



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE**

WEDNESDAY, SEPTEMBER 13, 2023, AT 5:00 PM

(To watch the full video of the meeting, please visit www.clarkdale.az.gov – agendas & minutes)

Members Present: *Vice Chair Cheryl Kessel; Commissioners - Ben Kramer, Becky Keck, Jeri Miuccio, Alternate Commissioner Robyn Aasmundstad.*

Other Municipal Officials Present: *Joni Westcott, Parks and Recreation Director; Chell Smart, Parks and Recreation Specialist and Public Information Officer; Baileigh Cosmen, Parks and Recreation Coordinator.*

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

- 1. CALL TO ORDER** - *Vice Chair Kessel called the meeting to order at 5:01 p.m.*
- 2. ROLL CALL** - *Present: Vice Chair Cheryl Kessel; Commissioners - Ben Kramer, Becky Keck, Jeri Miuccio, Alternate Commissioner Robyn Aasmundstad. Absent: Chairperson Allyn Backus.*
- 3. PUBLIC COMMENT** - *No public comment.*
- 4. UPDATES – (Included with packet)**
Baileigh Cosmen was introduced as the new Parks and Recreation Coordinator. Commissioner Aasmundstad was introduced as officially serving on the Commission starting in October 2023.

A. Parks

- **Track K**
The Town issued a second amendment to the development agreement with the Crossroads at Mingus developer allowing them more time to complete the project but adding in an additional year of maintenance as a concession. Work has begun on the park, and it is projected to be completed in January 2024.
- **Selna Mongini**
Timeline:

June 27, 2023 Grant agreement signed

Dec. 27, 2023 Deadline for awarding construction contract

June 27, 2026 Deadline for project completion

Effort-to-date:

July, Aug 2023 Secure Project Manager (job description, RFQ, public meeting, etc.)

Aug, Sep 2023 Assess Ardurra Engineering for:

- *Design Phase (construction drawings and probable cost, specs, project management)*
- *Oversight of construction phase*

- **Caballero**

Due to complications with code requirements that were increasing the cost of the large shade structure over the swing set, it has been removed from the project. Staff continues to look for a grant to fund the Wi-Fi solar table. The Park construction is scheduled to begin Oct. 2. Sept 28 at 9:30 a.m. a groundbreaking ceremony will take place as construction begins. A flyer will go out to all residents to let them know about the current timeline and an update on the park design and tree removal.

- **Copper Penny**

Pickleball fencing has been purchased and is awaiting installation by the developer's contractor. A recent inquiry indicated completion in the next month.

B. Programs

- **I Love My Parks and Trails**

Marsha Foutz led a group of trails volunteers on May 6 to address Tuzigoot trail remediation after flood damage. She also led another trails improvement effort on August 30 to remediate tumbleweeds near the Big Springs Trail by the Wastewater Treatment Plant. She is looking for more volunteers to help with trails maintenance, up to three times each year when the weather permits.

- **Birds and Butterflies - May 2023 Event Update**

Welcoming Birds and Butterflies to Your Backyard classes– Jim Mast taught his free two-part series again on May 12 and 13. Twenty-two people attended his lecture and 25 attended the garden tour. Over the past three years, 82 community members have attended these classes.

C. Town Park Restrooms

Parks and Recreation staff met with Public Works to evaluate what will be needed to transition the Town Park bathrooms into single-use family style restrooms with ADA access. Considering the current budget allotted for Park Safety improvements (FY23/24 budget of \$25K), Public Works has advised, and offered to pursue a quote for the following alterations:

- 1. Installation of new door/door jams*
- 2. Removal of stalls*
- 3. Installation of infant changing stations at ADA height*
- 4. Lock to include deadbolt with an occupancy indicator and one of the following:*
 - a. One deadbolt with external key lock for maintenance closure **or***
 - b. Install Alarm Lock – DL270026D Trilogy (or similar)*

Public Works will also request an alternate bid on the cost to alter one restroom to make it ADA.

D. Verde River @Clarkdale

After nearly a year of deliberations, the Memorandum of Agreement with Arizona State Parks Board (ASPB) regarding the use of Tuzigoot River Access Point was completed early September. Here are some of the changes:

- *Town no longer collects fees from outfitters on behalf of State Parks.*
- *Outfitters will need to obtain a separate permit through State Parks and will no longer need to pay the \$.50 per customer to the Town for State Park fees.*
- *The Town will submit quarterly financial reports to State Parks regarding maintenance and operation costs and will be reimbursed for 50% of those costs.*
- *State Parks will install an "iron ranger" payment box and collect fees from park users.*

A complete copy of the agreement is available upon request.

E. Events

- **Volunteer Appreciation**

Staff hosted a Volunteer Appreciation event with 60 total attendees, 45 of which were volunteers. The event was an opportunity for staff to show appreciation for all that volunteers do to make Clarkdale the place to live, work and play. Staff and Cheryl spent the week collecting prizes, food, and drinks as well as setting up for the event. Parks and Rec staff thank the Police Dept., Community Development, and Public Works Departments for their assistance as well as the Admin. Office staff for helping in setting up and cleaning up the event. First come, first served prize selection and the new element of serving alcohol was well received by attendees.

- **Fourth of July 2023**

Parade entry attendance is still climbing upward, back towards 2019 levels. Parade participation was 60% higher than 2022.

OLD-FASHIONED 4TH OF JULY											
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Pancake Breakfasts	430	600	Cancelled	Cancelled	700	821	798	820	711	615	800
Kids' Parade Entries/Participants	35/165	28/ 98	35/110	Cancelled	48/228	69/245	58/199	61/188	55/187	62	65
Vendors	8	8	0	Cancelled	8	10	9	9	11	13	6
Volunteers	49	52	33	Cancelled	43	41	40	44	62	48	50

Commissioner Miuccio mentioned that the pancake breakfast line was long enough that some members of the public did not attend due to the wait.

5. MINUTES

A. Approval of Minutes

Consider and act upon the draft minutes from the Regular Meeting held on May 10, 2023, and the Special Meeting held on Aug. 16, 2023.

Action: Approval of minutes from the Regular Meeting held on May 10, 2023, and the Special Meeting held on Aug. 16, 2023.

Motion: Commissioner Kramer

Second: Commissioner Keck

Vote: Approved 5-0

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

6. NEW BUSINESS

A. 2023 Halloween Event Planning

Discuss, consider, and act upon the 2023 Halloween event plan.

Discussion took place regarding keeping all elements of the event the same as previous years but to include the addition of food trucks for families who don't have time to eat before arriving to the event.

Action: *Approval of the 2023 Halloween Event Plan including the addition of food trucks.*

Motion: Commissioner Kramer

Second: Commissioner Keck

Vote: Approved 5-0

Voting Member	Aye/Nay
Commissioner Robyn Aasmundstad	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. Trails Master Plan

Discussion only regarding the Clarkdale Trails Master Plan.

The Trails Master Plan (TMP) timeline has been adjusted to go out to public in December to allow staff time to develop feasibility and visuals. It will then go to the Council and a proposed plan will be available for review in early 2024. Staff is considering three visuals to promote the Trails Master Plan:

- *Benatz Trailhead and connections*
- *Clarkdale Jerome School Trails*
- *Cement Plant Road*

Pedestrian lighting and notification are a part of a public safety discussion for the Cement Plant Road and Clarkdale Parkway roundabout. Staff have met with the Clarkdale Jerome School, Freeport, Ray Selna and Mike Mongini, and Verde Exploration about trails on their properties.

Director Westcott discussed the Connect Clarkdale Project Matrix included in the meeting packet. Commissioner Miuccio noted that the Jerome trail should be included on the Matrix. Letters of support were solicited for the Clarkdale Parkway sidewalk and bike lanes.

B. Verde River @ Clarkdale Kayaking Safety

Discussion only regarding Verde River user safety while kayaking.

Parks and Recreation Director, Joni Westcott shared that Commissioner Miuccio requested this item for discussion and encouraged her to share her concerns with the Commission.

Commissioner Miuccio mentioned that signage might be appropriate to better prepare kayakers getting on the river. She stated that some kayakers don't realize how long the trip may take and that their equipment is not always sufficient to get them safely down the river, especially if there are flooding issues or the timing is too late in the day. There is no signage that shows river mile markers, so people know where they are in case of emergency or how far they have to go until they reach the takeout.

Director Westcott noted that in 2021 staff reviewed an on-river signage plan introduced by Verde River Institute but after further investigation the plan was not implemented due to liability concerns and feasibility of sign placement. She further explained that there are some challenges with identifying appropriate signage, which will be simplified and placed in a sustainable location. Development and placement of a good map at the parking location was discussed as a viable option.

- *A first-time visitor sign could help orient new kayakers on timing and safe practices. Check current conditions and QR code or use a simple sign to direct kayakers to the website for current flow conditions and other information.*
- *Include more safety details on the website. "If you want to kayak, here's what you should know about PFD's, length of flow, safety advice, in an emergency advice."*
- *Approach the Verde River Ambassadors for an annual review on the safety concerns at the Verde River @ Clarkdale sites.*

8. FUTURE AGENDA ITEMS

Parks and Recreation Commission proposed the following items to be placed on a future agenda.

- *Concerts in the Park season wrap up.*
- *Verde River @ Clarkdale kayaking safety.*

9. ADJOURNMENT - Vice Chair Kessel adjourned the meeting without objection at 6:18 p.m.

Cheryl Kessel

Vice Chairperson, Cheryl Kessel

SUBMITTED BY:

Chell Smart

Parks and Recreation Specialist, Chell Smart