



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

Members Present: *Chairperson Backus and Commissioners Cheryl Kessel, Ben Kramer, Becky Keck, Robyn Aasmundstad. Commissioner Jeri Miuccio was absent.*

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 5 p.m.*

2. ROLL CALL - *All members present.*

3. PUBLIC COMMENT - *No public comment.*

4. REPORTS – *Manager Westcott provided reports on the following topics.*

A. 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.

B. Grants Updates

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 the Community Development Block Grant (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.

C. Copper Penny Park Pickleball

A fence and surface leveling has been proposed as part of the solution for keeping pickleballs from rolling into the rip rap drainage ditch at Copper Penny Park. The Public Works department will meet with the developer to discuss these requested improvements.

D. Holiday Event Updates

No holiday event updates were given.

E. Trails Master Plan Progress

Additional updates on the Trails Master Plan were presented. The Town is now interviewing companies to draft the Trails Master Plan. Information about next steps and the company that is selected will be included at the next Parks and Recreation Commission meeting.

F. Verde River @ Clarkdale

Manager Westcott noted that she spoke with Wendy Jackson who requested information about the Selma Mongini Park plan. The resident understands that a pool is not included in the park plan per her suggestion. She also shared concern regarding the potential pickleball court noise for the neighborhood.

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.

Action: Approve Nov. 9, 2022 Parks and Recreation minutes.

Motion: Commissioner Kramer

Second: Vice Chair 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	Absent
Commissioner Becky Keck	Aye
Commissioner Robyn Aasmundstad	Aye

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Boards and Commissions Absentee Policy

Review Ordinance #390 pertaining to the Boards and Commission Absentee policy.
Manager Westcott reviewed Ordinance #390 and explained responsibilities of attendance. Commissioners were also encouraged to sign up on the website to automatically receive notifications related to Town meeting schedules.

B. Holiday Event Debrief

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

A discussion was had regarding the 2022 holiday event. The following items were suggested:

- Future participants can take photos with their own phone or camera, rather than printing photos.*
- The line could be made a part of the event with crafts, activities, refreshments along the way.*
- Commissioners agreed that the outdoor location at the park is preferred, weather permitting.*
- There were concerns about hearing the entertainment (carolers) at the Santa event. It was suggested that holiday music could be played at future events.*
- Children and family members could stand in front of Santa to allow more participants to get photos with Santa in the allotted time.*
- Crafts were popular and should be continued.*

C. Parks and Recreation Strategic Plan (Item moved to end of meeting)

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.

A discussion was had, and Commissioners were briefed on the upcoming bid process. The bid period commenced on Jan. 4, a pre-bid meeting is scheduled for Jan. 19, and all bids are due by Feb. 9. Potential elements of the park plan were discussed, including safety concerns related to bucket infant swings. Additional grant funding is being pursued for a solar wifi table at Caballero Park and updates will be given at future meetings.

7. ACTION ITEMS

A. 2023 Concerts in the Park

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

A discussion was had regarding the proposed schedule for the 2023 Concert in the Park season. Commissioners agreed to assist with leading some of the events. The following dates were

proposed: May 20, June 10, July 15, Aug. 12, Aug. 26, Sep. 9, Sep. 23.

Action: Approve proposed Concert in the Park schedule with dates as listed.

Motion: *Vice Chair Kessel*

Second: *Commissioner Kramer*

Vote: Approved 5-0

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

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.

Action: Approve Allyn Backus as Chairperson.

Motion: *Commissioner Kramer*

Second: *Commissioner Keck*

Vote: Approved 5-0

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

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.

Action: Approve Cheryl Kessel as Vice Chairperson.

Motion: Commissioner Kramer

Second: Commissioner Backus

Vote: Approved 5-0

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

C. Parks and Recreation Strategic Plan (Item moved to end of meeting)

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

A discussion was had regarding the Strategic Plan SWOT analysis. All identified strengths, weaknesses, opportunities, and threats were prioritized. See attached "2023 PRC SWOT Priorities Strategic Plan" document.

9. FUTURE AGENDA ITEMS

Parks and Recreation Commission did propose the following item to be placed on a future agenda:

- *Park restroom policies.*

10. ADJOURNMENT - *Chairperson Backus adjourned the meeting without objection at 6:43 p.m.*

APPROVED:

Allyn Backus
Chairperson, Allyn Backus

SUBMITTED BY:

Chell Smart
Parks and Recreation Specialist and Public Information Officer, Chell Smart

Top five Parks and Recreation Strategic Planning Priorities

Strengths Prioritized

1. Quality of events.
2. Volunteering.
3. Staff accessed grant funding.
4. Park access.
5. Verde River Access Points.

Weaknesses Prioritized

1. Limited resources.
2. More public involvement.
3. Equitable access to parks in all neighborhoods.
4. Trails in Clarkdale.
5. Offer more classes.

Opportunities Prioritized

1. Trail connectivity with maps.
2. Promote educational and stewardship opportunities in parks with a focus on the Verde River ecosystem.
3. Beautification of neighborhoods through parks, including public art elements.
4. Creation of Strategic Plan.
5. Increase resources through grant pursuit, municipal funding, volunteerism, shared services, community partnerships, developer agreements, etc.

Threats Prioritized

1. Loss of talented grant writers/loss of volunteers.
2. Encroachment of open space corridors.
3. Failing to have developers prioritize parks, trails, and open space as part of developer agreements.
4. Staffing and budget limitations.
5. Council priorities changing over time.

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