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, November 10, 2010, at 5:30 p.m., in the Community Room of the Town Hall Administration Building, 39 N. Ninth Street, Clarkdale, Arizona.

Chairperson:	Lynda Zanolli	
Commissioners:	Barbara Van Wye	
	Jesse Kennen	(Arrived at 5:58 p.m.)
	Debbie Pickard	
	Shannon Westcott	

Town Staff:
Community Services Supervisor: Dawn Norman
Community Development Director: Sherry Bailey

Others in Attendance: Tammy DeWitt, Yavapai County Development Services

AGENDA ITEM: CALL TO ORDER – Chairperson Zanolli called the meeting to order at 5:31 p.m. It was noted that a quorum was present.

AGENDA ITEM: MINUTES - Discussion and consideration of minutes of the Regular Meeting held on October 13, 2010.

Commissioner Westcott motioned to approve the Regular Meeting minutes for October 13, 2010 as written. Commissioner Van Wye seconded the motion. The motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.
Chairperson Zanolli had no items to report.

STAFF REPORT – A report from the Community Services Supervisor on current events.
Community Services Supervisor Norman informed the Commission of the following:

- Santa Comes to Clarkdale event scheduled for Saturday, December 4th, 11 a.m. - 1 p.m. in the Men's Lounge. The event offers several activities free of charge - children can visit with Santa and have their photo taken, hot chocolate and cookies will be served and the Chamber of Commerce will host the ornament making table. Volunteers are still needed.
- Planning is underway for holiday decorating of the town. Volunteers are needed to assist with the inventory of lights.

NEW BUSINESS:

AGENDA ITEM: CHAIRPERSON AND VICE CHAIRPERSON – Discussion and consideration of electing Chairperson and Vice Chairperson.
Commissioner Westcott motioned to nominate Commissioner Zanolli as Chairperson and Commissioner Van Wye as Vice Chairperson. Commissioner Pickard seconded the motion. The motion passed unanimously.

AGENDA ITEM: VERDE VALLEY REGIONAL TRAILS CONCEPT PLAN – Discussion and consideration to recommend to Council to approve and sign the Verde Valley Regional Trails Concept Plan Memorandum of Understanding.

In 2007, the Cocopai Verde Valley Trails Partnership Action Team proposed to each of the Verde Valley cities and towns to collaborate regionally to create a regional trail plan. Each city and town agreed upon a resolution that gave 18 months to complete this project.

Yavapai County hired a Coordinator who would oversee the Verde Valley Regional Trails Plan project and work group. The work group started meeting in January of 2008 and held meetings monthly. Mid-way through the project the Coordinator resigned from Yavapai County. After his exit all of the work previously performed by the work group could not be located or recovered. The work group then had to reconstruct the progress previously accomplished in addition to the work needing to be performed in order to achieve the completion of the project. The deadline expired in June of 2009 but the group continued meeting to finalize the trails plan.

This regional trail concept plan defines a long-range vision for how trails and open space networks could fit into the future vision for the Verde Valley and serves as a resource tool and guide. This comprehensive approach supports the idea of trail systems as a basic and standard component of the land use framework at both the regional and local scales. The plan is a practical and useful tool to help guide communities and agencies in decision making and public planning processes. In addition, the plan is a great resource for providing detailed information on planning, designing, engineering, funding, managing, maintaining and otherwise integrating great trail systems into our communities.

The goals of the Verde Valley Regional Trails plan are:

1. **CONNECTIVITY**: To promote connectivity between public lands, incorporated cities and towns, and un-incorporated communities in the Verde Valley to create a valley-wide, shared use, non-motorized trail system that is safe and enjoyable for all who visit and recreate.
2. **RESOURCES**: Provide resources for grant funding or other possible funding resources for trail development.
3. **COLLABORATION**: To build collaboration between the different jurisdictions in the Verde Valley; which is vital to the success of a regional trail system.
4. **TECHNICAL ASSISTANCE**: Provide technical assistance to map potential trail connections and proposed corridors for future trail planning efforts.
5. **PUBLIC INFORMATION AND SUPPORT BUILDING TOOL**: Serve as a public information and support building tool for efforts by the public land departments, cities and towns, and Yavapai County.

Chairperson Zanolli motioned to recommend to Council to approve and sign the Verde Valley Regional Trails Concept Plan Memorandum of Understanding. Vice Chairperson Van Wye seconded the motion. The motion passed unanimously.

AGENDA ITEM: PARKS AND RECREATION MASTER PLAN – A work session to discuss the Parks and Recreation Master Plan.

Community Development Director Sherry Bailey stated that she had presented Chapter 1 of the Parks and Recreation Master Plan to the Commission in October for their review. She asked if there were any revisions or comments that the Commission would like to incorporate. There were no changes or comments given. There was open discussion on Chapter 1 with the consensus of approving the draft of Chapter 1 as presented and for staff to move forward onto the next chapters.

Community Development Director Sherry Bailey stated that she will email the drafts to the Commission for review prior to the next meeting.

AGENDA ITEM: HALLOWEEN – A discussion on the 2010 Halloween event.

Community Services Supervisor Norman reviewed the donations, expenses, attendance, resident participation and the activities of the event with the Commission. There was open discussion on the event and the record breaking attendance.

Community Services Supervisor Norman informed that the event had received both positive and negative feedback from the community. These were included in the Commissioner's packets for their review. There was open discussion on the comments and concerns received.

Community Services Supervisor Norman stated that surveys were included in the upper Clarkdale residents' Halloween packets and expressed that she was hopeful for a positive return so that the Commission would have the residents' input to consider. There was open discussion to consider revising the survey and redistributing it to the residents.

Community Services Supervisor Norman stated that in 2008 the Parks and Recreation reviewed the event and made implementations due to concerns received from residents. These changes were:

1. Schedule trick-or-treating at the same time as other events in the Verde Valley and shorten the time frame from 5 p.m. to 7 p.m. instead of 5 p.m. to 8 p.m. as in the past.
2. Offer to supply volunteers to upper Clarkdale residents who either want to participate but need assistance with handing out candy, or for residents who do not wish to participate, but would allow volunteers to hand out candy in front of their residence.
3. Solicit for volunteer participation from other Clarkdale neighborhoods to assist with handing out candy. This will allow all residents the opportunity to participate.
4. Offer an escort service provided by the Explorers for the residents feeling trapped or hindered from leaving/arriving at their homes.

5. Increase promotion of directing trick-or-treaters to First South and First North Streets to decrease the mass numbers on Main Street.
6. Eliminate the distribution of additional candy and give-aways from the road blocks.

These practices, with the exclusion of #2 and #3 due to no participation and response and #4 due to the lack of Explorers available, were carried out in 2009 and 2010. Due to the concerns received this year #2 and #3 will be offered in 2011 and continued thereafter to offer these services to the residents. In addition, there are several communities who have also been challenged with the complaint of age appropriate participants. Staff will research how other communities have addressed this issue and report back to the Commission.

There was open discussion as to why the Commission continues to have discussions on the event when only a few negative comments were received. Community Services Supervisor Norman explained that the impact on the upper Clarkdale residents brought on by this event is not by the residents' choice and that whatever the town can do to lessen the impact and improve the event the better and that the discussion is only to accomplish this, not to consider the elimination of the event.

The Commission will continue the discussion on Halloween after the New Year leading up to the 2011 event.

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

Parks and Recreation Master Plan
Holiday re-cap
Halloween
Pool Fundraising Update
Highland Subdivision Parks

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 6:09 p.m.

APPROVED:

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Lynda Zanolli
Chairperson

SUBMITTED BY:

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Dawn Norman
Community Services Supervisor