

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**JANUARY 5, 2012
COMMISSION ACTION**

I. PROCEDURES:

- A. Call to Order Vice-Chairperson Jim Winbourn called the meeting to order at 10:00 a.m.
- B. Pledge of Allegiance
- C. Roll Call Present were Vice-Chairperson Winbourn, and Commissioners Bobby Patricca, Teresa Rodriguez, Patty Williams, and Jeff D'Arpa (late).. This constituted a quorum. Carol Glassburn and Teresa Rodriguez were absent. Staff members present were Maintenance Superintendent Gene Owens, Recreation Director Rose Newbold, City Manager Brandon Buchanan, and City Clerk/HR Director Susan Kerley.
- D. Approval of Minutes: December 1, 2011 Patty Williams made a motion to approve the minutes of December 1, 2011. The motion was seconded by Bobby Patricca, and it carried 4-0.
- E. Adopt Agenda Patty Williams made a motion to adopt the agenda as presented. The motion was seconded by Jeff D'Arpa, and it carried 4-0.

II. PUBLIC PARTICIPATION

NONE

- F. Discussion of landscape plan of Stage area with inclusion of donated 'Smokey the Bear' lighted fire informational sign location: Jim Winbourn and Carol Glassburn Jim Winbourn, Brandon Buchanan, and Gene Owens came up with plans for the Stage Area landscaping that would include evergreen trees and boulders. They looked at available water bibs and electrical outlets. Their ideas include having a gravel surface, and using the 24 spruce trees that may be donated to the City. Vendors at various events would be able to use the area. Jim Winbourn noted that there's "no second chance to make a first impression." There was a consensus for Jim Winbourn to finalize the plans so they can be taken before City Council as soon as possible.
- G. Discussion and recommendation regarding Monument Park improvements and usage of lights originally purchased for Glassburn Park for the Monument Park improvement project: Jim Winbourn and Carol Glassburn Jim Winbourn explained that he had met with an arborist from NAU who said the spruce trees in the Park are o.k., but they need dirt on them. His recommendation is to build up the soil around the trees. The aspen trees are diseased. Brandon Buchanan said that because of the roots on the surface interconnecting the trees, building boxes around the trees would not work. They may decide to flatten the hill, but they will keep a knoll for drainage. Their goals are:
- a. Save trees
 - b. Get rid of safety issues
 - c. Make Park more user-friendly

Councilman Wurgler added that Council will look to the City

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**JANUARY 5, 2012
COMMISSION ACTION**

- Manager to figure out the feasibility and how to make it happen. If the City Manager says it is doable, then Councilman Wurgler will take it to Council.
- H. Discussion and current status of Cataract Lake County Park: Carol Glassburn
Brandon Buchanan said that the County Recreation Department meeting scheduled for January 18th regards the awarding of bids. The timeline includes completion of the Park by October 2012. This item will be on the next meeting's agenda so Carol Glassburn can give a report on the January 18th meeting.
- I. Discussion and recommendation of fee for usage of City Stage: Carol Glassburn
Rose Newbold provided a schedule of Williams' facilities fees, and it is attached. Brandon Buchanan said there is interest in having the Chamber of Commerce manage the Babbitt-Polson Community Stage because it will be a venue for tourism activities. Jim Winbourn said he would like to table this item so that he might have a discussion with Carol Glassburn, Rose Newbold, and Gioia Goodrum.
- J. Discussion and update on Rec Park completion: Carol Glassburn
Jim Winbourn introduced this item by noting that Rose Newbold has been waiting a long time for the Rec Park to be finished, and she has gotten concrete quotes six times. The biggest question is what material to use in the non-concreted area. He asked Rose Newbold for a punch list to be completed to finish the area. Then they will meet with Brandon Buchanan to get it done. Before that, the two of them will sit down to see if any groundwork needs to be done.
- K. Discussion regarding for the City to provide the landscape fabric and rock necessary to complete the recently landscaped area on Railroad Avenue: Jim Winbourn
Jim Winbourn noted that that the City is looking at less than \$500 if the landscape fabric on hand will not cover the area of focus. Gene Owens said the City has no landscape fabric on hand.
- L. Report from Recreation Director: Rose Newbold
Rose Newbold reviewed the attached report. Bobby Patricca asked what the pool issue is so he can report to Friends of the Aquatic Center. Ms. Newbold explained that because the pool is larger than 300', it requires the installation of a second ADA- compliant entrance. The second entrance needs to be in a different area than the existing one.
- M. Old Business
None
- N. New Business
None
- O. Set next meeting date, time, location and assignments
The next meeting will be on Thursday, February 2, 2012, at 10:00 in Council Chambers.

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 3

**JANUARY 5, 2012
COMMISSION ACTION**

III. ADJOURN

Commissioner Williams made a motion to adjourn that was seconded by Commissioner Patricca. The motion carried 4-0, and the meeting was adjourned at 11:20 a. m.

Chairperson Carol Glassburn

ATTEST:

City Clerk