



**NOTICE OF A REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE
WEDNESDAY, NOVEMBER 13, 2024 AT 5:00 PM**

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

OR

Join Zoom Meeting

<https://us02web.zoom.us/j/85998911182>

Meeting ID: 859 9891 1182

Unless otherwise stated, the public will have physical access to the meeting place 15 minutes prior to the start of the meeting.

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.

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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, November 13, 2024, 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, 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. UPDATES

A. Parks and Recreation Youth Advisor

Update only regarding the receipt of an applicant for the Youth Advisory position for the Parks and Recreation Commission.

B. Town Park Gazebo Restoration

Update only regarding the restoration of the Town Park Gazebo.

5. MINUTES

A. Approval of Minutes

Discuss, consider, and act upon the draft minutes from the Special Meeting held on Oct. 2, 2024.

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. 2024 Halloween Event

Discussion only regarding the 2024 Halloween event.

B. Selna Mongini Park

Discussion only regarding updates on the Selna Mongini Park project.

7. NEW BUSINESS

A. 2024 Santa Comes to Clarkdale Event

Discuss, consider, and act upon the 2024 Santa Comes to Clarkdale event plan.

8. FUTURE AGENDA ITEMS

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

9. ADJOURNMENT

Values

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Staff Report

Item Number: 4.A.

<u>Agenda Item:</u>	Parks and Recreation Youth Advisor Update only regarding the receipt of an applicant for the Youth Advisory position for the Parks and Recreation Commission.
<u>Staff Contact:</u>	Chell Smart, Assistant Manager of Parks and Communications/PIO
<u>Meeting Date:</u>	November 13, 2024
<u>Strategic Goal:</u>	• 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>	On Feb. 14, the Parks and Recreation Commission recommended adding a Youth Advisory position. Town Council approved adding this position on Feb. 27, 2024. A student from Clarkdale-Jerome Elementary School, who is in the eighth grade, has applied for the Parks and Recreation Youth Advisor position. Parks staff met with the student and her parents, and she is advancing to the Town Board and Commission Selection Panel, which will decide whether to recommend her to Town Council for approval. Recruitment took place at Mingus Union High School, Clarkdale Jerome School, and Cottonwood Oak-Creek School District. In addition, the community was reached through a press release, weekly e-news, social media, Small Talk, and an announcement at the last Concert in the Park of the season. Recruitment is ongoing. Staff expect a decision to be made on the student's candidacy within the next sixty days. If recommended by the panel, the student's application could be presented to Council as early as December.
<u>Budget Impact:</u>	Not applicable.
<u>Recommendation:</u>	No recommendation. Update only.



Staff Report

Item Number: 4.B.

<u>Agenda Item:</u>	Town Park Gazebo Restoration Update only regarding the restoration of the Town Park Gazebo.
<u>Staff Contact:</u>	Joni Westcott, Parks and Recreation Director
<u>Meeting Date:</u>	November 13, 2024
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Director Westcott will give a brief update regarding restoration of the Town Park Gazebo.
<u>Budget Impact:</u>	Not Applicable.
<u>Recommendation:</u>	No recommendation. Update only.



Staff Report

Item Number: 5.A.

<u>Agenda Item:</u>	Approval of Minutes Discuss, consider, and act upon the draft minutes from the Special Meeting held on Oct. 2, 2024.
<u>Staff Contact:</u>	Joni Westcott, Parks and Recreation Director
<u>Meeting Date:</u>	November 13, 2024
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Approval of minutes.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Approval of the minutes from the Special Meeting held on Oct. 2, 2024.



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

- 1. CALL TO ORDER** – Chairperson Kessel called the meeting to order at 5 p.m.
- 2. ROLL CALL** – Present: Chairperson Kessel, Vice Chairperson Kramer, Commissioner's Keck and Aasmundstad. Absent: Commissioner Jones.
- 3. PUBLIC COMMENT** – No public comment.
- 4. REPORTS**
 - A. Verde River @ Clarkdale**

Update was given regarding Verde River at Clarkdale.

B. Town Park Gazebo Restoration

Update was given on the status of the Town Park Gazebo rehabilitation project.

5. MINUTES

A. Approval of Minutes

Discuss, consider, and act upon the draft minutes from the Special Meeting held on Oct. 2, 2024.

Action: **Approval of minutes.**

Motion: *Vice Chair Kramer*

Second: *Commissioner Keck*

Vote: Approved 4-0

Voting Member	Aye/Nay
Chairperson Cheryl Kessel	Aye
Vice Chairperson Ben Kramer	Aye
Commissioner Robyn Aasmundstad	Aye
Commissioner Becky Keck	Aye
Commissioner John Jones	Absent

6. DISCUSSION ITEMS ONLY - NO ACTION TAKEN

A. Selna Mongini Park

Discussion was had regarding elements of the Selna Mongini Park project.

B. 2024 Halloween Event

Discussion was had regarding the 2024 Halloween event.

7. ACTION ITEMS

A. Parks and Recreation Youth Advisor

Discussion was had regarding community outreach considerations for the Parks and Recreation Commission Youth Advisory position.

Commissioners discussed decreasing the volunteer time commitment. Other suggestions included changing the letters of support requirement to include references only, and conduct outreach to other local schools, and adjusting the number of attended meeting required to a lower amount.

Action: **Approve staff to make necessary changes to the Youth Advisory recruitment strategy to garner more applicants.**

Motion: *Vice Chair Kramer*

Second: *Commissioner Aasmundstad*

Vote: Approved 4-0

Voting Member	Aye/Nay
Chairperson Cheryl Kessel	Aye
Vice Chairperson Ben Kramer	Aye
Commissioner Robyn Aasmundstad	Aye
Commissioner Becky Keck	Aye
Commissioner John Jones	Absent

B. Copper Penny Park Monument Sign

Item was removed from agenda and was not discussed.

C. Crystal Spring Trail Renaming

Discussion was had regarding the renaming the Crystal Spring Trail in the Big Spring Natural Area to 'Big Spring' (Apache translation: Tu Choh Ha Li'li') Trail, to honor the area's cultural heritage.

Action: Approval of the name change from Crystal Spring Trail to Big Spring Trail to be recommended to Council for final approval.

Motion: *Commissioner Keck*

Second: *Vice Chair Kramer*

Vote: Approved 4-0

Voting Member	Aye/Nay
Chairperson Cheryl Kessel	Aye
Vice Chairperson Ben Kramer	Aye
Commissioner Robyn Aasmundstad	Aye
Commissioner Becky Keck	Aye
Commissioner John Jones	Absent

D. Naming of Tract K Park

Discussion was had regarding naming Tract K Park in the Crossroads subdivision.

Commissioners reviewed and discussed the list of suggested names collected from residents through the public outreach survey.

Action: Approval of Skyline Park as the official name of the Tract K Park to be recommended to Council for final approval.

Motion: Commissioner Aasmundstad

Second: Commissioner Keck

Vote: Approved 4-0

Voting Member	Aye/Nay
Chairperson Cheryl Kessel	Aye
Vice Chairperson Ben Kramer	Aye
Commissioner Robyn Aasmundstad	Aye
Commissioner Becky Keck	Aye
Commissioner John Jones	Absent

8. FUTURE AGENDA ITEMS

Chairperson Kessel proposed the Santa Comes to Clarkdale event be placed on the next agenda.

9. ADJOURNMENT – Chairperson Kessel adjourned the meeting without objection at 5:43 p.m.

Chairperson, Cheryl Kessel

SUBMITTED BY:

Assistant Manager of Parks and Communications/PIO, Chell Smart

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Staff Report

Item Number: 6.A.

Agenda Item: **2024 Halloween Event**
Discussion only regarding the 2024 Halloween event.

Staff Contact: Baileigh Cosmen, Parks and Recreation Coordinator

Meeting Date: November 13, 2024

Strategic 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.

Background: The Town of Clarkdale's 2024 Halloween event had a total of 1,299 children participate. Following suggestions from the Parks and Recreation Commission, staff implemented changes to the Costume Parade to help streamline this portion of the event. Those changes included:

- Emphasizing the 'costume parade' rather than the best costume.
- Encouraging the group to cheer while the parade participants marched around three times.
- Awarding the same amount to winners.
- A larger number of awards were given out. There were four \$15 awards received per category.
- The parade started with an older group of children in an attempt to show the younger children how the costume parade works.

Staff would like to open the discussion for feedback about this year's event and encourage suggestions for the 2025 Halloween event.

Budget Impact: Not applicable.

Recommendation: Discussion only.



Staff Report

Item Number: 6.B.

Agenda Item:**Selna Mongini Park**

Discussion only regarding updates on the Selna Mongini Park project.

Staff Contact:

Joni Westcott, Parks and Recreation Director

Meeting Date:

November 13, 2024

Strategic 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.

Background:**Contractor:**

- The first proposal from Fann Contracting was more than \$600,000 over budget. Fann continues to provide updated proposals with the most recent at approximately \$200,000 over budget.
- A fourth and hopefully final proposal will be presented. It is expected a contract will be ready in the next week to go to legal for review and then to Council for approval.
- Timing is critical. A standing 40% discount offered by AZ Recreation on the selected playground equipment will no longer be available after Dec. 2.

Preliminary construction work:

- Demolition by T.C. Excavating is complete. The total came to over \$29,000 providing the project savings of about \$32,000.
- Grading survey is complete.
- Freeport/Entact in-kind project grading is underway. Completion expected mid-November. Project savings totaling over \$130,000.

Donations and grants update:

- Staff met with Arizona State Parks Grants Chief and learned that the Town is eligible for \$500,000 in additional grant funds through the Land and Water Conservation Fund (LWCF).

- Work is being done to determine exactly the line items that need to be increased and development of the proposal to State Parks is underway. The deadline to submit to State Parks is Nov. 27 and award notification will be in the next few months.
- The Friends of the Verde River grant for \$5,000 for the graywater recycling system has been submitted. Award notification will come in December.
- Staff received notification that the \$10,000 grant request to the Arizona Community Foundation related to funding educational signage at the park was denied.
- Salt River Materials Group will be donating all of the safety boulders and some geological specimen boulders. They also offered to provide the cement materials for the park project. This would be in partnership with Martin Marietta who mixes and delivers the final product.
- A sponsorship request has been presented to Martin Marietta for the concrete and is awaiting approval.
- A sponsorship brochure is in development and will be presented to local businesses and community members. Commissioners will be encouraged to share and promote the sponsorship opportunities included.
- A donation of \$1,500 was received from Made in Clarkdale, LLC for the artist payments for the Art Wall.

Arizona State University Project Cities update:

- Staff continues to work with ASU students through the Project Cities program on the park signage related to STEAM elements. Draft signs have been presented for staff review. Additional public outreach will take place with the following timeline:
- Artist Working Group Feedback: **Thursday, Nov. 21**, from 1 p.m. - 1:30 p.m. OR 3 p.m. - 3:30 p.m. virtual via Zoom.
- Final Student Showcase Presentation: **Wednesday, Dec. 4**, from 3 p.m. - 4:15 p.m. (class time) on ASU Polytechnic Campus and/or via Zoom.
- Made In Clarkdale Feedback: **Saturday, Dec. 7**, time TBD.
- Parks and Recreation Commission Feedback: **Wednesday, Dec. 11**, 5 p.m. virtual via Zoom.
- Funding of up to \$10,000 may be available through the program for sign printing.

Art Working Group update:

As previously noted, the Public Art Working Group completed the first RFP for the Art Wall at Selma Mongini Park. Artists must submit their sketches by Nov. 15, 2024. The group will review applicants on Nov. 21. Nine artists will be awarded. The working group will also discuss a final RFP for the art sculptures planned.

Budget Impact: Selna Mongini Capital Improvement Project \$2,578,858.

Recommendation: Discussion only. No action required.



Staff Report

Item Number: 7.A.

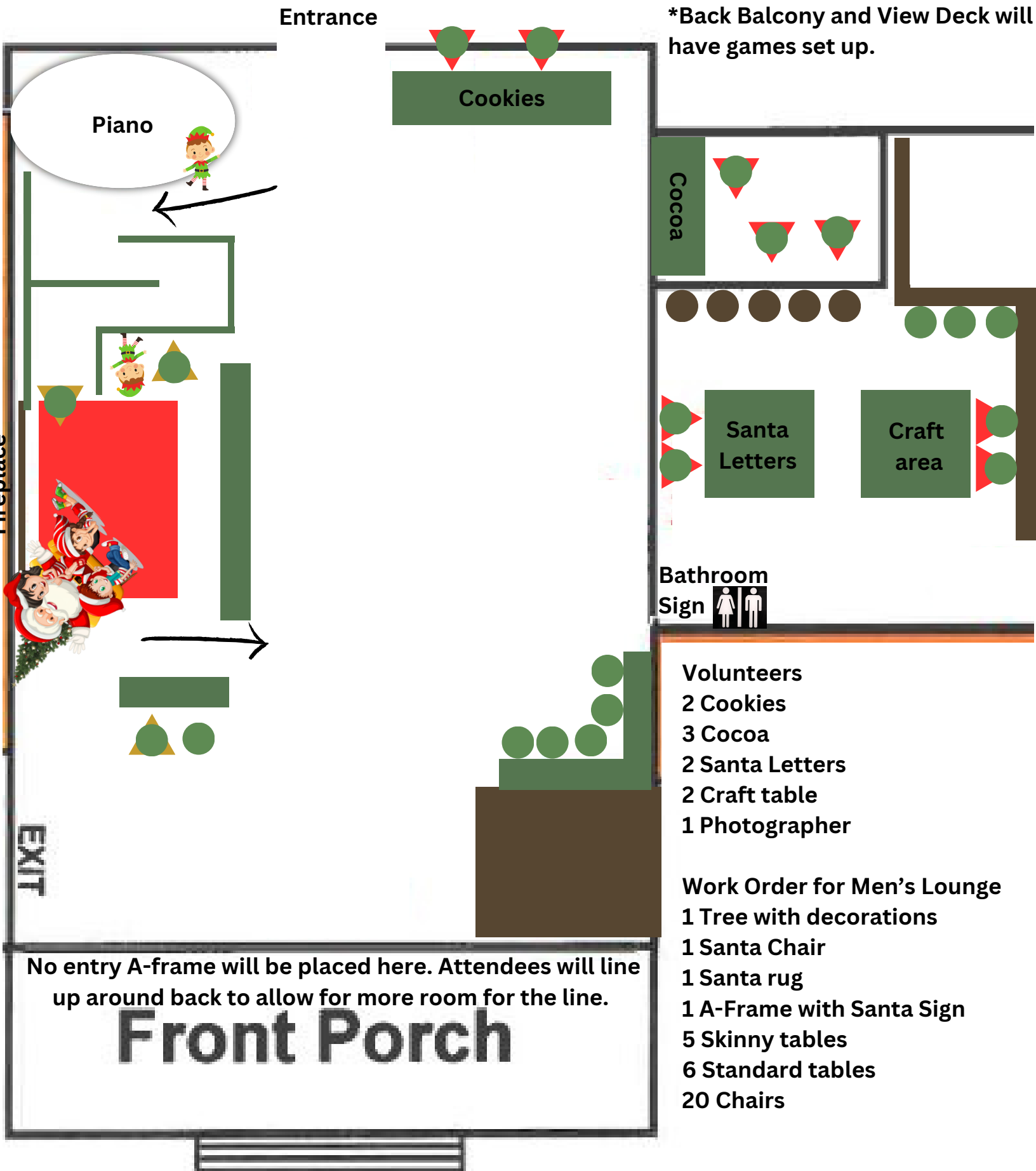
<u>Agenda Item:</u>	2024 Santa Comes to Clarkdale Event Discuss, consider, and act upon the 2024 Santa Comes to Clarkdale event plan.
<u>Staff Contact:</u>	Baileigh Cosmen, Parks and Recreation Coordinator
<u>Meeting Date:</u>	November 13, 2024
<u>Strategic Goal:</u>	• Goal Area 2 – Enhance the quality 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>	The annual Santa Comes to Clarkdale event has been hosted in Town Park for the past three years. Due to construction on the Gazebo, we will be moving the event back into the Men’s Lounge at the Clubhouse this year. Popular features of this event include: • Photos with Santa. • Complementary cookies and hot cocoa. • Writing station for letters to Santa. • Craft station. • In-line games and activities. The event plan will be presented to the Commission for discussion.
<u>Budget Impact:</u>	01-5-2602-7801 Parks and Recreation General Budget \$1,000. 80-5-2600-8001 Parks and Recreation Donation Account \$500.
<u>Recommendation:</u>	Staff recommends approval of the 2024 Santa Comes to Clarkdale event plan with suggested recommendations from the Commissioners.

Santa Comes to Clarkdale 2024

Proposed Event Plan:

- Time: Dec. 7 from noon to 2 p.m.
- Location: Clark Memorial Clubhouse Men's Lounge.
- Photos taken with attendees' own camera or phone.
- In-line games and activities as a part of the event.
- Play holiday music via the Town's speaker system.
- Children can stand in front of Santa to allow for more children to visit Santa, rather than sitting.
- Crafts are popular; will expand so more children can be at the table at once.
- Letters to Santa was a hit last year. Consider providing additional templates for younger kids.
- Santa will stay until 2:30 p.m. this year (end time will still be advertised as 2 p.m.).

Santa Men's Lounge Set Up



*Back Balcony and View Deck will have games set up.

- Volunteers**
- 2 Cookies
 - 3 Cocoa
 - 2 Santa Letters
 - 2 Craft table
 - 1 Photographer

- Work Order for Men's Lounge**
- 1 Tree with decorations
 - 1 Santa Chair
 - 1 Santa rug
 - 1 A-Frame with Santa Sign
 - 5 Skinny tables
 - 6 Standard tables
 - 20 Chairs