

**CITY OF WILLIAMS PARKS AND RECREATION (P & R) COMMISSION**

**ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 1**

**DECEMBER 1, 2011  
COMMISSION ACTION**

***I. PROCEDURES:***

- A. Call to Order Chairperson Carol Glassburn called the meeting to order at 10:00 a.m.
- B. Roll Call Present were Chairperson Glassburn, and Commissioners Bobby Patricca, Teresa Rodriguez, Patty Williams, and Jim Winbourn. This constituted a quorum. Jeff D'Arpa was absent. Staff members present were Recreation Director Rose Newbold, City Manager Brandon Buchanan, and City Clerk/HR Director Susan Kerley.
- C. Adopt Agenda Jim Winbourn made a motion to adopt the agenda as presented. Patty Williams seconded the motion and it carried 3-0. (Commissioner Patricca arrived late.)
- D. Approval of Minutes: November 4, 2011, regular meeting and November 4, 2011, special meeting Teresa Rodriguez made a motion to approve the minutes from the regular meeting held on November 4<sup>th</sup> as well as those from the special meeting on November 4<sup>th</sup>. Patty Williams seconded the motion, and it carried 4-0.

***PUBLIC PARTICIPATION***

NONE

- E. Discussion of completion of Rec Park and landscaping for stage area: C. Glassburn According to Joe Duffy, money may be available in the Spring to complete Rec Park. There is a safety issue that needs to be fixed. Carol Glassburn said she would like to get the area from the Clock down to the Aquaplex done. She said there is a rumor that Clean & Beautiful may get \$5,000 from the now-defunct Main Street Association. C & B would need matching funds from the City. C & B would like to use the money to first complete Monument Park. Jim Winbourn added that two items are needed to complete Pocket Park, landscape fabric and rock. Jim Winbourn said that he is working with APS to move the light from in front of the stage to the landscaped area. Carol Glassburn said that four lights were ordered but were never utilized. Maybe they can be used for Monument Park. She has been approached by the Forest Service because they are looking for a place to put a 3D Smokey Bear worth around \$6,000 that has displays for current fire information. She suggested the Community Stage area as it is close to the road. Jim Winbourn added that Smokey could be included in the landscaping plans for the Stage area as they are being finalized.
- F. Discussion of recommendations for Monument Park improvements: C. A tree specialist was over on Tuesday. The aspens need to come out, but the rest of the trees are good. Brandon Buchanan and Jim Winbourn are coming up with a plan for Monument Park. Carol Glassburn will ask the Junior Class to volunteer with the labor and

**CITY OF WILLIAMS PARKS AND RECREATION (P & R) COMMISSION**

**ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 2**

**DECEMBER 1, 2011  
COMMISSION ACTION**

- Glassburn will need all service clubs involved. They will go forward with the plan in the spring.
- G. Current status of Cataract Lake County Park improvement project: C. Glassburn Carol Glassburn and Rose Newbold will attend the Coconino County Board of Supervisors meeting on December 6<sup>th</sup>. Utilities are not an issue in the Park. Burying the power lines would run around \$200,000. This item will be axed because of its cost and low priority. A presentation of the improvement concept will be given to City Council on December 8<sup>th</sup> by Carol Glassburn.
- H. Discussion and decision regarding day, time and place for future P & R meetings The Commission will meet on the first Thursday of each month at 10:00 a.m. in Council Chambers. The next meeting will be on January 5<sup>th</sup>. Rose Newbold will be on vacation and will send her report beforehand.
- I. Discussion and update of Skate Park improvements: R. Newbold/J. D'Arpa Rose Newbold said all mats have been delivered, but the Grand Canyon Railway will not be able to assist with their installation. Part-time City employee, Aaron DeMott, will have two volunteers assist him with installation. It should be done by the end of January.
- J. Report from Recreation Director: R. Newbold Report is attached. Note that the shooting range will have two shade structures built by the High School Shop Class by spring.
- K. Old Business If no applications for P & R commissioner have been received, Susan Kerley will place another ad in the newspaper.
- L. New Business Patty Williams spotted a gentleman walking an unleashed dog across Cureton Park. It would be nice to have the signs regarding dogs in the Park up all year instead of just seasonally. Rose Newbold pointed out that the Ordinance that covers Parks does not prohibit dogs in them. It was requested that this item be put on the next agenda. Carol Glassburn said that at the recent Chamber Retreat a review of Robert's Rules of Order was given. She asked the City Clerk to keep the group in line. It was requested that a discussion of the location for the above-mentioned lighting fixtures be put on the next agenda. Jim Winbourn likes the idea of them going into Monument Park.
- M. Set next meeting date, time, location and assignments The next meeting will be on Thursday, January 5, 2012, at 10:00 in Council Chambers.
- III. ADJOURN** Commissioner Rodriguez made a motion to adjourn that was seconded by Commissioner Patricca. The motion carried 4-0, and the meeting was adjourned at 10:35 a. m.
-

**CITY OF WILLIAMS PARKS AND RECREATION (P & R) COMMISSION**

**ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 3**

**DECEMBER 1, 2011  
COMMISSION ACTION**

Chairperson Carol Glassburn

ATTEST:

---

City Clerk

DRAFT