

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

**ANNOTATED MINUTES
AGENDA ITEM**

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**February 2, 2012
COMMISSION ACTION**

I. PROCEDURES:

- A. Call to Order Chairperson Carol Glassburn called the meeting to order at 10:00 a.m.
- B. Pledge of Allegiance The group recited the Pledge of Allegiance.
- C. Roll Call Present were Chairperson Glassburn, Vice-Chairperson Winbourn, and Commissioners Jeff D'Arpa, Bobby Patricca (late), Teresa Rodriguez, and Patty Williams. This constituted a quorum. 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: January 5, 2012 Teresa Rodriguez made a motion to approve the minutes of January 5, 2012. The motion was seconded by Patty Williams, and it carried 4-0.
- E. Adopt Agenda Jim Winbourn made a motion to adopt the agenda as presented. The motion was seconded by Teresa Rodriguez, 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 and Brandon Buchanan have worked hard on the plan for this project. Brandon Buchanan produced a revised plan that would include a Smokey the Bear sign that is taller than six feet. The Forest Service is looking for money to provide the Smokey sign. Carol Glassburn is working with Ranger Martie Schramm, looking for grants. We are building a first-class park with a shoestring budget. Jim Winbourn and Brandon Buchanan are taking the lead on this project. If it is approved, Carol Glassburn and Gene Owens are to get the County inmate crew more than one day each week. Brandon Buchanan cautioned that this plan is a working document, and it may have changes.

Jim Winbourn said that the Chamber of Commerce is working on an LED sign that would cost around \$30,000 if it is two-sided or around \$18,000 if it is one-sided. The Chamber would like to use the same framing material as used on the Gateway Arch and install the sign perpendicular to Grand Canyon Blvd.
- G. Discussion of April 2012 clean-up day specifics: Carol Glassburn Carol Glassburn said that April 28th will be Spring Clean-Up Day. There will be a Clean & Beautiful meeting at noon on Tuesday, February 7th, at Superior Propane. She invited Brandon to this meeting. The Rodeo Barn has been reserved for Clean-Up Day. Collections will include e-waste, scrap metal, tires, and paint.
- H. Discussion and current status of Cataract Lake Brandon Buchanan said that the IGA is in draft form. Coconino County Parks and Recreation Department has a meeting tonight. He is currently scoring elements for Manager at Risk and will review it

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- County Park: Carol Glassburn in one week. In two weeks, the group will discuss 30% plans.
- I. Discussion and recommendation of fee for usage of City Stage: Carol Glassburn Carol Glassburn prefers that the Chamber manage usage of the City Stage. Brandon Buchanan said the City is looking at a set fee for use of water or water and electric. The City's stance is that use of the Stage and Park is more important than the profit the usage might generate. Jim Winbourn mentioned that a \$50 fee would cover garbage pick up. He said that civic organizations should be encouraged to use the facility.
- J. Discussion and update on Rec Park completion: Carol Glassburn The cost for this project will be around \$20,262.37 which is less than the budgeted amount. The time frame for completion is dependent on the weather as concrete must be poured first.
- K. Discussion of update on request for "In-Kind" from Cowpunchers: Rose Newbold Carol Glassburn said that every year this group donates labor and time to improve the Rodeo Grounds. Gene, John, and Brandon can create a punch list of things to be done. The City will provide the materials, and the Cow Punchers will provide labor. The Cowpunchers will come to a Parks & Rec meeting, then P & R will take their request to Council. Brandon Buchanan added that the punch list will cover \$900 worth of labor, the same amount as the fee for use of the Rodeo Grounds.
- L. Report from Recreation Director: Rose Newbold Highlights of the report (attached) include:
1. The Williams Youth Center Project continues to accept donations for the Skate Park & Recreation Department improvements/programs.
 2. Out of the 16 contracts mailed for events on the 2012 calendar, 4 have been signed and returned.
 3. Coconino County hopes to complete the improvements at Cataract Lake Park before winter of 2012.
 4. The pool continues to hibernate without incident.
 5. A new, five-year contract was executed on January 24th between the City and the Forest Service for use of the Shooting Range.
 6. Williams' Sportsman's Club practices at the shooting range on Saturdays from 9:00-1:00.
- M. Old Business Carol Glassburn asked about the progress in putting rock and fabric on Railroad parking area. Jim Winbourn said that all that is needed is a requisition completed and turned in to the Chamber to get the money to pay for these materials.
- Patty Williams said a State organization has made a proposal to get money to do a study of the commuter transportation corridor along I-

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40 from Williams to Winslow and to the Grand Canyon.

N. New Business

Carol Glassburn said that the Teacher's Mixer is scheduled for this Friday from 5:00 to 7:00 p.m. at Rosa's.

Jim Wimbourn said that tickets to the Sweetheart Dinner on February 14th are not sold out. The dinner and show will be held at the Sultana. Tickets for the Centennial Train on the 14th have been sold out.

O. Set next meeting date, time, location and assignments

The next meeting will be on Thursday, March 1, 2012, at 10:00 in Council Chambers.

III. ADJOURN

Commissioner Williams made a motion to adjourn that was seconded by Commissioner Winbourn. The motion carried 5-0, and the meeting was adjourned at 10:40 a. m.

Chairperson Carol Glassburn

City Clerk

ATTEST:

