009 Old Fashioned 4th of July event.

Community Services Supervisor Norman informed that she continues to receive excellent feedback that it was the best 4th of July event ever. This year's event did not offer anything different than last year other than operating solely by volunteers. She commended all of the volunteers and the fantastic job performed and that it was rewarding to work with all of them.

Community Services Supervisor Norman reported a decrease in the money brought in by the Children's Games. She continued this year the school operated and benefited from the proceeds. The games brought in \$519.75 versus \$553 in 2008.

The cotton candy was comparable to the 2007 event. She continued that cotton candy was not sold in 2008. She reported the cotton candy brought in \$111 versus \$116 in 2007.

The Kids' parade had 78 registrants versus 77 from last year. She informed that the Chamber did an excellent job in hosting the parade. She stated that next year the judges will need to be informed that participants are limited to winning only one prize as there were several participants who had won prizes in more than one category.

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

Commissioner Radoccia stated that she had asked for this item on the agenda. She shared that she uses the trail frequently and that the good news is that the doggie bags are being used and placed into the trash cans. The issue is the smell coming from the trash and that in future trail designs to consider placing the trash cans on the opposite side away from the benches.

Community Services Supervisor Norman thanked Commissioner Radoccia for the input and stated that this would most definitely be considered in the future.

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

Parks and Recreation Master Plan
Broadband Technology Operations Program Grant-Public Computer Center
Halloween

Community Services Supervisor Norman stated that she had overlooked an item on the staff report and asked Chairperson Zanolli if Agenda Item: Staff Report could be re-opened. Chairperson Zanolli stated that Agenda Items: Staff Report was brought back to the table.

Community Services Supervisor Norman asked to clarify information previously provided to the Commission regarding participating in a meeting via teleconference. She continued that she had learned that a board member may participate via teleconference but that if the quorum was met only because of the board member participating via teleconference that this practice was not allowable.

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 6:53 p.m.

APPROVED:

Lynda Zanolli
Chairperson

SUBMITTED BY:

Dawn Norman
Community Services Supervisor