

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

**REGULAR MEETING  
ANNOTATED MINUTES  
AGENDA ITEM**

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**CITY COUNCIL CHAMBERS 10:00 AM  
FEBRUARY 07, 2018  
COMMISSION ACTION**

***I. PROCEDURES***

- A. Call to Order Vice-Chairman Patty Williams called the meeting to order at 10:00 a.m.
- B. Pledge of Allegiance The pledge was recited.
- C. Roll Call Vice-Chair Patty Williams, Commissioners Rodger Ely, Kerry-Lynn Moede, and Tad Wygal, were present. Chairman Glassburn and Commissioner Rodriguez were absent. Also present were the City Manager Bill Lee, Parks & Recreation Director Rose Newbold and Deputy City Clerk Sue Bennett. Chairman Carol Glassburn phoned Rose to inform the commissioners that she would be entering into a Lung Institute. She is hopeful that she would be able to make the next meeting, but if the Commissioners wish to entertain the idea of reappointing a new Chairman, she would certainly understand and not be offended.
- D. Approval of Minutes: Regular meeting from February 01, 2017 Commissioner Ely made a motion to approve the minutes as presented. Commissioner Wygal seconded the motion, and it carried.
- E. Adopt Agenda Commissioner Wygal made a motion to approve the agenda as presented. Commissioner Moede seconded the motion, and it carried.

***II. PRESENTATIONS***

*None*

***III. PUBLIC PARTICIPATION***

*Sandy Wheeler and Connie Freson in attendance for discussion on Agenda Item G*

***IV. AGENDA ITEMS***

- F. Introduction of new City Manager Bill Lee: *Rose Newbold*
- A brief introduction of our new City Manager Bill Lee.
- G. Update Report on Tennis Courts: *Kerry-Lynn Moede, Connie Freson*
- United States Tennis Association (USTA) Grant inquiry was submitted online and forwarded to Rose Newbold. Connie read the letter of requirements to the commissioners. This type of grant maybe more conducive to a larger city or town and may not be applicable to our community. Based on qualifications the maximum allowable under this grant would be \$10,000. Kerry-Lynn and Connie will investigate further to see what is required to be qualified. Rose mentioned that Chairman Glassburn asked that this item be the Commissioners top priority.
- H. Update report of grant opportunities via newspaper article: *Patty Williams*
- Vice-Chair Patty will look through her emails to see if she still has the article that offers Grants to Arizona State parks and recreational department, this may work for our budget

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and size of our community. Patty will forward the information to Rose for further research. There will be a “work shop” on how to apply for the Arizona Community Foundation grants on February 20<sup>th</sup> at 5:15pm, both Connie Freson and Michelle Walker will be attending.

- I. Update on presentation of CIP to City Council: *Carol Glassburn & Patty Williams*
  - CIP topic will be tabled to the next meeting.
- J. Update of projects “In the works” for P&R facilities: *Rose Newbold*
  - Rose presented to the commissioners the projects that are currently in the works.
  - Working towards the end of improvements to the Rodeo barn. Rose is extremely pleased with the outcome.
  - Extending the cook shack by 10 ft. that will allow us additional storage for tables and chairs.
  - Hard lined the beverage trough, now a permanent fixture with external plumbing for proper drainage, no longer tape, staples will be allowed to be used on walls.
  - Proposal received for the basketball courts.
  - Quotes out for new Ramada’s unable to locate anyone to rebuild our current Ramada’s. Quotes out for new playground with new rural forest theme. Have 2 quotes for fencing around Ramada’s at Buckskinner for CIP.
- K. Update on recruitment for open P&R Commission seats: *Sue Bennett*
  - As of this date, no application has been received. Informed the commissioners that they should reach out to potential local residents.
- L. Report from Recreation Director: *R. Newbold*
  - Rose presented her report. Written report provided.
- M. Discussion of topics to include on 5/2/18 Agenda: *Rose Newbold*
  - Updates to Tennis Court.
  - Updates to Tennis Grant.
  - Updates to CIP.
  - Updates on Bark Park.
  - Report from Recreation Director.
- N. Set next meeting date, time, location and assignments: *Rose Newbold*
  - Next meeting set for May 2, 2018 at 10:00am.
- V. **ADJOURN**
  - The meeting adjourned at 11:00 a.m.

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Vice-Chairman Patty Williams

ATTEST:

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Deputy City Clerk

DRAFT