

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**February 7, 2013
COMMISSION ACTION**

I. PROCEDURES:

- A. Call to Order Carol Glassburn called the meeting to order at 10:00 a.m..
- B. Pledge of Allegiance The group said the Pledge of Allegiance
- C. Roll Call Chairperson Carol Glassburn and Commissioners Bobby Patricca, Teresa Rodriguez, Patty Williams and Tad Wygal were present. Mike Dulay was also present.
- D. Approval of Minutes: Tad Wygal made a motion to approve the minutes of December 6, 2012. Work Session Retreat – December 6, 2012 The motion was seconded by Patty Williams and carried 4-0.
- E. Adopt Agenda Bobby Patricca made a motion to adopt the Agenda, and it was seconded by Patty Williams. The motion carried 4-0.

II. PUBLIC PARTICIPATION NONE

III. AGENDA ITEMS

- F. Cataract Lake County Park: Carol Glassburn & Brandon Buchanan
- The Grand Opening ceremony is scheduled for Saturday, April 13th at 11:00 a.m. From 12:00 p.m. – 3:00 p.m. a community event will be held. The American Legion will cook, and Clean & Beautiful will help. They are expecting 300-500 people. County Parks & Rec will arrange for programs and speakers. However, the City's help with food will be needed. Rotary Club will serve the pop and water the County provides. Kiwanis will serve food, and the Lions may serve dessert.
 - Brandon Buchanan said the majority of the work at the Park is done. Carol Glassburn added that Morgan O'Connor is arranging for recycling bins for the Park.
- G. Assign duties to Commissioners for Cataract Park Grand Opening: Carol Glassburn
- Patty Williams will be in charge of desserts; Bobby Patricca will take care of the trash; and Mike Dulay will work with Gioia Goodrum from the Chamber of Commerce to make certain the speakers are working.
- H. Discussion of Cowpunchers in lieu of rental: Brandon Buchanan
- Gene Owens and Brandon Buchanan will work directly with the Cowpunchers.
- I. Update on raising Recreation fees: Rose Newbold
- In December Council agreed to the new fees and seasonal passes at the pool. The new fees are now in effect. Rose Newbold is advising those with contracts for events of the increases.

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**February 7, 2013
COMMISSION ACTION**

- J. Discussion of appointment of new commissioners: Carol Glassburn
 - The appointment of Mike Dulay is on City Council’s Agenda for February 14, 2013.

- K. Review of schedule for Monument Park: Brandon Buchanan
 - Brandon Buchanan said that the City’s part will be done before the dedication scheduled for Memorial Day. He needs to talk with those working with the statue to know what’s needed for preparation work.

- L. Update on plan for Cureton Park: Brandon Buchanan
 - Carol Glassburn said she has the drawing of plans for the Park. She asked Brandon Buchanan to attend the Clean & Beautiful meeting to talk about the Park.

- M. Friends of the Aquatic Center update: Bobby Patricca
 - Bobby Patricca said that March 20th would be Arizona Gives Day – one day where people can go on-line to make donations to various organizations. (www.arizonagives.org) Friends of the Aquatic Center will be on there. They are talking with Patricia Helgeson on giving pointers regarding grants and fund-raising. Some grants ask for support – either financial or in-kind.

- N. Report from Recreation Director: Rose Newbold
 - See Attached

- O. Old Business
 - None

- P. New Business
 - Patty Williams commended Gene Owens and the maintenance crew. She said they are the best one around. She sees them in the heat and cold outside working.
 - Carol Glassburn will attend the Coconino County Parks & Rec meeting this afternoon. They are in the process of raising fees.

- Q. Set next meeting date, time, location and assignments
 - The next meeting will be on March 7th at 10:00 a.m. in Council Chambers.

- IV. ADJOURN**
 - Patty Williams made a motion to adjourn, seconded by Bobby Patricca. The motion carried 5-0. The meeting was adjourned at 10:32 a.m.

Chairperson Carol Glassburn

ATTEST:

City Clerk

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**March 7, 2013
COMMISSION ACTION**

I. PROCEDURES:

- A. Call to Order Carol Glassburn called the meeting to order at 10:05 a.m..
- B. Pledge of Allegiance The group said the Pledge of Allegiance
- C. Roll Call Chairperson Carol Glassburn and Commissioners Mike Dulay, Bobby Patricca, Patty Williams, and Tad Wygal were present. Also present were City Manager Brandon Buchanan, Maintenance Superintendent Gene Owens, Recreation Director Rose Newbold, and City Clerk/HR Director Susan Kerley.
- D. Approval of Minutes: Bobby Patricca made a motion to approve the minutes of February 7, 2013. – February 7, 2013 The motion was seconded by Tad Wygal and carried 4-0.
- E. Adopt Agenda Patty Williams made a motion to adopt the Agenda with one change: Item F. was duplicated as Item G – eliminate Item G. Mike Dulay seconded the motion, and it carried 4-0.

II. PUBLIC PARTICIPATION NONE

III. AGENDA ITEMS

- F. Assign duties to Commissioners for Cataract Park Grand Opening: Carol Glassburn
- Commission will take care of food.
 - Brandon Buchanan will work with the Chamber of Commerce on speakers.
 - Flyers will go out to community members.
 - Regina (County Parks & Rec) will put ad in the newspaper.
 - Patty Williams is in charge of desserts and will work with Mrs. Gillespie at the High School to make the desserts.
 - Planning will be for 400 people. The City will purchase the food, and leftovers will be purchased by Clean & Beautiful for their cook-out the following weekend.
 - Bobby Patricca will be in charge of trash.
 - The County will bring water and pop.
 - Mike Dulay will work with Gioia on the speaker system or whatever the Chamber needs.
 - Tad Wygal will coordinate parking and traffic.
 - The County will basically handle the event.
 - More information is needed, like where to set up and how many chairs to provide.
 - A plan is needed for parking and traffic.
 - Brandon Buchanan will have a conversation with Chief Nixon at the next Staff meeting. One possibility might be parking at Highland Meadows and shuttling people to the event by borrowing the Camp Civitan bus.
 - Parking passes will need to be issued for on-site parking. The

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**March 7, 2013
COMMISSION ACTION**

parking spaces will be counted, reserving some for handicapped parking.

- Carol Glassburn will schedule a meeting with County Recreation to get details and to communicate with them.

G. Friends of the Williams Aquatic Center update:
Bobby Patricca

- Bobby asked Mike Dulay to give the Aquatic Center update.
- Beth from Camp Civitan will be on their Board of Directors.
- They are working on AZ Gives Day, March 20th.
- Patty Williams shared a Lions Club idea for this group: A Polar Plunge for a fundraiser.

H. Report from Recreation Director:
Rose Newbold

- See attached Report.

I. Old Business

- Some are not interested in putting the Veterans' Monument in Monument Park.
- Bobby Patricca noted that the railroad display looks good.

J. New Business

- None

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

-

IV. ADJOURN The meeting was adjourned at 10:40 a.m.

Chairperson Carol Glassburn

ATTEST:

City Clerk

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**July 31, 2013
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 Chairperson Carol Glassburn, Vice Chairperson Patty Williams, and Commissioners Bobby Patricca, Teresa Rodriguez, and Tad Wygal were present. Commissioner Mike Dulay was absent. Also present were City Manager Brandon Buchanan, Recreation Director Rose Newbold, and City Clerk/HR Director Susan Kerley.
- D. Approval of Minutes: – April 4, 2013 Patty Williams made a motion to approve the minutes of April 4, 2013. The motion was seconded by Teresa Rodriguez and carried 4-0.
- E. Adopt Agenda Teresa Rodriguez made a motion to adopt the Agenda as presented. Patty Williams seconded the motion, and it carried 4-0.

II. PRESENTATIONS

Mark Booth: Wild Canyon Games 2014

Mark Booth works for Young Life – Lost Canyon, but he was representing the Wild Canyon Games 2014. This event is not for profit and not faith-based.

- Mike Younker of Nike is the driving force behind the games. They have contributed \$1.4 million to children's charities from five events.
- The new mountain bike team at Williams High School is a recipient of funds from this event.
- Lost Canyon will be the second of what will be five or six camps.
- There were 125 participants last May.
- Corporate sponsors are very committed to the event that will grow to 600 participants. At that point, the overflow will stay in local hotels.
- Mark would like to see the games move into Williams at some point with the goal being to get the games out of the national forests.
- The games are scheduled for the last weekend in April 2014 and the first weekend of May 2015.
- This corporate-sponsored event will bring people from all over the country and, eventually, all over the world.
- They will eliminate the road course for next year. Instead, there will be a 2-person Hiyak Race, using Buckskinner Lake.
- They want permission to use trails on City land rather than in the Forest.
- Mark showed a sample of the trail signs with distances indicated. They would use these and then donate them to the City after the trail maintenance is completed.
- Mark sees unbelievable potential in the City for recreation.
- There would be no cost to the City for this event.

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**July 31, 2013
COMMISSION ACTION**

- The High School mountain bike team will volunteer to work on the trails. They would like to host a State competition someday.
- Carol Glassburn will look for some 1990's plans for connecting the trails created by the City and the Forest Service.
- They will not cut new paths but will clean and maintain existing paths. He views this as Phase I of a whole system.
- Wild Canyon has submitted applications for the 2014 permits.

III. PUBLIC PARTICIPATION NONE

IV. AGENDA ITEMS

- F. Discussion, decision and recommendation regarding Wild Canyon Games 2014 presentation: Carol Glassburn Carol Glassburn asked for thoughts on this presentation.
- Brandon Buchanan said he has no problem with it.
 - Tad Wygal pointed out that the only issue is crossing Perkinsville Road.
 - Mark Booth replied that they would have total street control with flaggers and signs. Tad Wygal, Teresa Rodriguez, and Patty Williams had no questions. Bobby Patricca believes it to be a phenomenal plan.
 - Carol Glassburn entertained a motion to recommend accepting this proposal to Council.
 - Brandon Buchanan said that it does not need to go before Council.
- Patty Williams made a motion to allow the Wild Canyon Games to maintain the trails and use them for the events. It was seconded by Bobby Patricca, and it carried 4-0.
- G. Discussion of after hours usage of the Youth Recreation Center by adults per a letter received from Ruth Sanzari: Brandon Buchanan and Rose Newbold Patty Williams said there is concern that kids 18-21 are too old for the Rec Center and too young for bars.
- Rose Newbold pointed out that, when the Rec Center was created, it was donated by Roxen Cureton for the youth of the community. Its participants are 5-20 years of age. They have always excluded adults, unless they are bringing children in and out. There are lots of problems when you try to cross-populate these two age groups. The pool table has been there a long time and is not in the best condition. The Recreation Dept. staff spends each day getting the facility ready for the youth of the community. Families are welcome; however, there are other places for young adults to play pool. The Recreation Center is available until 10:00 p.m. during the summer with various closing times during the winter. This accommodates the needs of the community.
 - Carol Glassburn and Commissioners will find out if there's a

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 3

**July 31, 2013
COMMISSION ACTION**

demand from the 18-21 population for a place to play pool.

H. Update of improvements at Monument Park:
Brandon Buchanan

- Brandon Buchanan reported that the statue is almost ready, and they are trying to finish the landscaping, gravel and statue. Carol Glassburn added that Jim Winbourn will be putting in more landscaping next week. Beautiful furniture and trash cans are already there. She will use \$600 from the Arizona Clean & Beautiful grant for two cigarette urns. A doggy bag dispenser is available.

I. Report from Recreation Director:
Rose Newbold

- The Rodeo Grounds has had 8 paying events this year with 6 more on the calendar through September. Including in-kind work, the income is \$12,377.
- The Summer Splash Rec Program had a record number of participants this season, averaging 85 each day.
- The City crew finished its portion of the lead remediation process at the shooting range.

J. Old Business

The Railroad Display Grant released \$87,000 that will be used for ramadas and signs.

- Patty Williams said that the City made a deal with Wild West Junction that their restrooms would be available for the public. They are no longer available. John Moore does not own the part of that facility that has the bathrooms.
- Brandon Buchanan said the City is now taking bids for ramadas with the plan of putting a large hexagonal one in the far back corner and a smaller one up front. Plans for Cureton Park include a new storage building behind the new basketball court, taking down the existing storage building and building a t-ball court, adding some parking by the Cook Shack, and making an agreement with the Baptist Church to use their parking.

K. New Business

- Patty Williams complained that this Commission was ignored in the decision-making process for the zip line. She said it feels like, why have a Commission if it's being ignored? She's so disappointed that the whole parking lot is all fenced off.
- Bobby Patricca added his opinion, saying that they [zip line owners] have gone out of their way to adapt their equipment to Williams.
- Carol Glassburn said this matter will come up again next year and at that time, Commissioners can go to Council as a group.
- Brandon Buchanan added that, because the zip line is a temporary use, not permanent, it did not have to go before Commissioners for a recommendation.

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

The next meeting is scheduled for Thursday, September 5th at 10:00 a.m.

IV. Adjourn

The meeting was adjourned at 11:05 a.m.

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

**ANNOTATED MINUTES
AGENDA ITEM**

PAGE 4

**July 31, 2013
COMMISSION ACTION**

Chairperson Carol Glassburn

ATTEST:

City Clerk

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

**SPECIAL (CALLED) MEETING
ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**10:00 A. M.
AUGUST 14, 2013
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 None
- C. Roll Call Chairperson Carol Glassburn and Commissioners Mike Dulay, Bobby Patricca, Teresa Rodriguez, and Tad Wygal were present. Vice Chairperson Patty Williams was absent. Also present were City Manager Brandon Buchanan, Recreation Director Rose Newbold, and City Clerk/HR Director Susan Kerley.
- D. Adopt Agenda Teresa Rodriguez made a motion to adopt the Agenda as presented. Mike Dulay seconded the motion, and it carried 4-0.

II. SPECIAL MEETING AGENDA ITEMS

- E. Discussion and recommendation regarding Cureton Park Improvements: Brandon Buchanan
- These are fast-breaking two items because money has been earmarked for the first project. One condition is that money be used sooner than later. So, the urgency comes from this condition.
- We will take bids to Council for approval on August 22nd for relocating the storage building at Cureton Park. We will start construction this fall if weather permits.
 - This plan incorporates building a t-ball field
 - We can keep or remove the old basketball court.
 - No new lights would be needed, and the ramada from Cataract could be re-used.
 - The old pool building would be removed, and a fenced-in, new, metal storage building would be installed.
 - One concern Chief Nixon has is that the location for the metal storage building is a rather isolated area in the back.
 - This plan also addresses parking since nothing has been worked out with the Baptist Church. A cinder parking area is planned up front. Entrance would still be on both sides with parking limited to the parking area. The goal is to separate activities from traffic.
 - A 4-foot fence along the Mobil property to the southwest corner of the park would be installed to keep the kids from running out of the area.
 - When questions arose about other items that might be covered, Brandon explained that \$30,000 has been earmarked to rehab Grand Canyon Boulevard, not to totally re-do the Park. He said the big question is whether or not to remove the basketball court. The consensus was that it is in terrible condition, rarely used, and provides a dark area for

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

**SPECIAL (CALLED) MEETING
ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**10:00 A. M.
AUGUST 14, 2013
COMMISSION ACTION**

questionable activities.

Teresa Rodriguez made a motion to approve the concept plan of changes at Cureton Park. The motion was seconded by Bobby Patricca, and it carried 4-0.

- F. Discussion and recommendation regarding Recreation Park improvements:
Rose Newbold

Rose reported that the gravel put in the Recreation Park is not working. The plan is for a rubber-surfaced area for tiny tots with a tiny train like the one in Tots' Park. A motion was made by Teresa Rodriguez to recommend this plan if money becomes available to accomplish it. Mike Dulay seconded the motion, and it carried 4-0.

III. ADJOURN

The next regularly scheduled meeting will be on September 5th at 10:00 a.m. at City Hall. The meeting was adjourned at 10:31 a.m.

Chairperson Carol Glassburn

ATTEST:

City Clerk

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

**REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**10:00 A. M.
SEPTEMBER 5, 2013
COMMISSION ACTION**

I. PROCEDURES:

- A. Call to Order Chairperson Carol Glassburn called the meeting to order at 10:02 a.m..
- B. Pledge of Allegiance The group recited the pledge.
- C. Roll Call Chairperson Carol Glassburn, Vice-Chairperson Patty Williams (late) and Commissioners Mike Dulay, Bobby Patricca, and Tad Wygal were present. Teresa Rodriguez was absent. Also present were City Manager Brandon Buchanan (late), Recreation Director Rose Newbold, Maintenance Superintendent Gene Owens and City Clerk/HR Director Susan Kerley.
- D. Approval of Minutes: July 31 and August 14, 2013 Tad Wygal made a motion to approve the minutes as presented. Bobby Patricca seconded the motion, and it carried 4-0.
- E. Adopt Agenda Bobby Patricca made a motion to adopt the Agenda as presented. Tad Wygal seconded the motion, and it carried 4-0.

II. PRESENTATIONS NONE

III. PUBLIC PARTICIPATION NONE

IV. AGENDA ITEMS

- F. Update on Monument Park: Carol Glassburn and Gene Owens Dedication for Monument Park is scheduled for Saturday, October 19th at 11:00 a.m. The Park is nearing completion with the sidewalks going in next week. The rails will be painted after all the concrete work is finished.
- G. Update on plan for Cureton Park: Brandon Buchanan Gene Owens said the bid for a new storage building will go to Council on September 12th. This month the softball area will be fenced. Even if the improvements are approved, it will probably be next year before their completion.
- H. Friends of the Williams Aquatic Center update: Bobby Patricca Mike Dulay reported that this group will request a meeting with Brandon Buchanan and Rose Newbold. Carol Glassburn pointed out that the wall for the pool was in planning stages for many years. It is important to get all facts before jumping to conclusions. Bobby Patricca said they will try to develop a partnership with local hotels without pools for summer usage of the Aquatic Center. Pool attendance was down about 500 from last year. Next year season passes will be available.

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

**REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM**

PAGE 2

**10:00 A. M.
SEPTEMBER 5, 2013
COMMISSION ACTION**

- I. Report from Recreation Director: Rose Newbold
- The summer recreation program had record numbers as did the Rec Center and Skate Park.
 - Because the Rodeo Grounds were underwater and weather conditions were unfavorable, the Rodeo promoter cancelled the Labor Day Weekend Rodeo. Scott McDaniels, the promoter, had nothing but praise for the City and employees Gene Owens, Rose Newbold, and Hoch Ortiz. Sam's Club and Coors took all the food and beverages back from Kiwanis and Veterans, and monies were returned to sponsors. Full Report Attached)
- J. Old Business
- Bobby Patricca referred to an earlier discussion regarding evening activities for older teenagers/young adults in the community. He had a recent experience that allowed him to experience the problem first-hand. Carol Glassburn suggested going to Lions Club, Rotary, Kiwanis and other service organizations to seek support for establishing evening activities.
 - Carol Glassburn reported that kids from Scottsdale couldn't find trash at Cataract Park to pick up. They cleaned the Rodeo Grounds, Transfer Station and cemetery.
- K. New Business
- Patty Williams apologized for being late. She said they may be starting a Saturday night game club for adults in the winter with chess and Scrabble in the mini-mall on Route 66 from 5:00 – 7:00 p.m.
- L. Set next meeting date, time, location and assignments
- The next meeting is scheduled for Wednesday, October 1, 2013, at 10:00 a.m. at City Hall.
- IV.** Adjourn
- The meeting was adjourned at 10:49 a.m.

Chairperson Carol Glassburn

ATTEST:

City Clerk