

Parks and Rec Commission
Meeting Minutes January 7, 2011
Williams Recreation Center

Roll Call:

Present: Commissioner Glassburn , Commissioner Williams, Commissioner Patricca, Commissioner Winbourn, Commissioner Rodriguez, Director Newbold

Absent: Commissioner Redfeather

Guests: Sue Atkinson, Councilman Jim Wurgler MD, AJ Minor and Sue Tamulevich from Inspriations, Inc., Mark Worden, Renaissance in the Pines, Gus Winnefeld from the Cataract Creek Gang, Mike Dulay from Friends of the Aquatic Center.

Meeting called to order by Commissioner Glassburn at 10:05am

Agenda: Motion was made by Commissioner Winbourn to approve the agenda. It was seconded by Commissioner Williams and unanimously approved.

Minutes: Motion was made by Commissioner Rodriguez to accept the minutes from the December meeting. It was seconded by Commissioner Winbourn and unanimously approved.

Public Participation:

Commissioner Glassburn asked the Commissioners to introduce themselves to AJ and Sue. AJ is here to represent Inspirations and the youth of the community. It is his plan to attend more meetings around the community, like Parks & Rec, the Chamber; Clean & Beautiful so he can take the message back to the youth of the community what we are doing around town.

Gus reported to the Commission on his plans to bring a PRCA Rodeo back to Williams.

- Proposed date is April 28th 7 29th 2011
- Called the Williams Spring Fling Rodeo
- All necessary funds and paperwork have been filed with the PRCA
- Slash T is the stock contractor

He went on to say that because they are less than 150 days out from the proposed date the PRCA is requiring an additional \$1,200 for the application. He felt this unfair because their paperwork was submitted prior to the holidays in December. They are appealing this additional fee but said PRCA was pretty adamant about it. He won't know for probably another week what the decision will be. Because we are less than three months away this (the rodeo) might not happen in 2011. We can get the sanctioning and have a whole year to better plan and put it on in 2012.

Commissioner Winbourn asked if the PRCA came back with the additional fee waiver would he (Gus) be ready for the Rodeo in April 2011? Gus responded yes.

Commissioner Winbourn went on to say that Gus should stay in communication with Sue at the Chamber for any assistance they could provide. Commissioner Winbourn also serves on the Chamber Events Committee and has volunteered to help with rodeos this year. Director Newbold stated that she and Sue have been in communication with Gus on this and we have just been waiting for PRCA approval.

Gus went on to say he would be relieved to have a whole year to plan for the rodeo. He would like to hold a pageant for our own rodeo queen. He needs to find girls that are experienced riders between the ages of 14 and 18 years old. Commissioner Rodriguez thought she might know of some girls that would be interested. AJ also mentioned that he might know of people too.

He would like to have a parade before the rodeo and also there is talk of doing a “cattle drive” through downtown but he would have to clear that with City Council. The stock contractor is willing to supply the extra cattle to do it.

Director New bold added that Cowpunchers did sign their contract with us for the 2011 rodeo. The inspection of the rodeo grounds still needs to be completed for their in-kind work commitment. Gene Owens, Frank McNelly, Commissioner Winbourn and Director Newbold need to be a part of that group.

Mark Worden from Renaissance in the Pines gave a brief history of his event.

- In 2002 we were approved by the City to hold our event in Buckskinner Park but the extreme fire danger forced us out of that location.
- Outlaw actors, black powders shoots and even a lady of the lake were all scheduled
- 90% of exit poll said we put on a great event
- The next year the event moved to Flagstaff
- The next year we signed a 50 year contract with Mike Morgan to do a Renaissance Themed Park but once Mike left the company and his partners moved to Washington Marks wife and he worked hard to continue the event which was held at El Nathan Campground in Flagstaff last year.

Mark would like to move his event “Renaissance in the Pines” back to Williams this year. He needs support and sponsorships to do this as it costs well over \$30,000 to put on this event.

- Cataract Lake is our first choice for a location but due to the renovations being done at Kaibab Lake campground it will probably not be available this year.
- He is planning for 2012.
- He went on to say that over 5,000 people attended his Flagstaff event. He realizes that it takes time to rebuild an event once it’s moved.
- Event date has been July 4th in past but once moved to Williams the date will change.
- They are rated one of the “Best Small Fairs” in the country.
- We are an arts AND entertainment Fair.
- Radio advertisements are done by Russ & Julia Walton

Mark would like to request a 10 year agreement with the City to sponsor his event at a reduced rental fee; a guaranteed location for 5 years with an option in the remaining 5 years. \$300 for the first 3 years, \$500 for the next 2 years and \$700 every year after.

Before he goes to Council he would like a recommendation from the Parks and Rec Commission.

AJ has participated in the drama club in the past and was a participant in the festival in Flagstaff. He could get youth involvement again.

Commissioner Williams asked if he had considered the Middle School for a location this year. Mark did not want to keep moving the event around and shade is also a big consideration.

Commissioner Winbourn asked if Mark had had discussions with Chief Nixon, particularly regarding parking. Mark responded that he has walked the location quite a few times. He felt there was room for about 200 cars if parked right. He doesn't expect a huge attendance the first year or even the 2nd but feels there is plenty of parking.

Commissioner Glassburn asked Mark to email her the contract information. She would like to put this on the agenda for the next meeting to give the Commission time to review the agreement. She confirmed that there will be things coming into play this year with the County and Cataract Park. There could be construction going on out there. There is still \$700,000 in funds at the County that they have to put into a Park.

Commissioner Glassburn went on to say that Jeff D'Arpa was supposed to be a guest today as well to discuss safety issues at the Skate Park.

Director Newbold stated that Ben Atkinson, a licensed contractor, has donated hours of labor to do repairs in the Park. An inspection needs to be completed to determine what needs to be fixed and she would like to do a walk through with the Commission.

The Park just had flooding issues after this last storm.

Gene Owens obtained a grant and would like to complete some work in there as well.

Director Newbold showed the Commission pictures from a web site called concretedeciples.com. There were outdated pictures and information on the site. She emailed them to correct the information.

AJ stated that a rating on the site of 8 out of 10 isn't on appearance of the Park but rather the "ride". He asked if anyone has checked into a Tony Hawk grant or a Rob Dierdek & DC

for improvements. Director Newbold said that because we require our riders to wear safety equipment in the Park they could not get a grant from Tony Hawk.

Commissioner Glassburn asked to have this item placed on next month's agenda and also get with Gene Owens to determine his plans as well. She didn't think it would take a whole lot to correct the deficiencies. Commissioner Patricca and AJ stated that there will be plenty of skaters that would like to come out and help.

Director Newbolds report:

The WYCP (Williams Youth Center Project) made up of 5 teachers have raised \$2,855 since March. They have been able to purchase \$1300 of safety gear for the Skate Park.

The kids have been asking for a new air hockey table. Joe Duffy at the City approved the funds to purchase one. She found one online at a price that will also allow her to purchase a basketball shooting game also.

We need to make the Rec Center a fun place for kids to come.

The New years dance was cancelled due to the weather. All supplies will be used for a Valentines Dance scheduled for February 12th.

The pool has been a nightmare but has managed to keep it running. The building has maintained a temperature of 32 degrees and the water has held at 50 degrees.

Sportsman Club: No report

Cataract Day Use:

Commissioner Glassburn asked of the Commission should we recommend to allow camping or not at Cataract Lake while Kaibab Lake campground is closed for renovations. We need to come up with a recommendation for City Council. Should we suggest that we allow camping for 2011 only and then day use for subsequent years?

We will be losing 72 campsites with the closing of Kaibab. There are only 25 available sites at Cataract Lake.

Cataract Lake Park is one of the County Parks that is benefiting from C Post funds collected by the County for Park improvements.

Commissioner Glassburn went on to say that we have to go through the proper procedure here and consult with both the County and Forest Service on proposed improvements.

Director Newbold mentioned that a public meeting will be needed. The city currently has an IGA in place with the county for this park. Dorris Woods is on it to make sure we get

some of the funds. We should have a special work session to help guide us through this process. Director Newbold asked Commissioner Glassburn if improvements would start this year.

Commissioner Glass burn replied no. There is lots of planning to do and we really need to put some thought into this.

Director Newbold then commented that if camping is allowed for this summer at Cataract it is allowable within the IGA.

Commissioner Patricca added that the reduced number of camp sites is better than nothing and we need to keep the people in Williams.

Commissioner Winbourn asked if we have a list of guidelines to go by.

Commissioner Glassburn would research that and have it by the next meeting and she will also discuss with the City and forest Service on the possibility of doing a work session. We need to decide on the short term and long term plan.

Rodeo Grounds:

Commissioner Williams met with Commissioner Winbourn and Mr. Anderson (Buster) at the Rodeo Grounds for a brief inspection.

Commissioner Winbourn stated that it was easy, basic things that needed repairing. He took some photos and discussed with Gene Owens the issues. Gene replied once the snow melts they will be able to go out and do repairs.

Director Newbold stated that she, Gene Owens and Councilman McNelly should have been present as well on the inspection.

Sue did bring up the use of the rodeo grounds for the 2011 HOG Rally and as part of our proposal the parking lot was to be graded, packed and rolled. Director Newbold will bring that up in her supervisors report to Glenn Cornwell and remind him that needs to be on the work plan for the spring.

Meeting was adjourned at 11:22am

Next meeting scheduled for February 4 at 10 am at the Rec Center.

Parks and Rec Commission Special Meeting
Meeting Minutes January 28, 2011
Williams Rec Center

Roll Call.

Present., Commissioner Glassburn ,Commissioner Redfeather, Commissioner Patricca, ,
Commissioner Rodriguez, Commissioner Winbourn & Director Newbold

Absent: Commissioner Williams

Guests: Mayor John Moore, Councilman James Wurgler MD, Sue Atkinson, Laura Duncan & AJ
Minor

Meeting called to order by Commissioner Glassburn at 10:03am

Agenda: Motion was made by Commissioner Redfeather to adopt the agenda. It was seconded
by Commissioner Rodriguez and unanimously approved.

Public participation:

None

Cataract Lake Park use recommendations to City Council by Commissioner Glassburn

- Commissioner Glassburn handed out copies of recommendations that were researched by herself and Director Newbold. (copy on file)
- The agreement between the City and County was only for one year and will be expiring October 1st, 2011. So these recommendations will be in effect for this summer only.
- According to the agreement we can allow overnight camping and charge a fee with the permission of the County. Must also have a daily staff person.
- We will have a pre-inspection of the park once the snow melts with the city and county. The county would probably need a week's notice.
- Commissioner Glassburn went on to say that there are two agreements with the County
 - First agreement is between the City and County on a short term basis for 2011. We need to get a management plan, fee schedule and rules and regulations in place.

- Second agreement is between the City, County and Forest Service on a long term plan for future use of the site. This includes a management plan and master site plan. Commissioner Glassburn is now on the County Parks and Rec Commission and has started working with them on a long term plan.
- **Commissioner Winbourn made the motion to recommend to City council to allow camping at Cataract lake Park for the summer of 2011. It was seconded by Commissioner Patricca and unanimously approved.**
- The following steps need to be taken for opening
 - Choose a camp host
 - Maintenance (adding cinders) to some of the campsites and minor repairs to the boat ramp.
 - Signage needs to be altered for this season w/o actually replacing signs.
 - Complete a pre-inspection
 - Ask the County for permission.
- Director Newbold handed out a camp host daily inspection log, registration form and map for the Commissioners to review (on File)
- Commissioner Glassburn read the camp host job description. The only recommendation was to change must do “occasional paperwork” to host is “required to do daily paperwork” They must be able to fill out paperwork to register every camper.
- The job description was very well descriptive of the maintenance duties required.
- The City attorney is being consulted to find out the best way to compensate the camp host. He will be considered a part-time City employee.
- Registration forms will be NCR for accounting copies and will be numbered.
- Work orders would have to be completed for work that is needed at the Park.
- We will not allow reservation of camp sites. First come first serve basis.

Rules recommendation

- Commissioner Glassburn went on to say the fee should be \$14 per day with a 10 day stay limit. The 10 day stay limit would include two weekends but not two full weeks. This would give more people and opportunity to camp at the Park
- The fee goes back to the City not the County.
- Park would be open from April 1, 2011 to October 1, 2011
- Other potential income: would come from the Ramada rental at \$60 per day and a special event rate of \$300 per day for the entire park.
- At 100% capacity all summer long there is a potential income of \$64,050.00

- Everyone agreed with the 10 day stay limit.
- Director Newbold stated her research of other County parks a fee of \$14 was charged.
- It was suggested increasing it to \$15 for ease of handling money and making change.
- Councilman Wurlger agreed that the City is managing the Park not the County and \$15 would be easier.
- Commissioner Redfeather asked if we charged \$15 could \$1 of that go towards the swimming pool fund.
- Commissioner Glassburn stated that the agreement with the City currently is that any fees collected at certain Park facilities goes back to that facility.
- Mayor Moore made a correction that fees collected will be earmarked to go back to into all Parks & Rec facilities. He liked the idea of putting money towards the pool. He added why just \$1? Why not use all the proceeds? The County does have money of their own and they are obligated to give it to Williams for Cataract Lake Park improvements. Commissioner Glassburn agreed.
- AJ stated that there are student at High School discussing community projects. They are very interested in helping find ways to open the pool this summer. Commissioner Glassburn asked if AJ and these students could make a presentation at the next meeting about their ideas.
- Director Newbold added that everyone should keep in mind that it will take at least two weeks to get the pool up to temp to be able to operate.
- Commissioner Winbourn asked if the Commission has to recommend just one facility that could benefit. He didn't want to recommend just the pool and "tie the councils hands" on using funds elsewhere.
- The recommendation will be that profits from Cataract Lake Park be designated towards Parks & Rec facilities and activities such as operating the pool or completing the concrete at the Rec. Center.
- **Commissioner Redfeather made the motion to make the daily camping fee \$15 in lieu of the recommended \$14. It was seconded by Commissioner Williams and unanimously approved**
- Commissioner Glassburn stated that the potential expenses are hard to determine right now. There are things like Host payroll, garbage, maintenance, host uniform etc.
- Director Newbold reported that the last camp host was paid a weekly salary and was responsible for light maintenance. It was suggested maybe paying the host on a commission basis of maybe 20%. Based on occupancy and allowed free camping space.

- Mayor Moore added that it is his hopes to get these recommendations through City council quickly. He thanked the Commission for doing their homework and doing all this research. He appreciates all the hard work that the Commission does.

Sign recommendations

- Director Newbold handed out the sign recommendation plan (copy on file)
- On the front page was a photo of an example of a sign that would be for Glassburn, Cureton and Buckskinner parks.
- Commissioner Glassburn went on to say that we should see uniform styles of signs in all the Parks. The result of the sign survey done by Director Newbold was a mish-mash of signs in the Parks. Nothing is standardized.
- Commissioner Glassburn went on to stress that there are no funds in place at this time to facilitate this plan but when the funds do become available we will have a working plan in place.
- The Corridor application would be major gateway signs at entrances to city parks.
- The Regulation application would be at Santa Fe and Buckskinner Parks stating “no camping” and an “anglers notice”.
- The Information application would be the kiosk type for the Recreation facilities.
- Maintenance Application would be to replace the wood “Tot Park” sign with a metal framed sign. (Tot Park is located on the corner of 4th and Sherman)
- Standard Fonts would be used on all signs.
- Standard Colors (green metal aluminum with white lettering or white with black lettering)
- Commissioner Glassburn added that all these recommendations would be run through Main Street and the historical Commission.
- Standard Pictograms are taken from the National Recreation Symbols. One sign new to be added would be “No Fireworks” in light of the new fireworks ordinance.
- Everyone was in agreement to add this new sign to the inventory.
- Rodeo Grounds – no changes at this time
- Monument Park – no changes at this time
- Elephant Rocks – not in our responsibility
- Signage priorities are as follows:
 - Santa Fe Dam
 - Cureton Park
 - Buckskinner Park

- Rec Center
 - Glassburn Park
 - The Tots park
 - Tennis Courts
-
- Laura Duncan recommended that signs be added at Santa Fe Dam include: No Camping, No Campfires, No Littering and No Fireworks. At least 5 sets should be placed around the area including either side of the dam, at the junction of the shoreline road and loop road, end of the road and commissioner Patricca recommended on the road off of 4th St going down to the dam.
 - Commissioner Glassburn will re-organize sign plan document to reflect some of the changes and email it to the Commission so it can be reviewed at the next meeting.

50th High School Reunion recommendation

- Director Newbold state that this Williams High School reunion looks to be an annual event.
- Eve & Roxen Cureton are heading it up this year.
- Director Newbold pointed out that in the fee schedule (line #37) it states that all local non-profits groups including school/youth groups are exempt from fees. Director Newbold was asking for clarification that this group would fall within the parameters of the school/youth groups for fee exemption.
- Councilman Wurgler and all the Commissioners agreed that this group would fall within the parameters of the school/youth group fee exemption.

Commissioner Patricca made the motion to adjourn; it was seconded by Commissioner Redfeather and unanimously approved.

Meeting adjourned at 11:04am

Next meeting is scheduled for February 4th at 10am at the Rec Center.

Parks and Rec Commission
Meeting Minutes February 4, 2011
Williams Recreation Center

Roll Call.

Present: Commissioner Glassburn , Commissioner Redfeather, Commissioner Williams, , Commissioner Patricca, Commissioner Winbourn, Commissioner Rodriguez, Director Newbold

Absent:

Guests: Sue Atkinson, Councilman Jim Wurgler MD, Laura Duncan, Brad Richmond, Jeff D'Arpa, Jack & Stacy Fuller, Councilman Frank McNelly, AJ Minor, John Peters from the city maintenance department.

Meeting called to order by Commissioner Glassburn at 10:00am

Agenda: Motion made by Commissioner Williams to approve the agenda moving guest reports first to accommodate their schedules. It was seconded by Commissioner Winbourn and unanimously approved.

Minutes: Motion was made by Commissioner Winbourn to accept the minutes from the special meeting January 28th. It was seconded by Commissioner Redfeather and unanimously approved.

City Sign Master Plan

Commissioner Glassburn handed out the proposed signage plan. (on file) This will be presented to City Council on Thursday. Laura Duncan did proof and edit the plan. Signage she recommended the following at Santa Fe Dam. They should be standard size signs, No Camping, No Campfires, No Littering and No Fireworks. She presented a map of the proposed sign locations. Commissioner Glassburn stated that the Dam will be top priority for signage and she will include the map with the plan.

Commissioner Glassburn stated that this was a comprehensive plan for all the Parks. There are no funds to implement the plan at this time but at least it will be in place.

Commissioner Williams asked if we should secure estimates or if we knew of someone who could donate materials and labor for the TOTS Park metal sign could we pursue that?

Director Newbold had done some preliminary research and 4'x3' standard metal sign will run about \$288. Metal posts will run about \$75 each.

Commissioner Glassburn stated that some signs like the one on the front cover could be done in house by Marty at the Golf Course

Both AJ and Laura presented ideas of a No Fireworks sign. Commissioner Glassburn thanked both Laura and asked AJ to thank Kelly for designing the signs and stated that the Commission would look at all the designs next meeting.

Commissioner Glassburn asked the Commission to review the plan prior to the City Council meeting February 10th.

Skate Park Improvements

Jeff D'Arpa presented figures on replacing and improving the skate ramps in the skate park. If all the boards on the ramps were replaced we would need 42. There are two different options presented.

First was to use a material called Skate Light which runs \$123 for a 4'x8' sheet.

Second was a Russian Birch that would run \$35 for the same size sheet. Also a special paint would have to be applied at a cost of \$375 for 5 gallons. It preserves the wood and emulates the Skate Light wood.

Coping would run about \$100 and about \$100 for galvanized screws.

All the transitions are reusable. Jeff figured and estimate of approximately \$2,493. Jeff will email quote to Commissioner Glassburn.

All the boards could be replaced at once or done in stages replacing the worst ones first.

Jeff went on to say the Railway could donate \$500 and he personally could donate \$100.

Director Newbold added that Amanda's Beauty Box will be doing a fundraiser on February 19th and all the haircut proceeds will go to WYCP. Jeff will also talk to Rotary about a donation.

Commissioner Glassburn will talk to Kiwanis and Clean & Beautiful.

Jeff went on to say that birch is a very strong wood and will hold up well.

John added that all the high impact areas have been reinforced with 2x6's. John stated that you might find more damage to the ramps once you start opening them up and it might take longer to repair than first thought.

Commissioner Glassburn added that the Commission needs to ask Joe at the City if they could put in half the money we could probably raise the rest.

Donated labor will not be an issue.

Director Newbold added that on average they have over 15 skaters in the Park per day. Brad liked the idea of getting the kids involved in making the repairs. They will have more respect for the Park.

Jeff will make up a materials list to present to the Commission.

Commissioner Glassburn asked that this be added to the next agenda. She asked the Commission if they thought this repairs could be completed by April.

Commissioner Patricca thought asking for donations at the Middle and High School.

Brad thought a fundraiser at the Rec Center in March. Director Newbold indicated that the 12th or 19th would work. Commissioner Glassburn stated we should put this out to the kids. Let them give us ideas of what they want.

Jeff will talk to the newspaper and get an article regarding the proposed work and needing donations.

Bleacher Cover – Rodeo Grandstands Cowpunchers Reunion Rodeo

Jack Fuller started by saying that he was aware that the canvas covers would not be put up this year for their event now that it has been moved to mid June.

John stated that there will be a mesh shade cover on one of the grandstands.

Jack stated that Cowpunchers have been discussing purchasing another one for the other grandstand. They probably couldn't cover the entire \$5,000 to purchase one by themselves. Commissioner Glassburn reminded Jack that their event did about \$2,500 worth of in-kind work last year at the grounds.

Jack stated that they (Cowpunchers) could commit \$2,500 towards another shade cover.

Commissioner Glassburn indicated that the Commission should recommend to City Council that for 2011 the Cowpunchers in-kind work be changed to financial assistance to purchasing a new additional shade cover.

Councilman Wurgler asked if there will still be some in-kind maintenance work at the Grounds.

Jack confirmed that yes; maintenance was still on the agenda for this year. They would like to add a porch and concrete pad in front of the office on the south side of the building.

John indicated that there will be the 30'x45' tent up behind the grandstands too.

Commissioner Winbourn made the motion to recommend to Council to waive fees for Cowpunchers in lieu of a payment of \$2,500 from them for the shade cover and additional maintenance work on the grounds and add a porch to the office. It was seconded by Commissioner Patricca and unanimously approved.

Commissioner Glassburn stated that once we get approval from Council we will get it ordered and Cowpunchers can reimburse the City.

Councilman McNelly added that he had a conversation with Joe Duffy who gave his support in purchasing a 2nd shade cover.

Commissioner Williams asked that agenda item H be removed from the agenda.

Sportsman's Club

Commissioner Redfeather reported that they will be voting on the bylaws at their next meeting. The next event will be the Railhead Shoot.

Cataract Lake Park

Commissioner Glassburn handed out recommendations (on file) that will be presented to City Council this Thursday.

Recommend \$15 per site for camping effective through 10-1-11.

Recommend that proceeds from camping will go the Aquatic Center. Referring to page three of the recommendation there is a potential income if 100% occupied all summer of \$68,000.

Things that need to be completed: hiring a camp host, complete rules and regulations, registration form and signage.

Commissioner Glassburn stated that the host will have to be at least 18 years of age and will also have to work with the City on compensation. Will he be hourly or on a contract basis.

Director Newbold also added that the host must be able to run equipment like a weed whacker and must have his/her own RV.

It is required by the County that there be an onsite full time host.

We also need to obtain permission from the County to allow camping.

Commissioner Glassburn stated that she is now on the Coconino County Parks and Rec Commission. The County has CPost funds to put into area Parks. They counted on State matching funds but now there is none. Now there are lots of different projects fighting for funds. The County is now "reprogramming" funds to different projects.

The City of Williams did vote yes for funds to go to Cataract.

County Supervisor Matt Ryan appointed Commissioner Glassburn to the Coconino County Commission.

Director Newbold stated that she will get both the sign and Cataract Lake recommendations over to the City to be placed on the Council agenda.

HOG Rally Improvements at the Rodeo Grounds

Director Newbold reported that she, Glenn Cornwell, Gene Owens and Sue met at the grounds to go over parking lot improvements.

The plan is to lay down AB on about 1/3 of the lot right in front of the Rodeo Barn. The City doesn't know what funds there will be to do this. The other option is to scrap the gravel off completely but if it rains it could get muddy.

The estimate cost is \$3000 to \$5000. AB has more clay in it and will compact better.

Commissioner Glassburn stated that the Mayor was the one who guaranteed that the lot would be fixed by 2011.

Director Newbold's report: She is waiting on the delivery of the air hockey table. She did receive the basketball shooting game.

All fundraising done for the Rec Center will go to the WYCP account.

A pipe finally burst at the swimming pool. The metal part of the building is iced up every morning but the pool pump is still running and unless the water level drops below a certain degree we will leave it as is as the water is maintaining 50 degrees.

The City events calendar of Events is now updated and on the City and Chamber website.

Monthly Rec Center events also posted on the website.

The High School Prom will take place at the Golf Course this year.

Old Business: none

New Business:

Commissioner Glassburn talked with Joe Duffy regarding coming up with a plan for Monument Park and Cureton Park.

Director Newbold stated that Monument Park already has a plan in place and Cureton Park need updating to fields, fencing and a little more curb appeal. Sue added the lighting needed updating.

Commissioner Glassburn will hand out prior inspection sheets at the next meeting.

Commissioner Winbourn added that the retaining wall at Monument Park needs repair work.

Motion to adjourn by Commissioner Rodriguez it was seconded by Commissioner Redfeather and unanimously approved. Meeting adjourned at 11:22am.

Next meeting set for March 4th at 10am at the Rec Center.

Parks and Rec Commission
Meeting Minutes March 4, 2011
Williams Recreation Center

Roll Call.

Present: Commissioner Glassburn , Commissioner Redfeather, Commissioner Williams, ,
Commissioner Patricca, Commissioner Winbourn, Commissioner Rodriguez, Director Newbold

Absent: Commissioner D'Arpa

Guests: Sue Atkinson, Laura Duncan, AJ Minor, Mark Worden Mike Dulay

Meeting called to order by Commissioner Glassburn at 10:00am

Agenda: Motion was mad by Commissioner Winbourn to accept the agenda. It was seconded by Commissioner Patricca and unanimously approved.

Minutes: Motion was made by Commissioner Winbourn to accept the minutes from the February meeting. It was seconded by Commissioner Redfeather and unanimously approved.

Renaissance Faire. Mark Worden

Mark apologized for not being able to present at the last meeting. Mark gave an overview of the events stating that their event includes stage shows, music, meet the queen, story tellers and summer marketplace. It started in Williams many years ago and the exit poll resulted in 85% to 87% said it was great for a first year event. It was moved to Flagstaff the second year because there was no location here in Williams.

He went on to say that he needed to find a place to grow this event. I know Cataract Lake Park is not available for 2011 but we want it to be the location for 2012.

Renaissance is big business with over 275,000 people attending the show in Phoenix.

Minnesota has the biggest show with over 300,000 people attending that show.

The Grand Canyon Renaissance is small but growing. We attracted over 5,000 people when we were in Flagstaff.

Mark reviewed his proposal (on file) asking for a five year agreement with an option on another five years. All we are asking for is good rental rates at the beginning. Cataract Lake

Park is a great for a permanent location. We figure that there is enough parking for at least 200 people to park.

We are considering a June event. We don't want to compete with the BBQ contest on the 4th of July.

Commissioner Glassburn reminded Mark of the agreement between the County and the City and that it expires Sept. 30th of this year at that time the County will take the park back over. We're looking at major renovations at the park and I don't know how that would affect you and your event. She is in support of the event but without knowing what the county will do and what the future plans will be I don't think we could commit to your proposal, at this time. We do have the Park on our agenda today and will be discussing it further later in this meeting. Mark responded that he needs to get a commitment from the City to do this event somewhere in the City. We could work together to find another location and I would like a multi-year contract. It doesn't need to be five years.

Director Newbold suggested re-looking at Buckskinner Park because it is City owned. We could commit to that unlike Cataract Park where our agreement will be expiring this year. Mark stated he has not attended any Coconino County Parks and Rec. meeting and Commissioner Glassburn felt that this might not be a good time to talk to them with everything going on right now.

Director Newbold asked Mark if he had a back-up plan if the fire danger was high. Mark stated he runs a dry camp and there are no campfires allowed, he could arrange for an onsite water truck. We could start at Buckskinner and eventually move to Cataract. Moving within the City rather than to another City is obviously better.

Whitehorse Lake isn't an option as it is too far removed from town.

Monument Park.

Commissioner Glassburn reported that the retaining wall at Monument Park is deteriorated and a safety hazard. The City is willing to do some work down there to fix the problem.

Director Newbold had a prior quote updated at a price of \$19,000 to reinforce the wall with concrete and rebar with a brick or stone overlay and we need to come up with a plan.

Commissioner Winbourn will be drawing up a plan to remove the wall and possibly using boulders in lieu of the wall to reduce the costs.

Commissioner Winbourn added that there are boulders already at the Park that could be used. His idea was to remove the hill all together and relocate the Bill Williams statue. He was unclear of the "history" of the existing trees on the hill as his plan included removing some of

them. Director Newbold stated that as she is aware of some community backlash when they were pruned one year in the past. Commissioner Winbourn has had discussions with City Building Inspector Tim Pettit who agreed with Commissioner Winbourn that the trees are the probable cause of the damage to the wall and was unsure how you could “replace” the wall with boulders and not disturb the trees.

Commissioner Winbourn will draw a plan and submit to the Commission for review next week then have public input on the situation.

Hog Rally.

Commissioner Glassburn stated that Mayor Moore at last year’s HOG Rally presentation assured the Rally that the City would take care of the parking lot gravel issues at the Rodeo Grounds.

Director Newbold has attended meetings that the dollar amount to put down AB in the parking lot was quite high. AJ mentioned that his uncle has AB that was delivered for a job but was the wrong size and he might be able to donate it to use. Commissioner Glassburn asked AJ to research that possibility and let her know.

Commissioner Winbourn added that this is a situation where we need to come together as a group and if its manpower and money we need to help figure out a way to make sure this gets taken care of.

Director Newbold will continue to work on this issue but will take it off the agenda.

Santa Fe Dam Signs.

Commissioner Glassburn distributed the sign plan (on file) that was approved by the City.

Director Newbold received a quote for five signs for \$650. The purchase order has gone to the City and she will be ordering the signs and posts on Monday. Laura suggested putting in for signs at Buckskinner too and maybe get the same great deal.

Director Newbold thanked the Commission for their hard work and expressed her excitement that there will be signs installed by the summer.

The City Entry sign drawings (on file) were distributed. There is no funding to implement this project but at least there is a plan in place. Director Newbold also included the design plan for the Rec Center as an FYI. There are only three areas left to complete. The Center has spent quite

a few years dealing with mud. The three remaining issues are a concrete safety issue around the playground, stamped concrete around the Ramada and 5200 square feet of rubberized mulch (\$6,000 quoted price) for around the playground area. Completion of these items will cost around \$15,000. Director Newbold asked the Commission to recommend to the City that as money does become available to do work on it and complete the Rec Center Park. Commissioner Glassburn asked to keep this item on the agenda and discuss how we can get momentum under us to get this done.

Cataract Park Day Use.

Commissioner Glassburn attended the County Parks & Rec meeting last night. City officials met with the new Coconino County Parks & Recreation Director, construction specialist and maintenance foreman on March 1st.

In 2002 a bond was passed with the intent of raising \$700,000 to create a community park at the Cataract Lake site. The County is ready to get started and the City has made the Commission responsible to deal with the County Parks & Rec. This will be a long term process, at least a year of planning. At the first part of the week there was \$400,000 in available funds for the project and by last night they have re-distributed funds toward the project in the amount on 1.4 million. This will be for a park only. Not a campground. Volleyball courts, Ramada's, restrooms, horseshoe pits, trails, information Kiosks and play equipment have all been discussed.

Glen Cornwell is looking into mapping of the park. The County lakeside property is very minimal and the City owns three little "chunks" around the lake. The Forest Service will have substantial input on their portion of the park. The entire park is only 15 acres.

The next meeting between the City and County is April 8th and the Commission needs to be involved in this planning. The Commission will probably be called into special session to start the planning process so when things are ready to go we will be ready too. Commissioner Glassburn cautioned that she did not know why there was so much money re-distributed to the park and that it can be re-distributed away from the park too at any time. The funds expire in 2014 but will also be up for renewal then too.

This issue does not affect anything we have planned for this current year (temporary camping). We still do not have permission from the County to allow the temporary camping yet but the letter is out there. There was an ad placed for a camp host.

Director Newbolds report: (on file)

The new air hockey and basketball shoot are in!

There is \$775 in the skate park fund right now. The Grand Canyon Railway has been billed for their \$500 donation. We are close to \$1,500 being raised so far.

Commissioner Glassburn has asked the City to match the funds but has not received an answer. She has received a \$300 commitment from Rotary.

Director Newbold reported that Amanda Orozco from Amanda's Beauty Box held a cut-a-thon at her shop and raised \$375!

AJ felt he was getting closer to talking to Rob Dierdek.

Commissioner Redfeather added that he had an idea of doing a benefit shoot "ham shoot" around Easter time to benefit the Skate Park. He was still trying to figure out a date.

Friends of the Aquatic Center:

Mike Dulay reported that they are setting up their ex-officio director positions on the Board.

Commissioner Glassburn and Sherry, certified pool operator, have been asked.

There is currently \$5,000 in the account and we are looking for someone to help with the engineering problem at the pool, the excessive humidity in the building.

Director Newbold added that they were looking at extending the summer swim season until Labor Day using the Friends money to extend the dates. Right now we are scheduled to open May 28th to August 6th.

Old Business: none

New Business: none

Commissioner Winbourn made the motion to adjourn. It was seconded by Commissioner Winbourn and all approved.

Next meeting set for April 1st at 10am at the Rec Center.

Meeting adjourned at 11:23am.

Parks and Rec Commission
Meeting Minutes March 4, 2011
Williams Recreation Center

Roll Call.

Present: Commissioner Glassburn , Commissioner Redfeather, Commissioner Williams, ,
Commissioner Patricca, Commissioner Winbourn, Commissioner Rodriguez, Director Newbold

Absent: Commissioner D'Arpa

Guests: Sue Atkinson, Laura Duncan, AJ Minor, Mark Worden Mike Dulay

Meeting called to order by Commissioner Glassburn at 10:00am

Agenda: Motion was mad by Commissioner Winbourn to accept the agenda. It was seconded by Commissioner Patricca and unanimously approved.

Minutes: Motion was made by Commissioner Winbourn to accept the minutes from the February meeting. It was seconded by Commissioner Redfeather and unanimously approved.

Renaissance Faire. Mark Worden

Mark apologized for not being able to present at the last meeting. Mark gave an overview of the events stating that their event includes stage shows, music, meet the queen, story tellers and summer marketplace. It started in Williams many years ago and the exit poll resulted in 85% to 87% said it was great for a first year event. It was moved to Flagstaff the second year because there was no location here in Williams.

He went on to say that he needed to find a place to grow this event. I know Cataract Lake Park is not available for 2011 but we want it to be the location for 2012.

Renaissance is big business with over 275,000 people attending the show in Phoenix.

Minnesota has the biggest show with over 300,000 people attending that show.

The Grand Canyon Renaissance is small but growing. We attracted over 5,000 people when we were in Flagstaff.

Mark reviewed his proposal (on file) asking for a five year agreement with an option on another five years. All we are asking for is good rental rates at the beginning. Cataract Lake

Park is a great for a permanent location. We figure that there is enough parking for at least 200 people to park.

We are considering a June event. We don't want to compete with the BBQ contest on the 4th of July.

Commissioner Glassburn reminded Mark of the agreement between the County and the City and that it expires Sept. 30th of this year at that time the County will take the park back over. We're looking at major renovations at the park and I don't know how that would affect you and your event. She is in support of the event but without knowing what the county will do and what the future plans will be I don't think we could commit to your proposal, at this time. We do have the Park on our agenda today and will be discussing it further later in this meeting. Mark responded that he needs to get a commitment from the City to do this event somewhere in the City. We could work together to find another location and I would like a multi-year contract. It doesn't need to be five years.

Director Newbold suggested re-looking at Buckskinner Park because it is City owned. We could commit to that unlike Cataract Park where our agreement will be expiring this year. Mark stated he has not attended any Coconino County Parks and Rec. meeting and Commissioner Glassburn felt that this might not be a good time to talk to them with everything going on right now.

Director Newbold asked Mark if he had a back-up plan if the fire danger was high. Mark stated he runs a dry camp and there are no campfires allowed, he could arrange for an onsite water truck. We could start at Buckskinner and eventually move to Cataract. Moving within the City rather than to another City is obviously better.

Whitehorse Lake isn't an option as it is too far removed from town.

Monument Park.

Commissioner Glassburn reported that the retaining wall at Monument Park is deteriorated and a safety hazard. The City is willing to do some work down there to fix the problem.

Director Newbold had a prior quote updated at a price of \$19,000 to reinforce the wall with concrete and rebar with a brick or stone overlay and we need to come up with a plan.

Commissioner Winbourn will be drawing up a plan to remove the wall and possibly using boulders in lieu of the wall to reduce the costs.

Commissioner Winbourn added that there are boulders already at the Park that could be used. His idea was to remove the hill all together and relocate the Bill Williams statue. He was unclear of the "history" of the existing trees on the hill as his plan included removing some of

them. Director Newbold stated that as she is aware of some community backlash when they were pruned one year in the past. Commissioner Winbourn has had discussions with City Building Inspector Tim Pettit who agreed with Commissioner Winbourn that the trees are the probable cause of the damage to the wall and was unsure how you could “replace” the wall with boulders and not disturb the trees.

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a few years dealing with mud. The three remaining issues are a concrete safety issue around the playground, stamped concrete around the Ramada and 5200 square feet of rubberized mulch (\$6,000 quoted price) for around the playground area. Completion of these items will cost around \$15,000. Director Newbold asked the Commission to recommend to the City that as money does become available to do work on it and complete the Rec Center Park. Commissioner Glassburn asked to keep this item on the agenda and discuss how we can get momentum under us to get this done.

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Commissioner Redfeather added that he had an idea of doing a benefit shoot "ham shoot" around Easter time to benefit the Skate Park. He was still trying to figure out a date.

Friends of the Aquatic Center:

Mike Dulay reported that they are setting up their ex-officio director positions on the Board.

Commissioner Glassburn and Sherry, certified pool operator, have been asked.

There is currently \$5,000 in the account and we are looking for someone to help with the engineering problem at the pool, the excessive humidity in the building.

Director Newbold added that they were looking at extending the summer swim season until Labor Day using the Friends money to extend the dates. Right now we are scheduled to open May 28th to August 6th.

Old Business: none

New Business: none

Commissioner Winbourn made the motion to adjourn. It was seconded by Commissioner Winbourn and all approved.

Next meeting set for April 1st at 10am at the Rec Center.

Meeting adjourned at 11:23am.

Parks and Rec Commission
Meeting Minutes April 1, 2011
Williams Recreation Center

Roll Call.

Present: Commissioner Glassburn, Commissioner D'Arpa, Commissioner Williams, Commissioner Patricca, Commissioner Winbourn, Commissioner Rodriguez, Director Newbold

Absent: Commissioner Redfeather

Guests: Sue Atkinson, Glen Cornwell, AJ Minor, Mark Worden, Mike Dulay

Meeting called to order by Commissioner Glassburn at 10:00am

Agenda: Motion was mad by Commissioner Winbourn to accept the agenda. It was seconded by Commissioner Williams and unanimously approved.

Minutes: Motion was made by Commissioner Rodriguez to accept the minutes from the February meeting and attaching corrections recommended by Laura Duncan correcting some wording. It was seconded by Commissioner Williams and unanimously approved.

Renaissance Faire: Mark Worden

Commissioner Glassburn stated that Mark Worden would like the Commission to recommend to City Council to allow him to hold his event at Buckskinner Park.

Mark stated that he has had conversations with Councilman Dent regarding a fire plan at the Park. Mark always runs a dry camp, no fires. If there is a fire danger in the forest there will be a water truck on site. Councilman Dent gave Mark support of this idea. There will also be designated smoking areas under the Ramada's. That is what we are proposing to Council. Mr. Cornwell asked if Mark was going to allow overnight camping. Mark responded that only the vendors, volunteers and participants will be allowed to stay overnight.

He would also like the lake closed for the weekend. The lake is our focal point of the event for the Lady in the Lake and a jousting event being planned down by the lake.

Director Newbold stated the community does not like it when lake access is closed and recommended Mark add that to his proposal to City Council.

Mark stated he had no problem allowing access to the lake as long as they stayed to the banks and not in the main area.

Mr. Cornwell added that the lake is a watershed for the City and did not want to risk any type of contamination. Mark stated that the Lady in the Lake was the only activity planned for in the lake.

Mark said he did receive a letter of support from the Chamber of Commerce that was written by Rhonda. Commissioner Winbourn asked if Mark could get him a copy of the letter.

He plans to shuttle people from town, maybe use the High School parking lot and shuttle people up to the event.

Commissioner Williams made the motion that the Commission recommend to City Council to allow the event in Bucks Skinner Park. It was seconded by Commissioner Rodriguez and unanimously approved.

Commissioner Glassburn state she would write a letter to City Council recommending the event be allowed at Bucks Skinner Park and that concerns regarding fire danger, having a water truck available, the lady in the lake and dust control on the road still need to be worked out with the City.

Monument Park

Commissioner Winbourn distributed copies of maps (on file) of proposed park improvements. Commissioner Winbourn felt it was a doable project with the intent just to clean the area up and not put a lot of money into it. The biggest issue is the retaining wall is falling apart.

Commissioner Winbourn reviewed cost figures (on file) for graveling the main portion of the park. If we wanted two different colors of rock we would need to refigure the cost.

A lot of the park is cosmetic with the exception of the east end retaining wall where the monument is. The trees and the roots are actually pushing the Railroad ties out and the soil is degrading. The three aspens are sick and dying and need to come out.

Commissioner Winbourn would like to remove the trees, lower the whole area by 1/2, utilize boulders from the golf course, add soil and replant trees. The statue will remain where it is. Add perennials that are low water and easy to maintain. He was concerned how people will react to removing trees from the Park.

Commissioner Patricca felt that if we made it clear to the public that the Aspens are dying and our intention is to replace them with something else this issue would be less of a problem.

Director Newbold did research history of the park and could not find anything on the history of the trees.

Mr. Cornwell added we should have a public meeting. He remembers most of those trees were donated and there should be plaques up there. Commissioner Patricca thought he saw plaques on most of the tree with the exception of the aspens.

Commissioner Glassburn stated that bottom line is a safety issue.

Commissioner Winbourn stated that with the cost of materials and using donated labor he estimated it would cost around \$6,000 for the main portion of the park. This does not include the elevated area. A 20 year guaranteed weed barrier would be put down in the main portion of the park then covered with gravel.

The west end of the park near the kiosk will be dressed up a little. Maybe add a hose bib for water and consider adding a drip line now for a future drip system.

At the east end of the park Commissioner Winbourn recommended planting deciduous trees like birch or maples or fir trees like an Austrian Pine.

Commissioner Glassburn stated that there is still more work to do on this and if the Commission wanted to continue she would write up a public participation plan to bring before City Council.

Commissioner Williams recommended lowering the east end area by half leaving a higher elevation on the wall and planting local vegetation, lower the statue down to ground level because people like to stand next to it and take pictures.

Commissioner Patricca thought if there was a walkway that went up to the statue for safety. A ramp not steps for ADA compliance, then surrounding the statue with the various dedication plaques.

Commissioner Rodriquez made the motion to make two distinctive proposals to City Council for approval on continuing planning on the reconstruction of Monument Park with a public participation plan and cost figures for:

- 1) **Main Park Area**
- 2) **The raised east end of the Park.**

It was seconded by Commissioner Patricca and unanimously approved.

Mr. Cornwell stated that he has discussed with Commissioner Winbourn on removing the large trees at the east end and replacing them with something else. Eventually the trees will have to come out. If we do remove them we can immediately reduce the grade and make the area more public friendly. We (the City) are currently working with APS to add a light pole on north side of the park. We would like to remove two electric poles and the flag pole on the east end and build electrical boxes to eliminate overhead wires.

Commissioner Winbourn added that all the electrical that was run 9 or 10 years ago on the north side of the park is what is used for Christmas lights down there. When we re-do the park we don't have to do any changes to that electrical.

Mr. Cornwell added that maybe more outdoor furniture like picnic table be added to the budget.

Commissioner Williams stated she had a student at school that wanted to make a table and donate it.

Any donations from the Kaibab Lake renovation project were also mentioned as well as Commissioner Glassburn offering the concrete tables from Glassburn Park.

It was recommended that once ready for public participation meetings that it be held at the Park and have a BBQ.

Cataract Park;

Mr. Cornwell gave a brief update on Cataract Park. He presented to the Commission an aerial map outlining the lots and who owns them to the Commission (on file). The City may be putting in a trail path around the lake. All the trees will be preserved. The Main Road into the Park is on Forest Service Property. We (the city) do have access to Country club Rd.

Director Newbold asked if the Forest Service had an agreement with the County for access and he replied he didn't think so.

Mr. Cornwell went on to say that the City would like to purchase the County Owned piece for placement of an additional Fire Dept. or Nature Center.

Sam Stoneman is the only private property owner out there. We could work around his property if we had to.

Commissioner Glassburn reminded the Commission that there is a meeting scheduled for April 8th between the City, the County and the Forest Service to discuss the land issues at the Park at City Hall.

The Sherriff office confirmed that the inmates will be in Williams for an entire week next week and we can use them to clean up Cataract lake Park in preparation for camping out there this summer.

Aquatic Center:

Mike Dulay reported he had made his proposal to City council last week asking to extend the swim season from August to September. The anticipated cost of the extension is \$7300. The Friends of the Aquatic Center could donate their \$5,000 and in addition to the Williams

Community Fund Grant they are hoping to get would leave around \$800 that he asked the city to sponsor.

Monies raised by the Friends of the Aquatic Center from now on will go towards the 2012 season.

Director Newbold stated that they have worked very hard on staffing to get the cost of the extension down. Because this being an extension and we don't have to deal with start up or shut down costs nor are we offering lessons during this extension which cuts back on staffing costs so we got the cost down for the additional month.

Mike stated his presentation was during the public participation portion of city Council so no decision was rendered. Director Newbold stated that feedback from City Hall was very positive.

A gas heater was discovered on the Pool Pak system. We don't believe it has run for the last few years but the equipment is there. It should cost around \$2000 to heat the pool in lieu of \$5000 when we get it running. There are three different gas heater companies and Mike is looking into.

Director Newbold reported that the pool is up to 73 degrees and the broken pipe has been fixed!

The Pool Pak unit can be run remotely from a laptop or computer. All the electronics are there it's just not hooked up. There is a company in Phoenix that actually knows something about the Pool Pak system but they charge \$700 to \$800 to come out and do an analysis in the system. Director Newbold stated that if she has to hibernate the building again she can't have humidity issues like last year. Pool Pak is a heating, dehumidifying, air conditioning unit that cost about \$250,000.

Skate Park.

Director Newbold reported that there is \$1500 in the account. She received a \$100 check from Rotary and she is expecting another \$100 from a personal donation. Commissioner Glassburn thought the check from Rotary was supposed to be for \$300. Mr. D'Arpa will check with Rotary at the next meeting. This will mean that we need \$1000 from the City in lieu of \$500. Commissioner Glassburn did receive confirmation from Joe Duffy at the City for \$500.

The Sportsman club plans to hold a "Ham Shoot" April 16th at the shooting rand and all the proceeds will be donated for skate Park improvements

Commissioner Glassburn felt that we had enough to move forward.

Mr. D'Arpa has ordered samples of the Russian Birch and the paint. He felt it important to look at it before we place the order. Delivery will go to the GCR warehouse for storage so it can be stored inside. Once we get a date to put this in motion we will let everyone know.

Recreation Park Master Plan:

Commissioner Glassburn stated that there is a master plan in place and we will eventually get this done. We need to take it piece by piece.

Cataract Lake Park:

Mr. Cornwell did a review of this earlier in the meeting. Again a closed work session will be held April 8th at City Hall between the City and County.

The last county meeting Commissioner Glassburn attended the budget for improvements were 1,700,000. Our next county P&R meeting is next week and I don't know where the budget will be at the point.

Director Newbold believes that a letter was sent to Matt Ryan by the city directing the County to work with the Parks and Rec Commission on Cataract Park. We have not received confirmation on that back from the County yet.

Sportsman Club:

No report

Director Newbolds report:

(on file) Director Newbold reported that March was busy and April will be even busier. Today there is a fundraiser at Pizza Hut for the Food Bank. 20% of your purchase will go to them.

The WAAG Clinic is tomorrow as well as the Ducky Egg Race. Opry Night is the 8th, Yes I can is the 10th, April 16th there are three events as well as High School Prom. April 21-24 is the Carnival, April 23rd is the Egg Hunt, the 29th is the Harlem Ambassadors basketball show and the 30th is Clean up day.

Beginning plans for Sumer Rec Program.

The Santa Fe Dam signs are in!

Completed an inspection of Bucks Skinner Park and we will be opening it April 8th.

The additional bleacher cover has been ordered for Cowpunchers.

Old Business:

None

New Business:

None

Next meeting set for May 6th at 10am at the Rec Center.

Motion to adjourn was made by Commissioner Williams and seconded by Commissioner Rodriguez.

Meeting adjourned 11:31am

Parks and Rec Commission
Meeting Minutes May 6, 2011
Williams Rec Center

Roll Call:

Present: Commissioner Glassburn ,Commissioner Redfeather, Commissioner Patricca, ,
Commissioner Rodriguez, Commissioner Williams & Director Newbold

Absent: Commissioner Winbourn was excused, Commissioner D'Arpa was absent

Guests: Laura Duncan & Mike Dulay

Meeting called to order by Commissioner Glassburn at 10:00am

Agenda: Motion was made by Commissioner Rodriguez to adopt the agenda and seconded by Commissioner Redfeather and unanimously approved.

Minutes: Motion was made by Commissioner Rodriguez and seconded by Commissioner Patricca to approve minutes from April 1, 2001 and were unanimously approved.

Public participation:

None

Update on signs at Santa Fe Dam

Director Newbold stated that 4 of the 5 signs have been installed. She has not spoken directly to Hoch yet about why they were mounted on a single post rather than a double post but she is certain there was an issue that required this change. Laura Duncan thanked everyone involved with getting the signs created and installed and asked that Bucks Skinner Park be addressed as soon as possible. Laura was very pleased that the dam site was included in the recent clean up day.

Update on sign plan

Commissioner Glassburn stated that the sign plan will continue to be completed as funds become available.

Discussion of recommendations for Monument Park improvements

Commissioner Glassburn has been requested by city staff that a detailed plan of the changes and process that will be required for these improvement to be presented to Joe Duffy for his input before presenting recommendation to the City Council.

Discussion and update of Skate Park improvements

Director Newbold informed the commission about the inadequacy of the Russian Birch product when the sample was obtained. The project is going to have to use the SkateLite material and be completed in phases. Commissioner Williams made the motion, seconded by Commissioner Rodriguez that the SkateLite material be used for the project. The motion was unanimously approved.

Discussion and recommendation regarding master plan of Recreation Park

Director Newbold explained that City Hall has redirected her to look into the possibility of simulated grass for the two areas of the park. Director Newbold met with Steve Moore of Exerplay this morning and is expecting a quote on Monday.

Discussion of long term planning for Cataract Lake

Commissioner Glassburn reported to the commission about the Cataract Lake stakeholders meeting that took place on May 3rd. Maps of the area were presented that included an amenities map produced by Williams High School students. The County has already had Plateau Engineering onsite creating a topographical map and is anxious to keep the project moving forward. The Forest Service portion of the overall lake improvements will take longer due to NEPA and Environmental Assessment requirements for disturbing federal property. More stakeholders were identified during this meeting that will be invited to the next meeting, currently scheduled for June 22nd and a tentative timeline was set with public input by fall and possible master plan by spring. Commissioner Williams noted the Little League issue that arose during the last council meeting addressed communication to public as essential in this process. Commissioner Patricca stated that the C-Post monies that will pay for this improvement need to be stressed during the public participation portion of this process to keep misunderstandings regarding funding to a minimum.

Report from Williams Sportsman's Club

Commissioner Redfeather reported that the recent "Ham Shoot" produced \$160 plus dollars for the Williams Youth Center Project to assist with the Skate Park refurbishment. The club is working with Director Newbold and the Forest Service on a sign plan to improve the signage at the range. Commissioner Williams asked that the club put an apology in the newspaper for a practice date that advertised and then not available due to a scheduling mix-up.

Report from Recreation Director

(on file) Director Newbold reported on where she stands with procuring grant monies to continue programs for the youth and the community. The Summer Rec Program is organized and is currently in the process of promotion. The status of the pool repairs, the meeting with Mark Worden regarding the Renaissance Faire, the current status at Cataract Lake campground and the east side bleacher top expected to arrive any day, were all in her report.

Old Business

Laura Duncan stated that she would like to thank everyone involved in getting the signs up at Santa Fe Dam. Director Newbold thanked the commission for all their help and stated that this was a great example of the community working together, compromising for the greater good and accomplishing a goal in a timely manner.

New Business

Director Newbold reported that the City Council had approved fireworks for July 4th this year and it could be a fundraising possibility for our service organizations.

Next meeting is set for June 3rd at the Rec Center at 10am.

Motion to adjourn was made by Commissioner Patricca and seconded by Commissioner Williams.

Meeting adjourned at 11:10am.

Parks and Rec Commission
Meeting Minutes June 3, 2011
Williams Recreation Center

Roll Call.

Present: Commissioner Glassburn, Commissioner Redfeather, Commissioner Williams, Commissioner Patricca, Commissioner Rodriguez, Director Newbold

Absent: Commissioner D'Arpa, Commissioner Winbourn,

Guests: Sue Atkinson, Mike Dulay

Meeting called to order by Commissioner Glassburn at 10:03am

Agenda: Motion was made by Commissioner Rodriguez to accept the agenda. It was seconded by Commissioner Redfeather and unanimously approved.

Minutes: Motion was made by Commissioner Redfeather to accept the minutes from the May meeting. It was seconded by Commissioner Rodriguez and unanimously approved.

Signs at Buckskinner Park

Rose went to the sign company to put Buckskinner name on the signs. Three 30x24 standard size signs, u-posts installed was quoted at \$411. This would replace the old sign on the road, sign on the Ramada and by the lake. Future plans include a sign by the water dept and a kiosk by the Ramada. The 5th sign at Santa Fe Dam is not installed because the location was too rocky. We're trying to determine a new location. Commissioner Glassburn was glad to see that the sign plan in place and that we're just waiting on additional funds to continue.

Rodeo Grounds

Commissioner Glassburn asked the Commission to go look at the grounds and see the great job the City did in preparing for HOG Rally. Plans for the shade cover to be put up have been postponed until next week because of the high winds. The arena has been rolled for the bike games.

Cowpunchers are still coming. The arena has been closed for the last few weeks due to the virus.

Commissioner Williams concern was not for Cowpunchers but their horses. What will happen with our horses already corralled at the grounds? Director Newbold stated that there have been no active cases in the last two weeks. The City acreage north of I-40 has been reserved for overflow parking for the rodeo to keep the area clear around the stalls. The Mayor was going to contact the owners at the stables to say if they are uncomfortable they can move their horses to his stables.

Director Newbold went on to say that the health Dept. only placed travel restrictions, there was never a quarantine issued.

Monument Park

Commissioner Glassburn apologized to the Commission for not having the proposal ready yet. There is a public input issue of the trees that have to come down. She asked the Commission if they should contact a tree specialist or someone from the Forest Service or NAU Forestry for their opinion. Everyone agreed that that would just be a reinforcement of Commissioner Winbourn's findings. Commissioner Patricca added we should get an opinion from someone outside of Williams.

Commissioner Glassburn went on to say that she felt like they were missing a few "key pieces" of information and just wanted to make sure the Commission did their homework before proceeding, worried about the consequences of taking out trees without proper consultation. This does basically come down to a safety issue and there aren't really a lot of options.

Skate Park

Director Newbold reported that Commissioner D'Arpa walked the Skate Park with his construction foreman and has plans for a week after HOG Rally getting a team in here to start the work. It is now June and summer rec will be starting so we need to get this done as soon as possible. We will only use the GCR construction team right now. Eighteen sheets of Skate Lite have been purchased. This is enough to completely recover the half pipe and the fun box. The rest of the ramps are in better condition and can wait until we complete more fundraising. Eventually all the ramps will be recovered and will probably cost another \$2,000 to complete.

Master Plan for Recreation Center

The new Rec Center sign will be done in a week or two. There was a miscommunication with Mike at GCR and he made the Skate Park sign first instead of the Rec Center sign.

Director Newbold passed around a sample of fake grass. The biggest issue in doing this is the cost. The large area around the play equipment is \$37,000 and just around the Ramada,

\$15,000. Another quote obtained for stamped concrete around Ramada and recycled rubber mulch around the play area is \$15,000. Director Newbold went on to say that if we did the “L” around the playground and stamped concrete around the Ramada it would “finish “ the area and would look really nice.

Suggestions for “sponsor a yard of astro turf” were mentioned to help raise money.

Commissioner Glassburn stated that the artificial grass sounds like a project for Williams Needs an Angel.

Director Newbold said she has looked into pavers too. She has obtained lots of quotes for many different options. The Ramada area is about 1680 square feet and the “L” shape around the play area is 4,245 square feet.

Cataract Park long term planning

Commissioner Glassburn attended the County Parks & Rec meeting last night.

The County Board of Supervisors will review the budget figures this month and will have numbers by the July meeting. There is a meeting scheduled at City hall June 22nd at 10am. The County Parks and Rec Commission would like to come to Williams for their next meeting and a tour. There will probably be about 10 people. Commissioner Glassburn would like to secure a van to drive them around, maybe from the Railway or Jeep Tours. It would be about a four hour tour then they would hold their meeting afterwards. Rodeo Grounds, Buckskinner Park, Rec Center, Golf Course, Cataract lake, Cureton Park and the schools were all suggested.

Commissioner Glassburn stated that they are looking at our maintenance policy too. If they are going to give us 2 million dollars for upgrades they want to see that we are going to maintain it. I think they are using Williams as a “model” community. Commissioner Glassburn will be calling upon the Commission for assignments to gather information. The meeting will possibly be in July.

Sportsman’s Club

Commissioner Redfeather reported that they are open on a pretty regular basis, weekends mostly, for practice. Evidently there was a soil specialist that went out there in a Forest Service truck and the RSO out there told him that the range is open to the public. This is NOT TRUE. You have to be a member of the Sportsman’s Club to shoot at the range.

The grazing permit is back in affect so the gate has to be opened and closed. Director Newbold is trying to get the cattle guard repaired. Joe at the City is trying to get this accomplished also. Commissioner Redfeather presented Director Newbold with a check for \$166 that was raised for Skate Park improvements by the Club.

Commissioner Glassburn asked that if we are going to pursue the fundraising for grass at the Rec Center maybe the Sportsman's Club could start with the first \$100.

Commissioner Redfeather looked at the drill pipe being offered by the city to the club for the shade structures with Gene from the City but the material is very heavy! They need a lighter material for the uprights. He felt if they looked around the City more they might come up with more materials like angle iron and corrugated metal.

The club is still waiting on money from the Williams Police department and Sheriff for the soil analysis. They did get money from the other three groups. Evidently the standard has been lowered to 800ppm on lead instead of 2000ppm. NEPA says there's not an issue. Director Newbold is giving the Forest Service some space right now as they are very busy over there. They are not talking about closing the range at this time. This test has to be done every two years and it is very hard to find qualified people to come and do the testing. There were three "hot spots" at the range that were mitigated in 2009. The soil ph and the ground water being at 3000+ feet should be taken into consideration for this analysis.

Director Newbolds report (on file)

WYCP is still accepting donations. The Skate Park is ready to go.

May events were very hectic. Run for the Wall, Memorial Day, pool opening and grad night. The pool did open on time!! Our pool has been open for eleven years and has never had a Health Dept. complaint so they waived the pre-opening inspection.

The new HVAC unit has been installed. The yellow vent pipe will be painted white and there will be blue slates placed in the chain link fence surrounding the unit.

The 2011 events calendar is always changing. The community calendar is on the City website and the Chamber site. Summer Rec Starts soon.

The Renaissance Faire was tabled at City council for the moment. Fire Danger is the biggest issue.

There haven't been a lot of campers at Cataract Lake so far.

There are six large planters at the swimming pool that match what we have downtown.

Commissioner Winbourn is looking for a more permanent placement for them around town.

Commissioner Glassburn asked if two can be placed at the Police Station. They will discuss it further at the next Clean and Beautiful meeting.

Old Business: none

New Business: Sue reported that there are plans for fireworks this 4th of July. The Chamber is putting together a “barn dance” at the rodeo grounds with other service clubs from 5pm to 8pm prior to the start of the fireworks. The parade time has been moved to 4pm. The Friends of the Aquatic Center Golf Tournament and BBQ is tomorrow. The Habitat for Humanity Yard sale is this weekend.

Meeting was adjourned at 11:17am

Next meeting set for July 8th at CITY HALL.

Parks and Rec Commission
Meeting Minutes July 8, 2011
Williams Council Chamber

Roll Call:

Present: Commissioner Glassburn, Commissioner Redfeather, Commissioner Williams, Commissioner Patricca, Commissioner Winbourn, Commissioner Rodriguez, Director Newbold

Absent: Commissioner D'Arpa

Guests: Councilman Wurgler

Meeting called to order by Commissioner Glassburn at 10:00am

Agenda: Motion was made by Commissioner Williams to accept the agenda. It was seconded by Commissioner Redfeather and unanimously approved.

Minutes: Motion was made by Commissioner Patricca to accept the minutes from the June 3, 2011 meeting. It was seconded by Commissioner Rodriguez and unanimously approved.

Signs at Buckskinner Park:

Rose is awaiting a second quote on the Buckskinner Park signs before they can be ordered. Joe Duffy requested a second quote be obtained. The 5th sign at Santa Fe Dam is not installed because the location was too rocky. As time allows the options will be discussed and an alternate placement will be decided upon by Glenn Cornwell and Horacio Ortiz, taking into consideration the initial preferred placement. The sign plan proposed by this commission and adopted by council allows signs to be purchased as funds become available.

Rodeo Grounds:

Rose explained that the 2nd mesh cover purchased for the east bleachers was sized incorrectly and discovered when Gene Owens and his crew began installation. The company was contacted immediately at which time they discovered their paperwork error and accepted responsibility without question. They had the cover picked up and will have it corrected and returned to us as soon as possible. The first National Barrel Horse Association race held here on June 25th & 26th was a great success. They have four events booked this year and are looking forward to growing their events with each passing year.

Monument Park:

Commissioner Glassburn turned the plan into Joe Duffy for review and estimated the changes would cost approximately \$10,000.00. Joe will look into where the funds might be available. Commissioner Williams stressed the safety issue that currently exists. Commissioner Winbourn looked at the trees again and reiterated that they were in a state of declining health. Commissioner Glassburn is looking for a horticulturist for a second opinion on the trees to get an opinion from outside of the community. Everyone agreed that this would be a reinforcement of Commissioner Winbourn's findings. Commissioner Patricca restated the importance of obtaining an opinion from someone outside of Williams.

Skate Park:

Director Newbold has not heard from Commissioner D'Arpa in the past month. She feels strongly that this is due to his schedule being as busy as hers. An update should be available at next months meeting.

Master Plan for Recreation Center:

Quotes have been obtained and money is the only issue holding up this job.

Cataract Park long term planning:

Commissioner Glassburn attended the County Parks & Rec meeting last night. The county continues to be a driving force behind getting this plan drawn up, the necessary public input and still hoping for possibly beginning construction in the spring of 2012. There appears to be 1.5 million dollars that might be available for this project and the County Parks & Rec department is trying to get this project to a point where these funds can be dedicated. The Forest Service side of Cataract Lake is going to have several additional issues in trying to join the County and the City with an overall Cataract Lake improvement. Next meeting is set for August 17th @ 10am in Williams Council Chambers. The September meeting will hopefully be a joint meeting with the County Parks & Rec Commission and the City Parks & Rec Commission and be the first public meeting to present a basic plan for the proposed improvements.

Sportsman's Club:

Commissioner Redfeather reported that the Cowboy Shoot over the 4th of July was a tremendous success. The club is still in the process of finding materials that will work to build the shade structures. Sheldon White has joined the club as a board member and is looking forward to having much of the work done by students in his shop classes.

Director Newbold's report: (on file)

Councilman Wurgler questioned the "disappearance" of the pool contractor. Director Newbold explained that the job was done, final aesthetics were all that needed to be completed. Payment awaits a final meeting with Manny at 1Source. She feels that Manny has not contacted her because he is very busy at this time.

Old Business:

Commissioner Winbourn thanked Director Newbold for the planter pots she donated from the pool. Director Newbold thanked Commissioner Winbourn for using them to beautify the city.

New Business:

Commissioner Glassburn stated that Clean & Beautiful has gotten the County Juvenile probation youth, once per week, to help with city wide clean up projects. The County Teen Works will be coming soon also. Director Newbold reported that the Mayors Youth Advisory Council will be coming to the commission with a plan for community service soon. Councilman Wurgler advised the commission that some "big wigs" from Little League in PA will be in town tomorrow to discuss fields for tournaments.

Meeting was adjourned at 11:10am. The next meeting was set for August 5th at CITY HALL.

Parks and Rec Commission
Meeting Minutes August 5, 2011
Williams Recreation Center

Roll Call:

Present: Commissioner Glassburn, Commissioner Williams, Commissioner Patricca, Commissioner Rodriguez, Director Newbold

Absent: Commissioner D'Arpa, Commissioner Winbourn, Commissioner Redfeather,

Guests: Sue Atkinson, Laura Duncan

Meeting called to order by Commissioner Glassburn at 10:03am

Agenda: Motion was made by Commissioner Rodriguez to accept the agenda. It was seconded by Commissioner Patricca and unanimously approved.

Minutes: Motion was made by Commissioner Rodriguez to accept the minutes from the July meeting. It was seconded by Commissioner Patricca and unanimously approved.

Coconino County Juvenile Work Crew

Commissioner Glassburn reported that Williams will be getting the Coconino county Juvenile work crew every Monday until school starts. County Supervisor Matt Ryan set up the program. After a month absence, the Coconino County inmate crew is back. They will be in Williams every Thursday. This past week they did work at the cemetery.

Public Participation

None

Sign update, Buckskinner Park

Laura suggested placement of the signs, one right before the trailhead and one before the public parking area, one at the entrance at 6th Street and one at the Ramada. Commissioner Glassburn asked that this item now be taken off the agenda.

Skate Park

Director Newbold reported that Commissioner D'Arpa has been in contact with her. His schedule is full right now and is not able to get to the updates. This item will be kept on the agenda.

Monument Park

No update.

Cataract Park long term planning

September 14th there will be a joint meeting with the Coconino County Parks & Rec commission. A tour is planned for 2pm and then the joint meeting will be held at 5:30pm.

Commissioner Glassburn will try and arrange a bus or van to do the tour. The tour will include the Rodeo Grounds, Rec Center, Cureton Park, Buckskinner Park, the Country Club area and end up at Cataract Lake Park. There will be refreshments on the van and at the meeting.

Commissioner Glassburn will contact the absent Commissioners from this meeting to confirm their attendance.

There was no regular scheduled Coconino County Parks & Rec meeting September 4th due to a paperwork error but they will meet with City officials and the other stakeholders identified for the Cataract Lake improvement issue on August 17th. Plans to begin the public input meetings will be made at the meeting on the 17th.

Director Newbold has not received confirmations of the August 17th meeting from APS or Game & Fish.

The Forest Service wanted to include their portion of the Park in the process. They wanted to close the campground and turn the area into an interpretive site. They figured it would cost them \$10,000 to do the NEPA. Commissioner Glassburn felt that the Forest Service would opt out of the Cataract Park Plans due to that cost. That would leave just the City & County.

This meeting on September 14th and will be the 1st meeting to start the public input process. We need a quorum at this meeting. Commissioner Patricca made the motion to discuss only Cataract park issues at the meeting. All other local issues will be tabled until the October meeting. If there is something of an urgent nature a special meeting will be called. It was seconded by Commissioner Rodriguez and unanimously approved.

Dorris Woods from the County will be taking minutes at the public meetings so Sue does not need to attend.

Sportsman's Club

Director Newbold reported that there will be an event next weekend at the range. It will be a fundraising match to raise money for the club's insurance needs. Commissioner Rodriguez asked where people might get more information on the Range. Director Newbold stated the police department or the website www.williamssportmansclub.org

Director Newbolds report (on file)

Director Newbold reported that the new mesh cover for the Rodeo grandstands is in. Gene will get it up soon. When Commissioner Winbourn is in attendance we can discuss taking it up and down. It will probably be on a Thursday when the County work crews are here. He has donated two large bags to store the mesh covers in.

July was a very busy month. She was very proud that Relay for Life event made \$12,000. She has had nothing but positive feedback on the location and Leah & Tim worked really hard on the event. Commissioner Williams commented on the course was harder being on concrete and the gravel area was hard to walk on. Director Newbold reminded her that once the improvements were done to the Rec Center it won't be an issue next year.

The National Barrel Races hopes to build into a regional event.

She thanked Kiwanis for helping with the Hamfest. They (Hamfest) think Williams is the best town!

The pool is going great! Friends of the Aquatic Center came through with a great donation to extend the pool season to September 10th. There will be a free swim all day August 13th and the same day the American Legion will be doing a fundraising BBQ at the Rec Center from 11am to 3pm.

Commissioner Patricca commented that the recent Grand Canyon chamber mixer benefitted the Friends of the Aquatic Center. The group received \$195!

Commissioner Glassburn offered to put in \$100 from the Clean & Beautiful Committee for a last day free swim. Commissioner Williams will check with Lions club, Commissioner Rodriguez with Rotary and Kiwanis. The fee for the free swim is \$300.

The event calendar is always changing! We did have a few cancellations this year but they were health related or financially related. We are still getting new bookings. Commissioner Patricca asked about plans for PRCA Rodeo in the spring. Director Newbold didn't think plans were proceeding. Commissioner Williams stated that the fee for PRCA has gone up to \$50,000. The Labor Day Rodeo will be an open rodeo like Cowpunchers.

Today is the last day of Summer Rec. Camp Civitan provided fabulous lunches for the kids all summer long.

Cataract Lake Campground has been slow. This shows that the new direction for Cataract Park as a day use park, that is being discussed, should prove to be a good change for the community.

Old Business: Commissioner Williams handed out flyers for the Lions Club Mountain Man Run being planned for Sept. 5th. They are in desperate need of adult volunteers for traffic control and Grand Canyon blvd and at the freeway overpass and water stations.

New Business: Commissioner Glassburn wanted to set the record straight on rumors she has been hearing around town that the Parks & Rec Commission was trying to limit or control the use of Santa Fe & Buckskinner parks. Our job was signage issues only. It is not our job or place to control the parks. It is up to the police dept. or the fire dept. regarding illegal activities or closing for fire danger. All we do is make recommendations to the City.

Meeting was adjourned at 10:45am

Next meeting set for September 14th with Coconino County Parks & Rec. 2pm tour and 5:30pm meeting.



September 14, 2011
JOINT REGULAR MEETING OF
THE COCONINO COUNTY
PARKS & RECREATION COMMISSION AND
THE CITY OF WILLIAMS
PARKS & RECREATION COMMISSION
PURSUANT TO A.R.S. § 38-431.02
2:00 pm
Williams Youth Recreation Center
300 W. Railroad Avenue, Williams, AZ 86046

Minutes

Tour of Williams Parks & Recreation facilities began at 2:00 pm from the Williams Youth Recreation Center. Stops include Williams Aquatic Center, Williams Rodeo Grounds, Cureton Park, Buckskinner Park, Williams Senior Center, Williams High School, Williams Elementary/Middle School, Coconino County Public Works facility, Elephant Rocks Golf Course and end at Cataract Lake County Park.

Public input meeting commenced at 5:30 pm at Williams Youth Recreation Center.

Call to Order

The meeting was called to order at 5:30 pm by Coconino County Parks & Recreation Commission Chair Brian Blue. Present were Chair Blue and CCPRC members Diane Lenz, Pam Foti, Shannon Shoots, Carol Glassburn, Steve Drumright, Williams PRC Chair Carol Glassburn and members Bobby Patricca, Patty Williams and Teresa Rodriguez. Absent were CCPRC Vice Chair Mary Hendricks and Williams PRC Vice-Chair members Jim Winbourn, PRC members Jay Redfeather, Jeff D'Arpa.

Guests included Matt Ryan, Coconino County Supervisor for District 3; Joe Duffy, City of Williams City Manager; Glenn Cornwell, Director of Public Works for City of Williams; Rose Newbold, Director of Parks & Recreation for City of Williams; and Chuck Benedict from AZ Game & Fish.

Approval of the minutes – Coconino County Parks & Recreation Commission minutes from the regular meeting, August 15, 2011.

Commissioner Lenz moved to approve the minutes from August 5, 2011. Commission Shoots seconded. The minutes were approved, with Commissioner Drumright abstaining.

Approval of the minutes – Williams Parks & Recreation Commission minutes from the regular meeting, August 5, 2011.

Commissioner Patricca moved to approve the minutes from August 5, 2011. Commissioner Williams seconded. The minutes were approved unanimously.

Public appearances/introductions/call to the public

Chair Blue called to the public to speak on any topic not on the agenda. No members of the public wished to speak.

Cataract Lake

Joint meeting between Coconino County and City of Williams Parks & Recreation Commissions for the purpose of obtaining public input on the re-development of Cataract Lake County Park.

Commission Action: Information item

Mike Conner, Construction Project Manager for CCPR, introduced Judy Weiss, CCPR Director. Budget is 1.5 million to spend on Cataract Lake. Director Weiss called attention to a survey that was distributed and encouraged attendees to complete. Mr. Conner introduced the planning and design team: Jon Hansen of Plateau Engineering, Randall Kopff and Jeff Kratzke of Olsson Associates. Mr. Kratzke gave a brief overview of the history of the park and presented a concept graphic of initial plans (approx 15 acres). Passive activities planned are trails, boating, fishing and day-use picnicking. Unsuitable activities include large sports fields, camping, and equestrian facilities.

Following are specific comments from various members of the public in attendance:

Susan Zmrzel – maintenance is a concern. Does not want fire pits. COW will establish park rules and policies.

Steven Strum-wants a dog park

Robynn Smith Eckel – wants a dog park

Julie Al-Maskeek – does not mind a dog park, but does not it to back up to private land.

Ernie Dimillo – does want a dog park, but thinks there is not enough population

Michael Cowen – appreciates the plan but is concerned with digging into rock. He also thinks that the location of the trail will interfere with the high water elevation of the lake and the boundaries of the adjacent private properties.

Kris Vasquez – wants a pier for fishing

Other general comments included:

Costs

Events – tourist dollars

Parking

Use of mixed materials for a fence/wall between residential and public works yard

Concerns for wildlife scaling the wall

Day use only – no overnight parking, lights, parties and noise

Trail around the lake, with links to other trail systems

Adult exercise obstacle course

Frisbee golf course

CCPR and the design/plan team will revise plan based on public input. Subsequently, additional public input will be sought for revised plan. Assuming commission and Board of Supervisors' approval, construction could begin in Spring 2012.

Adjourn

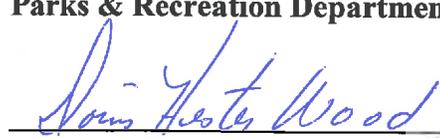
Although no formal vote was taken, it was generally agreed to adjourn the meeting at 7:20 pm.

**Coconino County
Parks & Recreation Commission**



Brian Blue, Chair OR
Mary Hendricks, Vice-Chair

**Coconino County
Parks & Recreation Department**



Dorris Hester Wood
Secretary to the Commission

**City of Williams
Parks & Recreation Commission**



Carol Glassburn, Chair

Parks and Rec Commission
Meeting Minutes November 4, 2011
Williams Recreation Center

Roll Call:

Present: Commissioner Glassburn, Commissioner Winbourn, Commissioner Williams, Commissioner Rodriguez, Commissioner Patricca, Commissioner D'Arpa, Director Newbold

Absent: Commissioner Redfeather

Guests: Councilman Wurgler

Meeting called to order by Commissioner Glassburn at 10:01am

Agenda: Commissioner Rodriguez made the motion to adopt the agenda, seconded by Commissioner Patricca, all approved.

Minutes: Commissioner Rodriguez made the motion to approve the minutes from the September 14, 2011 joint meeting with the Coconino County P&R Commission, seconded by Commissioner D'Arpa, all approved.

Public Participation:

None

Renaissance Faire:

Commissioner Winbourn reported that the requested meeting with Mark Worden at the Chamber took place recently. The only viable location that the city can offer at this time for this event is the Rodeo Grounds. After the discussion regarding issues surrounding this event concluded, a motion was made by Commissioner Patricca and seconded by Commissioner Williams that the Rodeo Grounds is offered as the site for this event, all approved.

Rec Park completion and landscaping of stage area:

Commissioner Glassburn and Commissioner Winbourn have both had discussions with city personnel and the Mayor respectively that resulted in a consensus that the Rec Park completion is scheduled for spring of 2012. Commissioner Glassburn reported that the monies still available from the dissolution of the Mainstreet organization have been designated to go towards the stage landscaping and historical plaques. The Mountain Village Holiday Tree purchase program will result in trees for the stage landscaping also.

Monument Park:

After considerable discussion regarding the many issues that currently exist at Monument Park, it was decided that this issue would be tabled until a future meeting after a thorough investigation produced the appropriate amount of information to be able to proceed with a recommendation to Council.

Skate Park improvements:

Commissioner D'Arpa has the materials and will bring them to the Skate Park a little at a time and Aaron DeMott, a city employee with the knowledge and ability to install this material, will complete the job over the next several months.

Commissioner Attendance:

Commissioner Glassburn reported that Commissioner Redfeather had verbally resigned and his resignation letter was forthcoming. She stated that if a Commissioner is not able to make a meeting, a phone call would be appreciated. Susan is running an ad for a new commissioner in the newspaper for a couple of weeks.

Sportsman's Club:

Director Newbold stated that, with the resignation of Commissioner Redfeather, she will combine any news regarding the Sportsman's Club or the shooting range in her report to this commission.

Director Newbolds report (on file):

Director Newbolds report is attached as the final page of these minutes.

Old Business:

None

New Business:

Commissioner Glassburn reminded all present of the special P&R meeting tonight at 5:30 in the Council Chambers at City Hall. Commissioner Winbourn reported that the stage dedication is scheduled for Saturday, December 3rd at 5:00pm (he was not 100% certain of the time).

Commissioner Glassburn explained that to accommodate several official city issues regarding this Commission, our meetings will need to change from Fridays to another day of the week and would need to be held in the Council Chambers at City Hall. This item will be on the next month agenda to get the Commissioners input and set a new day and time during each month for future meetings. Commissioner Glassburn was also very proud to report that the Grand Canyon Railway was awarded the 'Presidential Good Neighbors Award'. Morgan O'Connor was in Washington, D.C. to accept this prestigious award. 250 applicants from all over the country were competing for this award. It is quite an honor for Williams own Grand Canyon Railway to be chosen as the recipient.

Next meeting set for Thursday, December 1st at 10am in the City Council Chambers at City Hall

Adjourn:

Motion to adjourn was made by Commissioner Rodriguez and seconded by Commissioner Patricca, all approved, meeting adjourned at 11:30am.

Rose Newbold, Recreation Director, report for Parks & Rec Commission 11/04/11

The Williams Youth Center Project will continue to accept donations towards the Skate Park and Recreation Department improvements. This account, after donations accepted for the Halloween festivities and a small donation from this account of \$101.12 to the Halloween Fair produced by a group of 5th grade youth for WEMS art program, the account currently has a \$3924.88 balance.

September saw the end of the successful adult softball league that Johnny Hatcher managed for the Recreation Department. The Williams Labor Day Rodeo was a success and Scott McDaniel has scheduled the rodeo for all three days of Labor Day weekend in 2012, as he is bringing in the Womens Professional Rodeo Association on Monday. Browns Carnival, the Arizona Junior Rodeo Association and the WHS 50th reunion all used the rodeo grounds harmoniously on September 10th. The Habitat Golf Tournament and the Mexican Independence Day events were great. Fall Clean & Beautiful clean up day went well as usual. That same weekend saw the final NBHR barrel races at the Rodeo Grounds and the Taste of Williams at Bearizona. September ended with homecoming week at WHS.

October began with the City auction on the 1st, Opry Night on the 7th and the beginning of three straight weekends of the Pumpkin Patch train trips offered by the Grand Canyon Railway. The month ended with the Spooktacular two day Haunted House and Halloween Fair at the Rec Center and Skate Park. This event raised \$500.00 - \$200.00 for our local SADD group & \$300.00 for the WEMS Art Program, along with 250 cans of food for Williams Food Bank.

The pool is hibernating well at this point. The new HVAC unit along with the new doors seems to be working well. It looks like we will have to purchase a lift or ADA approved stairs to install at the pool due to a new regulation that becomes effective on 3/15/12. I continue to research this to see if there is any way around this as the stairs will cost approximately \$3500.00 and the lift \$6000.00. The regulation states that two handicap accessible entrances must be afforded for a pool our size. The zero depth entry has always been acceptable up until this time.

The 2011 calendar continues winding down as far as outside events on city properties. The Polar Express begins on Friday November 11th and will continue through Saturday January 7th. The annual parade of lights and tree lighting ceremony is scheduled for Saturday November 26th. The 2012 calendar is in the works with most of the major events having already rescheduled and a couple of new events coming to town.

The Williams Sportsman's Club continues to be active and helpful with range issues. They have scheduled practices on Saturdays from 9-1 until the weather closes the range for the winter. The cattle guard was fixed by city staff the week of October 17th and is now functioning properly (it had been filled to the top with soil. Further information on this club can be found at www.williamssportsmansclub.org.

Johnny Hatcher is currently running a youth Recreation basketball league for 5-12 year olds at WHS gymnasium. The practices are scheduled for Fridays from 5-6pm with games on Saturdays at 10am a continuing until everyone has played. All the grant funded programs including, high school and adult basketball on Wednesdays from 6-8pm at WEMS gym, Friday youth open gym from 6-9pm at WEMS gym and Teen Choice Fridays from 10-midnight are in full swing and being attended well.

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**NOVEMBER 4, 2011
COMMISSION ACTION**

I. PROCEDURES:

- A. Call to Order Chairperson Carol Glassburn called the meeting to order at 5:30 p.m.
- B. Roll Call Present were Chairperson Glassburn, and Commissioners Bobby Patricca, Teresa Rodriguez, Patty Williams, and Jeff D'Arpa. This constituted a quorum. Staff members present were Recreation Director Rose Newbold and City Clerk/HR Director Susan Kerley. Present from the Coconino County Parks and Recreation Department were Mike Conner and Regina Salas. The landscape architectural firm of Olsson Associates was represented by Jeff Kratzke and Randall Kopff. Jon Hansen of Plateau Engineering, Inc., was also present.
- C. Adopt Agenda Carol Glassburn pointed out that the purpose of this meeting was to gather the public's input and not to make any decisions, but, ultimately, to make a recommendation of the concept to City Council.

***II. SPECIAL
MEETING
AGENDA ITEMS***

- A. Review of changes in plans to re-develop Cataract Lake County Park resulting from public input to date: Mike Conner
- Mike Conner made the following points:
- They are trying to start constructing the Park next spring. The target date for having the plans approved is the end of December.
 - On September 14th, a meeting was held to bring the concept line to the public. About 50 people attended this meeting.
 - The Master Plan does not have to be done all at once.
 - \$1.3 million has been budgeted for the project, and the Plan presented at this meeting exceeds that amount by about 50%.
 - We need to prioritize the most important elements of the Park to hold onto. There is a need to get a sense of what's most important for the community of Williams.
- Jeff Kratzke added:
- This is a unique context and site. It is surrounded on the north by residential neighbors and, otherwise, by the forest. What kinds of opportunities does this site present?
 - The Master Plan includes pedestrian circulation throughout the Park, even though there are no truly flat areas in the Park.
 - We need to think about the existing facilities and uses along with potential uses. Camping use will go away.
 - The Plan will minimize disturbance to trees and existing characteristics.

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NOVEMBER 4, 2011
COMMISSION ACTION

- We need to recognize the border between the Park and the residential area to the north and consider vegetation versus walls to protect this border,
- This Master Plan has been developed to include the public's wants, desires, and needs on the 15-acre site. One suggestion for a dog park was excluded because the site is not conducive to this usage. It would take a minimum of two acres. This site does not present this opportunity and space.
- The designers took the big picture approach with constant awareness of budget.
- Walkways must be ADA-compliant, and this is more challenging because of the grades.
- There is two-lane, two-way circulation then a one-way loop road into the parking area, placed in between trees and a boat launch area.
- The restroom is the only architectural feature, the only building.
- Other features include active play areas, ramadas, pedestrian walkways possibly with unpaved surfaces, shoreline recreation opportunities within the shoreline zone. There could be shade structures and seating nodes in this passive zone that would be designed with attention to the historical high water mark.

Mike Connor said they were anxious to prioritize the elements and asked Commissioners to add their highest and lowest priorities. Their list included:

<u>Priority</u>	<u>Least</u>
Restroom	Concrete
Ramada	Perimeter Wall
Playground	Beach Area
Boat Ramp	Hard surface on East side
Fishing Access (Platforms)	S.W. trail looping to water
Benches & Trash Cans Along Trail	

Commissioners agreed that a wall defining the northern boundary would be very expensive, that restrooms come before ramadas, and ramadas before a playground.

Chairperson Glassburn noted that an estimate from APS is needed as soon as possible for including underground utilities.

B. Discussion and recommendation to the City Council regarding the

Patty Williams made a motion, seconded by Teresa Rodriguez, to make a recommendation of the concept to City Council, requesting their favor in considering the Master Plan, with consideration of the available budget and other factors in further development of the

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Cataract Lake Co.
Park Master Plan:
Carol Glassburn

Master Plan. The motion carried 4-0.

Chairperson Glassburn asked that this item be put on the City Council Agenda for the December 8th meeting. Carol, Jeff D'Arpa, and Rose Newbold will write a Staff Report for Council members prior to this meeting. Next Wednesday the Master Plan will be presented to the Coconino County Parks & Recreation Commission. Ms. Glassburn thanked those from Flagstaff for coming over to Williams for this meeting with the P & R Commission and the public.

III. ADJOURN

Commissioner Patricca made a motion to adjourn that was seconded by Commissioner D'Arpa. The motion carried 4-0, and the meeting was adjourned at 6:35 p.m.

Chairperson Carol Glassburn

City Clerk

ATTEST:

DRAFT

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**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 4th as well as those from the special meeting on November 4th. 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

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- 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 6th. 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 8th 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 5th. 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.
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Chairperson Carol Glassburn

ATTEST:

City Clerk

DRAFT