



**NOTICE OF A REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE
WEDNESDAY, JANUARY 11, 2023 AT 5:00 PM**

In Person: Clark Memorial Clubhouse, 19 N. Ninth St., Clarkdale AZ

OR

Join Zoom Meeting

<https://us02web.zoom.us/j/83421170403?pwd=N3VnU3RFL3FuYzJBN1ZITW5jcTJWdz09>

Meeting ID: 834 2117 0403

Passcode: 896272

Town of Clarkdale Vision

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy.

We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism.

We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN that the Parks and Recreation Commission of the Town of Clarkdale will hold a Regular Meeting on Wednesday, January 11, 2023, at 5:00 PM. Members of the Parks and Recreation Commission will attend either in person, by telephone or via Zoom. A quorum of Town Council members may be present at this meeting; however, they will not deliberate or take any action on items. All members of the public are welcome to attend.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

The Parks and Recreation Commission invites the public to provide comments at this time. Members of the Parks and Recreation Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to

the Clerk or liaison during the meeting. Each Speaker is asked to limit their comments to five minutes.

4. REPORTS

A. Clark Memorial Clubhouse Repairs and Upgrades

B. Grants Updates

C. Copper Penny Park Pickleball

D. Holiday Event Updates

E. Trails Master Plan Progress

F. Verde River @ Clarkdale

5. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the approval of the draft minutes from the meeting held on Nov. 9, 2022.

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Boards and Commissions Absentee Policy

Review Ordinance #390 pertaining to the Boards and Commission absentee policy.

B. Holiday Event Debrief

Recap of the 2022 Holiday event and discuss items to consider in 2023.

C. Parks and Recreation Strategic Plan

Discuss opportunities and threats pertaining to Parks and Recreation in Clarkdale as part of the 2023 Parks and Recreation Strategic Plan development process.

D. Caballero Park Plan

Discuss the status of the Caballero Park plan and grant updates.

7. ACTION ITEMS

A. 2023 Concerts in the Park

Discuss, consider and act upon elements of the 2023 Concerts in the Park series.

8. SELECTION OF CHAIR AND VICE-CHAIR

A. Chairperson of the Parks and Recreation Commission

Discuss, consider and act upon the selection of Chairperson for the Parks and Recreation Commission for a term of one year.

B. Vice Chairperson of the Parks and Recreation Commission

Discuss, consider and act upon the election of a Vice Chairperson for the Parks and Recreation Commission to serve a term of one year.

9. FUTURE AGENDA ITEMS

Parks and Recreation Commission may propose items to be placed on a future agenda. This item is for discussion only.

10. ADJOURNMENT

Values

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

COPPER

Customer focused

Open, transparent and equitable

Preserving our history, charm, and environment

Planning for a sustainable future

Economic and social resiliency

Resourceful and innovative

Mission

The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

Parks & Recreation Department Reports

January 11, 2023

Clark Memorial Clubhouse Repairs and Upgrades

Public Works is initiating some repairs and upgrades for the Clark Memorial Clubhouse that will affect rentals and events in the next few months. New HVAC system for the auditorium, refinished wood floor in Ladies Lounge (due to rental damage) and the back balcony will be resurfaced with a durable product to protect the concrete and ultimately the lower levels of the Clubhouse structure.

Grants:

Applying for the Yavapai Apache Nation Prop 202 funds grant with a request for continued funds to manage the Verde River @ Clarkdale River Access Points.

Applying for a T-Mobile Hometown Grant to fund a sustainable shaded solar picnic table with charging stations and Wi-Fi capability. The approximate cost of table, installation, and equipment is \$17,000 all of which may be covered under the grant.

Received funding notification for CDBG and have submitted the final specs for the park to the NACOG team for creation of the bid package which will go out to public for bid shortly after the first of the year.

Received Arizona Department of Tourism grant for resurfacing Lower TAPCO River Access Point parking and picnic areas. Project should be complete in early 2023.

Land and Water Conservation Fund (LWCF) application for \$1M will be submitted to National Parks by Arizona State Parks in January now that remediation of Selma Mongini Park is complete and Arizona Department of Environmental Quality (ADEQ) presented a completion report of the project. Fund notification should come through by the end of March at the latest.

Copper Penny Park-Pickleball

Waiting for Public Works and Crossroads contractor to meet to finalize the project plans.

VR@C

- Friends of the Verde River crews will be conducting an invasive species removal project on the riverbanks near the wastewater treatment plant from Jan. 3-17, 2023.
- MLK Day of Service at Big Springs Trail - Mon. Jan. 16 from 9 a.m. to 12 p.m. join Friends of the Verde River for a river stewardship volunteer day at Clarkdale's Big Springs Trail area. For all river stewards committed to a healthy Verde River.
[Learn more and register](#)
- Intergovernmental Agreement (IGA) with Arizona State Parks Board (ASPB) regarding the use of Tuzigoot River Access Point expired on June 30, 2022. Staff has been working with ASPB

Parks & Recreation Department Reports

to finalize a new agreement since April. The agreement went to the Attorney General's office for review. Upon review it was decided between the Town's attorney and the AG's office that it was more appropriate to have a Memorandum of Understanding rather than an IGA. Attorneys are now in the process of developing the IGA.



Staff Report

Item Number: 5.A.

<u>Agenda Item:</u>	Approval of Minutes Discuss, consider and act upon the approval of the draft minutes from the meeting held on Nov. 9, 2022.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal area: • Goal Area 1 – Preserve and celebrate Clarkdale’s unique, complex history.
<u>Background:</u>	Review of the minutes from the regular meeting held on Nov. 9, 2022.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends approval of the draft minutes from the regular meeting held on Nov. 9, 2022.



**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE
WEDNESDAY, NOVEMBER 9, 2022 AT 5:00 PM**

Members Present: *Chairperson Backus and Council Members Cheryl, Ben Kramer, Jeri Miuccio, Becky Keck, Robyn Aasmundstad*

Other Municipal Officials Present: *Joni Westcott, Parks and Recreation Manager; Chell Smart, Parks and Recreation Specialist and Public Information Officer*

Audience: *No members of the public were present in the audience or on zoom.*

1. CALL TO ORDER – *Chairperson Backus called the meeting to order at 4:59 p.m.*

2. ROLL CALL - *All members present, Commissioner Miuccio arrived at 5:05 p.m.*

3. PUBLIC COMMENT - *No public comment.*

4. INTRODUCTIONS

A. *Newly appointed Advisory Member, Robyn Aasmundstad was introduced.*

5. REPORTS – *Parks and Recreation Specialist, Chell Smart provided reports on the following (**see attached 2022-11-09 Parks and Recreation Reports document**):*

A. Halloween Event Updates

B. NACOG - CDBG Grant for Caballero Park

C. Selna-Mongini Park Remediation Progress

D. Copper Penny Park Pickleball

E. Holiday Event Updates

6. MINUTES

A. Approval of Minutes

Discuss, consider and act upon the draft minutes from the meeting held on Oct. 12, 2022.

Action: Approved Oct. 12, 2022 Parks and Recreation minutes.

Motion: *Commissioner Kramer*

Second: *Commissioner Kessel*

Vote: Approved 5-0

Voting Member	Aye/Nay
Chairperson Allyn Backus	Aye
Vice Chairperson Cheryl Kessel	Aye
Commissioner Ben Kramer	Aye
Commissioner Jeri Miuccio	Aye
Commissioner Becky Keck	Aye

7. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Parks and Recreation Strategic Plan

Discussed proposed elements of the 2022 Parks and Recreation Strategic Plan. Commissioners brainstormed strengths and weaknesses related to Parks and Recreation in Clarkdale and then prioritized them by voting on which were most critical.

Strengths	Priority
Quality of events	1
Volunteers/ Volunteering	1
Staff accessed grant funding	1
Communication about P&R offerings	2
Park access	3
Existence of Verde River Access Points	3
Outdoor opportunities	
Diverse population in Clarkdale	
Community connections through wide variety of activities and opportunities	
Support from Council	
Progress on trail connections	
Relationship with first responders	
Strong community support and input	

Weaknesses	
Limited resources (staff, money, etc.)	1
Access to parks for all neighborhoods	2
More public involvement needed (meetings, etc.)	3
Trails in Clarkdale	4
Improve volunteer coordination, representation and impact	5
Limited number of classes (river, education, etc.)	6
Opportunities for homebound	7
Facility management requires high resource allocation (time, staff)	
Consider text alerts for event reminders	

8. FUTURE AGENDA ITEMS

Parks and Recreation Commission did propose items to be placed on a future agenda. This item is for discussion only.

1. *Strategic Planning*
2. *Trails*
3. *Caballero Park*

9. ADJOURNMENT – Chairperson Backus *adjourned the meeting without objection at 5:59 p.m.*

APPROVED:

Chairperson, Allyn Backus

SUBMITTED BY:

Parks and Recreation Specialist and Public Information Officer, Chell Smart

DRAFT

Parks & Recreation Department Reports

This document to be included with the minutes from the meeting held on Nov. 9, 2022.

Nov. 9, 2022

Upcoming Events

Made in Clarkdale 35th Annual Clarkdale Artists Showcase – Dec. 1 through Dec. 4, 10 a.m. - 5 p.m. in the Clark Memorial Clubhouse Auditorium.

Art in the Clark - Featuring MUHS students through December in the Clark Memorial Library.

Councilman Regner Farewell Reception - Thursday, Nov. 10 in the Clark Memorial Clubhouse Men's Lounge at 3:30 p.m.

Halloween 2022

The event went very well with no incidents or issues to report.

- Trick-or-treaters: 1,370 (previous year just over 1,000).
- Supplemental candy: 51 Clarkdale households (previous year was 54, highest 50).
- Candy cost: \$3,154/donated bags estimated at \$1,000.
- Costume contest: 100 participants, winners in five categories.
- House Contest Winners:
 - Mountain Gate: 770 Alfonse Rd. Clarkdale, AZ (Orange lights).
 - Trick or Treat zone: 1406 Main Street (Giant Marshmallow Man).
- Volunteers: Over 30 assisted with the event. Thanks to Ben, Cheryl, and Jeri.
- Partner agencies: VVFD, VVAC, CPD, CPS.
- Clarkdale Downtown Business Alliance (CDBA): Five participants but lots of kids attended. Would like to do it again next year.
- Spirit the Halloween cat was damaged. Family is taking it to get him sewn back together. Also, jumping spider isn't so jumpy any longer. All other animatronics held up well.

Those who volunteered in any way, we welcome your feedback and will document your comments for 2023 planning.

Selna-Mongini Park

Freeport McMoRan has completed the soil remediation and is working with Arizona Department of Environmental Quality (ADEQ) to obtain the safe soil report required by National Park Service to complete the Land and Water Conservation grant process.

Freeport had some issues getting the required amount of sand needed for replacement in the playground area of the park, fencing will remain here until it is complete.

Parks & Recreation Department Reports

The 25-year lease agreement with Ray Selna and Mike Mongini is complete after a long wait for signatures. As part of the agreement, Selna and Mongini have requested the park be named after their two families. Council approved the agreement at their Nov. 8 meeting.

CDBG for Caballero Park

Agreed to enlist the services of NACOG to provide Town staff technical assistance on the Community Development Block Grant. This includes all things related to the bid process, required reporting, and compliance guidance for this technically complicated federal grant. This fee is \$17,500, but short of the project spec details for the bid package, NACOG will be doing most everything.

Release of Funds notification came in this week from Arizona Department of Housing. Documents have been signed and funds will be released in the next few weeks.

Staff has been working with Public Works Superintendent and Director to finalize specs for the park project.

Copper Penny Park-Pickleball

Crossroads at Mingus Landscape Architect reviewed the park pickleball court to see if it was possible to add on to the existing court. The determination was that there is not enough room around the court without creating new safety issues. What they will do is:

- Extend the surface on the “wash” end by 4-foot to 6-foot with the same surface that they have on trails within the subdivision.
- Put a 4-foot fence behind that with tennis ball netting on it.
- Proposed the possibility of development of an official pickleball facility and solicited funds from those passionate about play. (Possible future agenda item)

The cost for this fix will be approximately \$1,800 to the Town. Funding for the project will come from the Park Safety Capital Improvement Project funds.

Holiday Events Update

Caroling:

Staff contacted Clarkdale Jerome School; they will be having their event at the school. Mingus Union High School Choir Director is contemplating if they have the capacity to take on the event.

Santa:

Santa has been scheduled. VVFD will host him at the station and then bring him to and from the park via fire truck.

Beverage containers to keep the hot chocolate warm were purchased.

The RedRockappella Caroling group has been hired.

Parks & Recreation Department Reports

Lighting:

Holiday lighting will be installed by the Public Works team Nov. 16 - 21.

Gazebo decorating:

Volunteers and staff will decorate the gazebo beginning at noon on Nov. 21. Help is needed!



Staff Report

Item Number: 6.A.

<u>Agenda Item:</u>	Boards and Commissions Absentee Policy Review Ordinance #390 pertaining to the Boards and Commission absentee policy.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal: • Goal Area 3 – Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	B. The Mayor and Town Council shall have the right and power to remove any board, committee, or commission member, with or without cause. A board, committee, or commission member who is absent four (4) regular board, committee, or commission meetings from October 1st to September 30th shall be deemed to have vacated his or her appointment without further action being taken by either the board, committee, commission or Town Council. It shall be the responsibility of the chairperson to so notify the Town Clerk immediately upon the creation of a vacancy pursuant to this section and the Mayor and Town Council shall fill such vacancy for the unexpired term. [Ordinance #390, 2018; Ordinance #338, 2011; prior code § 17-1-3.]
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Review Ordinance #390 pertaining to the Boards and Commissions Absentee policy.



Staff Report

Item Number: 6.B.

<u>Agenda Item:</u>	Holiday Event Debrief Recap of the 2022 Holiday event and discuss items to consider in 2023.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal: • Goal Area 2 – Enhance the quality of life for residents, businesses, and visitors to Clarkdale. • Goal Area 3 – Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	This was the second year that the Santa Comes to Clarkdale event was at Town Park. More than 240 children along with their families visited with Santa. The average attendance prior to this year was about 185. Staff will review all aspects of the 2022 Holiday event and get feedback from the Commissioners, discussing what went well and what could be improved upon in the future.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Discussion only regarding the 2022 Holiday event.



Staff Report

Item Number: 6.C.

<u>Agenda Item:</u>	Parks and Recreation Strategic Plan Discuss opportunities and threats pertaining to Parks and Recreation in Clarkdale as part of the 2023 Parks and Recreation Strategic Plan development process.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal area: • Goal Area 2 – Enhance the quality of life for residents, businesses, and visitors to Clarkdale. • Goal Area 3 – Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	Commissioners completed collaborative development of strengths and weaknesses pertaining to parks and recreation in Clarkdale at the Nov. 9 meeting. Attached are the combined results and priorities as defined by the Commission. Work will now begin on the final two aspects of the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, identifying and prioritizing opportunities and threats.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends the Board develop a SWOT analysis of recreation and parks in Clarkdale as part of the Parks and Recreation Strategic Plan.

Parks and Recreation Strategic Plan
S.W.O.T. Analysis

Strengths	Priority
Quality of events	1
Volunteers/ Volunteering	1
Staff accessed grant funding	1
Communication about PR offerings	2
Park access	3
Existence of Verde River Access Points	3
Outdoor opportunities	
Diverse population in Clarkdale	
Community connections through wide variety of activities and opportunities	
Support from Council	
Progress on trail connections	
Relationship with first responders	
Strong community support and input	

Weaknesses	
Limited resources (staff, money, etc)	1
Access to parks for all neighborhoods	2
More public involvement (meetings, etc)	3
Trails in Clarkdale	4
Improve volunteer coordination, representation and impact	3
Offer more classes (river, education, etc)	5
Opportunities for homebound	6
Facility management requires high resource allocation (time, staff)	
Text alerts for event reminders	



Staff Report

Item Number: 6.D.

<u>Agenda Item:</u>	Caballero Park Plan Discuss the status of the Caballero Park plan and grant updates.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal: • Goal Area 2 – Enhance the quality of life for residents, businesses, and visitors to Clarkdale. • Goal Area 3 – Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	A Community Development Block Grant was awarded to the Town of Clarkdale for the renovation of Caballero Park in Patio Park subdivision. Staff will introduce the plans for the park.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Discussion only on the status of Caballero Park renovation plan.



Staff Report

Item Number: 7.A.

<u>Agenda Item:</u>	2023 Concerts in the Park Discuss, consider and act upon elements of the 2023 Concerts in the Park series.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal: • Goal Area 2 – Enhance the quality of life for residents, businesses, and visitors to Clarkdale. • Goal Area 3 – Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	"Concerts in the Park" summer concert series has been taking place in Town Park since 2008. Each year, eight to nine concerts are planned to run between June and September. Bands are selected by a committee made up of Town Parks and Recreation staff, Parks and Recreation Commissioners, members of the Clarkdale Downtown Business Alliance, and sometimes a community member. Staff will review challenges and considerations for going forward with the events.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends discussion and approval of elements for the 2023 Concert in the Park series.



Staff Report

Item Number: 8.A.

<u>Agenda Item:</u>	Chairperson of the Parks and Recreation Commission Discuss, consider and act upon the selection of Chairperson for the Parks and Recreation Commission for a term of one year.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal area: • Goal Area 3 – Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	The role of the Chair and the Vice Chair generally rotates each year. Frequently, the position is based on seniority, but that is not a mandatory criterion. The willingness and ability of an individual to serve as the Chair or Vice Chair should be taken into consideration. The additional responsibilities of serving as Chair and Vice Chair may take extra time. Responsibilities of the Chair: • Preside at all official meetings of the Commission. • Consult with the staff liaison on drafting the meeting agenda. • Attend Town Council meetings as needed to represent the Commission. • Sign correspondence on behalf of the Commission. • Make the public feel welcome at meetings. • Keep discussions orderly, focused, efficient, impersonal, and fair.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends the board select and vote to approve a Chair for the Parks and Recreation Commission to serve a term of one year.



Staff Report

Item Number: 8.B.

<u>Agenda Item:</u>	Vice Chairperson of the Parks and Recreation Commission Discuss, consider and act upon the election of a Vice Chairperson for the Parks and Recreation Commission to serve a term of one year.
<u>Staff Contact:</u>	Joni Westcott, Parks Manager
<u>Meeting Date:</u>	January 11, 2023
<u>Strategic Goal:</u>	This item supports the following goal: • Goal Area 3 – Enhance the quality and availability of parks, recreation and cultural opportunities.
<u>Background:</u>	The role of the Chair and the Vice Chair generally rotates each year. Frequently, the position is based on seniority, but that is not a mandatory criterion. The willingness and ability of an individual to serve as the Chair or Vice Chair should be taken into consideration. The additional responsibilities of serving as Chair and Vice Chair may take extra time. The responsibilities of the Vice Chair are to substitute for the Chair as needed. Responsibilities of the Chair: • Preside at all official meetings of the Commission. • Consult with the staff liaison on drafting the meeting agenda. • Attend Town Council meetings as needed to represent the Commission. • Sign correspondence on behalf of the Commission. • Make the public feel welcome at meetings. • Keep discussions orderly, focused, efficient, impersonal, and fair.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends the board select and vote to approve a Vice Chairperson to act on behalf of the Chairperson in their absence and serve a term of one year.