

**MINTUES OF A REGULAR MEETING
OF THE COMMUNITY SERVICES COMMISSION
OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Community Services Commission of the Town of Clarkdale was held on Wednesday, July 13th, 2016, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Peter Curé
Vice Chairperson: Ben Kramer
Commissioners: Krysta Dehnert
Carol Engert
Trish Gomez
Lynda Zanolli
Vacant

Town Staff:	
Community Services Supervisor	Dawn Norman
Community Services Administrative Assistant II	Joni Westcott
HR/Community Services Dir.	Janet Perry

AGENDA ITEM: CALL TO ORDER – Chairperson Peter Curé called the meeting to order at 6:01 pm.

AGENDA ITEM: PUBLIC COMMENT – There was no public comment.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT- A report from the chairperson on current events.
There was no information to report.

STAFF REPORT – A report from the Community Services staff on current events.

Community Services Supervisor Dawn Norman reported the following:

- Concerts in the park:
 - Coverage for concerts has shifted to one Ambassador. Ambassador Georgia Reilly's daughter has offered to assist as a volunteer, reducing concert expenses to one Ambassador rather than two.
 - July 9th concert featuring the RD Olson Blues Band has received great reviews and produced 50/50 raffle results of \$452.50. This is one of the highest amounts collected for this season.
 - Arizona Office of Tourism featured Clarkdale Concerts in the Park in the Summer Concerts story that is running in the current Arizona Office of Tourism's e-newsletter, as well as online: <http://www.visitarizona.com/planning/local-word/arizonas-summer-concerts>.
- 2016 Reader's Choice Awards – Recent awards were announced and the Community Services Department received the following:
 - Best Place to hold a Wedding – Clarkdale Gazebo
 - Best Free Local Annual Event in Music – Concerts in the Park

Administrative Assistant Joni Westcott reported the following:

- **Verde Valley Imagination Library** – The Clark Memorial Library is partnering with the Verde Valley and Sedona Rotary Clubs to promote Dolly Parton’s Imagination Library. The Verde Valley Imagination Library offers a free gift of a new, age appropriate book to be sent directly to children each month until they turn 5 years of age. Children must reside in Camp Verde, Clarkdale, Cornville, Cottonwood, Jerome, Lake Montezuma, McGuireville, Rimrock, Sedona, Verde Village or the Village of Oak Creek in order to be eligible. The program kick-off is scheduled for Saturday, August 20th from 10 am-12 pm and will include Camp Verde, Cottonwood and the Clark Memorial Library. Representatives from the Rotary clubs will be present as well as library staff to present free books, fun activities and help parents register their children for the program. Staff is working with Commissioner Gomez to collaborate with Cottonwood Head Start on the event. Town and Head Start staff will be developing activities for children who attend the event. Additional volunteers to assist with the event are appreciated.
- **Facility Construction:** Construction has begun in the Clark Memorial Clubhouse Auditorium to remodel both the men’s and women’s bathrooms to meet ADA requirements. The Auditorium entry will also be brought up to ADA code. The facility will be offline for all rentals until October 15, 2016.

AGENDA ITEM: MINUTES - Discussion and consideration of the minutes of the Regular Meeting held on June 8th, 2016.

Vice Chairperson Kramer motioned to approve the Regular Meeting minutes for June 8, 2016, with the revision to page 3, second bullet, to correct invasive to invasive. Commissioner Gomez seconded the motion. The motion passed unanimously.

NEW BUSINESS:

AGENDA ITEM: WORKSESSION: VERDE RIVER @ CLARKDALE UPDATE – An update and review of May reports for the Verde River @ Clarkdale.

Supervisor Norman updated the Commission on the National Park Service grant. In October 2014 the Town of Clarkdale had been awarded the NPS Rivers, Trails, and Conservation Assistance Program grant for technical assistance. Community Services staff had begun discussions with NPS staff and had drafted a work plan in November 2014. The NPS staff member assigned to the project later informed staff that he was temporarily filling in for another agency and that the project would be on hold until his return. Staff received additional correspondence a few weeks later that he was accepting the temporary position permanently and the grant would be placed on hold for the time being. Recent communication with newly assigned NPS staff indicates that the grant is being renewed. Additional documentation from Community Services staff was required and provided. Staff is now waiting for instructions on moving forward with a planning meeting for the project.

The grant itself provides administrative technical support in order for local agencies and residents to collaborate in creating a viable trail system. TOC’s specific grant was to provide connectivity by creating a trail system from TAPCO River Access Point to Tuzigoot River Access Point to Tuzigoot National Park which went in line with what the Verde River Front organization had been working on.

Supervisor Norman also reported that she was contacted by a local gentleman who wished to operate horseback riding trips at TAPCO. It was determined by Town staff that the Town simply does not have the level of staff resources needed in order to broaden and implement additional outfitter use at this time. Vice Chairperson Kramer asked for clarification and Supervisor Norman explained that only River

Outfitters are permitted to operate from the designated river access points. Although it has been a part of an ongoing discussion to expand to other types of outfitters, staff time to create the additional processes necessary to make this happen is just not possible at this time. Staff will contact him if additional outfitter permits are established.

Supervisor Norman reviewed the Verde River @ Clarkdale reports and called for questions. Commissioners commented that they find the Ambassador reports interesting and appreciate being updated monthly regarding the activities and use of the river.

AGENDA ITEM: WORKSESSION: PARK RULES – A worksession to discuss smoking and alcohol use in Town parks.

Community Services Supervisor Norman explained that when Chapter 12 - Parks and Recreation Facilities Ordinance was adopted, it was done on a fast track due to the river access points opening and allowing commercial outfitters use of the sites. Staff intends to have the Commission review the current ordinance, a section at a time, to revise the ordinance to be more in line with Clarkdale. Staff is beginning with the smoking and alcohol use in parks as the subject matter continues to be a topic for the current Commission.

Currently, the only Town park that allows the use of alcohol is the Lower TAPCO River Access Point.

The current Park Ordinance reflects:

Section 12-1-16 Prohibited Substances

No person shall consume, distribute or possess any substance in violation of A.R.S. Title 13, Chapter 34, Drug Offenses, at parks and recreation facilities. No person shall consume, possess or distribute an open container of alcoholic beverages at parks, trails and recreation areas, unless such activity has been allowed through issuance of a permit from the Town, or in the event a particular park, trail, or recreation area has been exempted from this provision.

Supervisor Norman recapped that on April 9, 2014, the Parks and Recreation Commission made a recommendation to Council to exempt the Lower TAPCO River Access Point from Section 12-1-16 Parks and Recreation Facilities of the Town Code and to allow the use of alcohol at the site. Council approved Resolution #1468 exempting Lower TAPCO River Access Point from 12-1-16 Parks and Recreation Facilities of the Town Code on May 27, 2014.

Supervisor Norman also provided the following information about other municipal community parks and the use of alcohol:

- City of Cottonwood - River Front Park allows alcohol but it is limited to beer only in non-glass containers.
- City of Sedona's ordinance is the same as the Town of Clarkdale
- Town of Camp Verde does not allow alcohol in parks
- City of Prescott allows alcohol in some parks and some are by permit only
- Phoenix area parks offer the purchase of a beer permit if they rent a park facility

There was open discussion about how the Town currently handles requests to have alcohol in the parks. Supervisor Norman explained that private events are not allowed to have alcohol in the park and public/commercial events are required to apply for a Special Event permit that gets reviewed by the Town Manager and Police Chief to determine if alcohol may be served.

Vice Chairperson Kramer suggested that a permit process be put in place for those who wish to have alcohol at a private event in the park. There was open discussion on implementing a permit process when renting the park facilities. Commissioners agreed that this could be a way to make sure that those who are bringing alcohol to the park understand and are liable to follow the park rules of use.

Regulations such as number of attendees and parking issues for these events then came up and it was suggested that the Commission should visit each of the parks to set these specific regulations for each park depending on park size and parking availability.

There was also discussion concerning Concerts in the Park and the fact that they are well attended even though alcohol is not allowed.

The consensus of the Commission was that it was best to continue to not allow alcohol in the parks, with the exception of the Lower Tapco River Access Point. The Commission requested staff to research and develop a permit process for the Commission to consider when reviewing park facility rentals in future worksessions on the Parks and Recreation Facilities Ordinance.

Additional discussion surrounded smoking in the parks. Throughout the years, staff has received complaints from individuals attending Concerts in the Park about smoking. An informal designated smoking area behind the gazebo has been identified and an announcement is made prior to the start of the concert to ask those who smoke to be courteous to others and smoke in the designated area. There is, however, no ordinance in place that requires concert attendees to use the area designated. Supervisor Noman shared with the Commission her recent research that there are several communities in Arizona who have completely banned smoking in parks and/or have developed a smoke free zone in their parks with designated smoking areas. The City of Cottonwood implemented no smoking in city parks March 2015 and have designated smoking areas. She shared that designated smoking areas are a distance from areas where children play, some being outside of the park and in parking lots. After open discussion the consensus was that it would be best to create a designated smoking area in each of the parks. These areas could be determined during the field trip visits to each park by the Commissioners.

AGENDA ITEM: CLARKDALE'S OLD-FASHIONED 4TH OF JULY – A review and discussion on the 2016 Old-Fashioned 4th of July event.

Supervisor Norman reported that there was a great turn out of community members as well as volunteers to help facilitate the 2016 4th of July celebration event. Stats for this year include:

- Pancake Breakfasts – 820 served
- Parade Entries/Participants - 61 /188
- Vendors – 9
- Volunteers – 44

There were much fewer volunteers than in past years, but the Public Works crew stepped up to assist where needed. Their help was much appreciated by staff and the volunteers.

Also recognized for their volunteer efforts were: Clarkdale-Jerome Elementary School, Cottonwood Community Band members, Verde Valley Ambulance crew, VFW Post 7400 and the Verde Valley Fire and Clarkdale Police Department. The overall cost for the event was \$700.

There was open discussion regarding the absence of the Library Ice Cream Social. Commissioner Gomez commented that she was working the information booth for the entire event and of the 820 people who had breakfast that day and the many more who were in the park, only 5 people inquired about the Ice Cream Social.

AGENDA ITEM: VERDE RIVER PROGRAMS – A presentation of a conceptual public program recently developed by staff while attending the 2016 AZ Summer Library Institute.

Community Services Administrative Assistant II, Joni Westcott reported on the AZ Summer Library Institute held at the NAU (Flagstaff) campus. With state-wide attendance by library professionals, it was Administrative Asst. Westcott's second year participating in the 3-year scholarship award program. This week-long intensive professional development program offered training in a variety of library operational areas. Also, as part of the exercises throughout the week, participants were required to develop a unique, conceptual grant project which included a formal presentation of the project at the session closing.

Taking inspiration from the Community Services Commission's Vision and Mission, recent prioritizing exercises of department functions, and results from the 2014 Community Services Survey, Administrative Asst. Westcott selected a project having library roots extending to and showcasing the Verde River. Upon receiving encouragement for the concept from Institute facilitators, the "Full STEAM Ahead on the Verde River" project was developed to focus on connecting families with the Verde River in order to gain appreciation for its recreational and ecological benefits through elements of STEAM (Science, Technology, Engineering, Art, and Math). With the overarching idea of creating partnerships between local river organizations, river outfitters and local artists, resulting family activities would include: kayaking the Verde River, river trail hikes/trail development, river art projects and river science experiments. These department-based or on-site activities connected participant families to the river and offered an educational element regarding this natural resource in our own backyard.

Administrative Asst. Westcott shared her presentation with the Commission. Following the presentation, Commissioners made positive comments regarding the concept and added ideas for project implementation. Commissioners inquired about the potential to actually implement and fund this project. Supervisor Norman explained that in looking at the current approved prioritization list for the department a project like this is not feasible at this time.

Commissioner Gomez asked if the budget developed for the project presentation was an accurate number to implement and facilitate the project. Administrative Asst. Westcott explained that it may be, however, a lot depends on how you actually set up the program schedule as to how many hours would be needed for program development and implementation. The projected budget would need to be revisited if this was a direction the Community Services Department was going to take.

Vice Chairperson Kramer inquired about the possibility of funding through the Town or library discretionary fund to hire someone to do the necessary work to get the program off the ground. Community Services Director Perry explained that the Commission would need to revisit the priority list and take some things off that list. She added that in order to sustain a program it will take more than a one-time spending opportunity and with the Town of Clarkdale's current fiscal year budget already taking a 5% decrease in expense spending there will not be funds available to fund new programs in the near future.

Although the Commissioners agreed this program falls in line with their priority of the Verde River @ Clarkdale, it would take a great deal of research and funding that is not currently available.

Commissioner Zanolli made note that the Town financially supports the Verde Natural Resource Conservation District Education Center that provides specific river education programs. These programs include Clarkdale Kids Conserve K-5 and Environmental Stewardship 6-8. The community contributes to this program through their water bills which makes it a sustainable program.

Vice Chairperson Kramer recommended that eventually all river related aspects through the Town be under the Community Services umbrella.

AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.

Facility Use of Parks

Halloween

Vice Chairperson Kramer made a motion to revisit Agenda Item #8 Verde River Programs. With no objection Chairperson Curé reopened this agenda item for discussion.

The discussion opened with Vice Chairperson Kramer inquiring about the possibility of asking staff for recommendations of things that could be cut in order to free up funds and offer the Full Steam Ahead program or if it was possible to repurpose the Library and turn it into less library more of a river resource and community center. Director Perry explained that the “less library” is a challenge because the Library District has a strict definition of what the Library must offer. Commissioner Dehnert inquired about county funding and if it would continue if the Library was repurposed. After further discussion, it was determined that this item should be added to the future agenda in order for the Commission to review details of Library funding and operations along with the priority list previously adopted by the Commission.

The following agenda items were added:

Revisit Community Services Department Prioritization List with Focus on Future of Library Operations Verde River Programming and Resource Center Concept

AGENDA ITEM: ADJOURNMENT

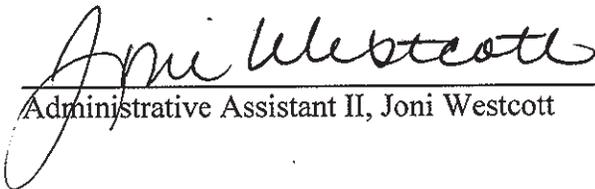
With no objection, meeting adjourned at 7:21 p.m.

APPROVED:



Peter Curé, Chairperson

SUBMITTED BY:



Administrative Assistant II, Joni Westcott