

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

NOTICE IS HEREBY GIVEN that the Community Services Commission of the Town of Clarkdale will hold a Regular Meeting Wednesday, November 9th, 2016, at 6:00 p.m. in the Clark Memorial Clubhouse Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona. Members of the Community Services Commission will attend either in person or by telephone, video or internet conferencing. All members of the public are invited to attend.

The undersigned hereby certifies that a copy of this notice was duly posted on the Community Development Building bulletin board, located at 890 Main Street, Clarkdale, Arizona on the 7th day of November, 2016 at 10:00 a.m.

Dated this 7th day of November, 2016.

By:



Joni Westcott
Administrative Assistant II

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. PUBLIC COMMENT – The Community Services Commission invites the public to provide comments at this time. Members of the Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to the Commission Liaison during the meeting. Each Speaker is asked to limit their comments to five minutes.

3. INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

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

4. MINUTES - Discussion and consideration of the minutes of the Regular Meeting held on October 12th, 2016 and Special Meeting held on October 25th, 2016.

NEW BUSINESS:

5. **VERDE RIVER @ CLARKDALE** – An update and review of September reports for the Verde River @ Clarkdale.
6. **COMMUNITY SERVICES COMMISSION MEETING TIME** – Discussion and consideration of the Regular Meeting time of the Community Services Commission.
7. **CRYSTAL SPRING TRAIL** – Discussion and consideration to designate the type of use for the Crystal Spring Trail in the Big Springs Natural Area.
8. **WORKSESSION: COMMUNITY SERVICES DEPARTMENT** – A worksession to discuss plans to move forward as a result of the Community Services Commission's 10/25/2016 Joint Worksession with Town Council.
9. **FUTURE AGENDA ITEMS** – Listing of items to appear on future agendas.

10. ADJOURNMENT

Reasonable accommodations may be requested by contacting Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

**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, October 12th, 2016, at 6:00 p.m. in the Clark Memorial Clubhouse Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Peter Curé
Vice Chairperson: Ben Kramer
Commissioners: Carol Engert
Trish Gomez
Lynda Zanolli
(Vacant)

Absent: Krysta Dehnert

Town Staff:
Community Services Administrative Assistant II: Joni Westcott
Community Services Supervisor: Dawn Norman
Town Manager: Gayle Mabery

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.

AGNEDA 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 Norman reported the following:

- **2nd Annual NAZBA International Blues Competition** was held on Saturday, October 8th. The weather was challenging throughout set-up and at 1pm the lightening drew near causing staff to clear the park delaying the event approximately 45 minutes. Regardless of the weather, the event drew approximately 450 people throughout the event.

Supervisor Norman thanked:

- Northern Arizona Blues Alliance (NAZBA) for the opportunity to be a part of the event
- Event Sponsors: 4-8 Wineworks, Grand Canyon Brewery, THAT Brewery and 10-12 Lounge
- Vendors – Clarkdale Market, Clarkdale-Lions Club, and Annie Thing Goes Food Truck

Proceeds from the event were generated from the beer/wine sales and a 50/50 raffle and were split 60/40 between Community Services and NAZBA. Community Services Supervisor reviewed the totals with the Commission:

BLUES COMPETITION		
	2016	2015
Attendance	450	350
Beer/Wine Sales	\$1,874.00	\$1,350.00
50/50 Raffle	\$ 318.00	\$ 284.00
Expenses	\$ 938.92	\$ 717.62
Net Proceeds for Community Services	\$ 773.75	\$ 549.83

- **Halloween 2016** – Solicitation letters for donations were mailed out at the end of September. Candy and monetary donations are starting to come in. Resident packets were delivered to the upper Clarkdale residents on Main, First South and First North on Thursday, October 6th. Staff held a pre-event meeting with Public Works, Police and Verde Valley Fire District to discuss operations for the upcoming event.

Community Services Administrative Assistant Westcott reported the following:

- **United Verde Soil Program** is hosting an Open House event in the Clubhouse Auditorium on Tuesday, October 18th from 5-7 pm. It is a public information event with food and refreshments.
- **Clubhouse Renovation Celebration** will take place on Wednesday, October 19th at 10:00 am at the Clark Memorial Clubhouse auditorium which coincides with the Clarkdale Historical Society and Museum's first monthly historical tour of the season. This is the exact same date the building was celebrated with a grand opening 89 years ago. There will be a ribbon cutting ceremony to recognize the ADA upgrade project that brings newly renovated restrooms and an ADA accessible ramp entrance to the building.

AGENDA ITEM: MINUTES - Discussion and consideration of the minutes of the Regular Meeting held on September 14th, 2016.

Vice Chairperson Kramer motioned to approve the Regular Meeting minutes for September 14th, 2016, Commissioner Zanolli seconded the motion. The motion passed unanimously.

NEW BUSINESS:

With no objection Chairperson Curé motioned to begin with agenda item 7. Worksession : A presentation and worksession to prepare for the Joint Worksession with Town Council on October 25, 2016.

AGENDA ITEM: WORKSESSION: A worksession to prepare for the Joint Worksession with Town Council on October 25, 2016.

At the August 10, 2016, Community Services Commission Meeting, the Commission requested to hold a joint worksession with the Clarkdale Town Council to discuss the Community Services Department's priorities and the future of the Clark Memorial Library.

In September, the Commission held a worksession to review and discuss talking points to include in the presentation made to Council. Chairperson Cure', Vice Chairperson Kramer and Commissioner Zanolli volunteered to work with Staff to prepare the presentation based on the Commission's selections and to present to Council on October 25th.

Following a presentation by Chairperson Cure', Vice Chairperson Kramer and Commissioner Zanolli to the remaining commissioners there was an open discussion regarding a few minor changes to streamline the presentation with the primary focus to be on the top priorities and the lack of current staff resources to operate those priorities.

Overall, commissioners were complimentary and felt it is a solid presentation that represents the work they have been doing over the past few months.

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

Supervisor Norman reported the following:

- **Special event permit** - A special event permit has been issued to Verde River Valley Nature Organization (VRVNO). On Saturday, October 22nd, 10am-3pm, they will be offering: Intro to Safe River Recreation. Cost is \$35/person. This is an introductory workshop on paddling the Verde River, equipment demonstration, evaluation of personal equipment, how to read river currents, paddle using a varied of strokes and basic river safety and rescue techniques.
- **Outfitters** - At the end of August, South by Southwest had a total of 156 guided permits remaining for the season. With the outfitter gaining momentum in their number of trips each month and in anticipation for another busy month, the Town gave the outfitter permission to use their unguided trip allocations to accommodate additional Guided capacity, if needed. In review of the remaining capacities, the outfitters will not reach near the total number of trips issued and will be well under the capacity limits set by Council. South by Southwest submitted their September report and utilized 28 of their unguided trips.

AGENDA ITEM: WORKSESSION: SMOKING IN PARKS AND RECREATION FACILITIES – A worksession to discuss smoking in Town parks, trails and recreation areas and associated improvements and areas owned, leased or otherwise acquired by or under the operation and supervision of Town of Clarkdale, Arizona (“Parks and Recreation Facilities”).

The Commission has been discussing the topic of smoking in Town parks, specifically, Clarkdale Town Park, Selna/Mongini Park, Centerville Park and Caballero Park. At last month's meeting, the Commission made the recommendation to Council to make all Town Parks smoke free, including tobacco, pipes, vapes and any other device producing a form of smoke that would affect others. Staff

had failed to include the Lower Tapco River Access Point, Big Springs Natural Area, and trails in these discussions.

The Commission began with a discussion regarding the inclusion of all parks and recreation facilities, including the Lower TAPCO River Access Point, the Big Springs Natural Area, trails and all future parks and recreation facilities. The Commission identified the risk of a fire hazard to our natural settings in addition to health concerns leading the Commission to make the recommendation to Council that all parks and recreation facilities as defined under Section 12-1-1 of the Park Ordinance be smoke free with no designated smoking areas.

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

Review worksession with Council regarding direction on priorities

AGENDA ITEM: ADJOURNMENT

With no objection, meeting adjourned at 7:07 p.m.

APPROVED:

Peter Curé, Chairperson

SUBMITTED BY:

Administrative Assistant II, Joni Westcott

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

A Special Meeting of the Community Services Commission of the Town of Clarkdale was held on Tuesday, October 25th, 2016, at 3:00 p.m. in the Clark Memorial Clubhouse Men’s Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Peter Curé
Vice Chairperson: Ben Kramer
Commissioners: Carol Engert
Trish Gomez
Lynda Zanolli
(Vacant)

Absent: Krysta Dehnert

Town Council:
Mayor Doug Von Gausig
Vice Mayor Richard Dehnert
Councilmember Scott Buckley
Councilmember Bill Regner
Councilmember Curtiss Bohall

Town Staff:
Community Services Administrative Assistant II Joni Westcott
Community Services Supervisor Dawn Norman
Community Services/Human Resources Director Janet Perry
Town Manager Gayle Mabery
Town Clerk/Finance Director Kathy Bainbridge
Community Development/Economic Director Jodie Filardo
Utilities/Public Works Director Wayne Debrosky
Police Chief Randy Taylor
Deputy Town Clerk Mary Ellen Dunn

AGENDA ITEM: CALL TO ORDER - Chairperson Peter Curé called the meeting to order at 3:25 p.m.

NEW BUSINESS:

With no objection Chairperson Curé motioned to begin with agenda item 3. A JOINT WORKSESSION WITH TOWN COUNCIL TO DISCUSS PRIORITIZING COMMUNITY SERVICES DEPARTMENT’S OPERATIONS, PROGRAMS AND EVENTS.

AGENDA ITEM: A JOINT WORKSESSION WITH TOWN COUNCIL TO DISCUSS PRIORITIZING COMMUNITY SERVICES DEPARTMENT’S OPERATIONS, PROGRAMS AND EVENTS.

Community Services/Human Resources Director Janet Perry introduced the commissioners to Council and audience: Peter Cure, Lynda Zanolli, Trish Gomez, Ben Kramer and Carol Engert.

Commissioners gave a PowerPoint presentation which reviewed the Vision and Mission of the Commission, and prioritized the goals set forth based on staff time and dollars spent.

Discussion followed among council and commissioners.

Town Manager Mabery noted that the Library takes approximately 40% of the resources (staff and funds) of the department with little return. She stated that some of the items on the priority list would not be guided by the Commission but rather by the Council and would most likely, by necessity, stay on the list of Community Services duties.

Vice Mayor Dehnert stated he would like to see the library have another year to try to operate, commenting that the library has the ability to be a resource and information center and provide a variety of valuable services. Based on figures he gathered from Yavapai County, he stated that library circulation had increased from FY 13-14 to FY 15-16 forty-four percent. Mabery stated that the video rental service makes up 61% of that circulation figure.

Discussion followed about other libraries in close proximity, over taxing of staff and resources, and loss of County dollars if library closed. Town Manager Mabery noted that if county revenue is lost it would only take away costs that could have been directed to library operations but does not affect the salaries as they are already budgeted. The staff would remain to be directed to other functions.

Mayor Von Gausig opened the discussion to public comment.

Ida deBlanc, Clarkdale resident – listed events that “brand” Clarkdale, i.e., Concerts in the Park, Halloween, and Fourth of July. Spoke about the distance to other libraries in the area and asked “What else could be offered in the library space?” Also spoke about the importance of the volunteer recruitment that Community Services does.

Robyn Prud’homme-Bauer, Clarkdale resident – spoke about the volunteer and staff resources and how to promote the activities on the list. Need more partnerships and cooperation to accomplish this. Need more coordination and streamlining of specific duties with Downtown Business Alliance and individual departments. Stated that shared or rented meeting space would be a good use of library space.

Mayor Von Gausig closed public comment.

Town Manager Mabery stated that the library discussion has been going on for about two years and there needs to be some conclusion. If there is to be more discussion it should happen soon. The Commission has not yet asked “if not the library, what?” If a budget and an answer to this question is an appropriate next step, the Council should advise. Council directed that the commission look into this.

Vice Mayor Dehnert stated that if the majority of the council differs with his opinion, he accepts that. He stated he will be happy to offer whatever help is requested.

AGENDA ITEM: SMOKING IN PARKS AND RECREATION FACILITIES – A discussion on smoking in Town parks, trails and recreation areas and associated improvements and areas owned, leased or otherwise acquired by or under the operation and supervision of Town of Clarkdale, Arizona (“Parks and Recreation Facilities”).

This was a brief discussion only and no action was taken.

AGENDA ITEM: ADJOURNMENT

With no objection, meeting adjourned at 5:15 p.m.

APPROVED:

Peter Curé, Chairperson

SUBMITTED BY:

Administrative Assistant II, Joni Westcott

DRAFT



Staff Report

Agenda Item: **VERDE RIVER @ CLARKDALE** – An update and review of September reports for the Verde River @ Clarkdale.

Staff Contact: Community Services Supervisor Dawn Norman

Meeting Date: November 9, 2016

Background: Staff will update the Commission and review the September reports on the Verde River @ Clarkdale.

Recommendation: This item is scheduled as a discussion only, and no official action is necessary from the Commission.

Monthly River Runner Outfitter Report

All Commercial Activity

Customer Type	T I M E	DAYS OF THE WEEK																												Sept 2016					
		T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W		T	F			
GUIDED REC TOURS	8AM-CFE																																0		
	9AM-CKC																																19		
	10AM-SBSW																																82		
	11AM-CKC																																162		
	12PM-CFE																																14		
	1PM-CKC																																	47	
	2PM-SBSW																																	102	
	3PM-CKC																																		60
	4PM-CFE																																		14
	Sunset-CFE																																		0
Total Guided Rec																																	500		
GUIDED INT/ED TOURS	8AM-CFE																																2		
	9AM-CKC																																	0	
	9:30 AM-VRI																																	0	
	10AM-SBSW																																	0	
	11AM-CKC																																	0	
	12PM-CFE																																	8	
	1PM-CKC																																	0	
	1:30 PM-VRI																																	0	
	2PM-SBSW																																		0
	3PM-CKC																																		0
4PM-CFE																																		5	
Sunset-CFE																																		0	
Total Guided Int/Ed																																		59	
Unguided/ Livery	CKC																																	0	
	SBSW																																	0	
Total Unguided/Live																																		0	
Special Events																																		0	
																																			0
Total Special Events																																			0
TOTAL COMMERCIAL																																			559

List Any Special Notes or Circumstances for the Month Below:

South By Southwest exceeded their guided capacity allocation this month by 28 customers. They are now utilizing their unguided trip capacity to meet their guided trip demands, and their unguided available capacity for next month will reflect the reduction of 28 trips in that category.

PERMIT FEES

Town of Clarkdale	\$2,795.00
Arizona State Parks	\$279.50
Total Due*	\$3,074.50

*Remit Total Due to Town of Clarkdale by the 15th of the month that follows this report

Permit Holder	Permit Allocation			Capacity Available This Month			Used This Month		
	Guided	Unguided	Int/Ed	Guided	Unguided	Int/Ed	Guided	Unguided	Int/Ed
South By Southwest	930	515	300	156	407	201	184	0	0
Verde River Institute	0	0	500	0	0	307	0	0	44
Clarkdale Kayak Co	4093	500	0	3169	498	0	288	0	0
CenterFocus	800	0	500	695	0	342	28	0	15

Permit Holder	Remaining Capacity		Int/Ed
	Guided	Unguided	
South By Southwest	0	379	201
Verde River Institute	0	0	263
Clarkdale Kayak Co	2881	498	0
CenterFocus	667	0	327

Launches By Hour	
Time	# of Launches
8:00 AM	2
9:00 AM	19
9:30 AM	44
10:00 AM	82
11:00 AM	162
12:00 PM	22
1:00 PM	47
1:30 PM	0
2:00 PM	102
3:00 PM	60
4:00 PM	19
Sunset	0
Unguided	0
Spc Event	0
Total	559

Launches By Day	
Time	# of Launches
Sunday	128
Monday	47
Tuesday	16
Wednesday	30
Thursday	41
Friday	65
Saturday	232
Totals	559



Staff Report

Agenda Item: **CRYSTAL SPRING TRAIL** – Discussion and consideration to designate the type of use for the Crystal Spring Trail in the Big Springs Natural Area.

Staff Contact: Community Services Supervisor Dawn Norman

Meeting Date: November 9, 2016

Background: The Town of Clarkdale, Friends of the Verde River Greenway, Verde Watershed Restoration Coalition and the Vetraplex began a collaborative project in 2014 to restore the area surrounding the Clarkdale wastewater treatment plant (Big Springs Natural Area), develop a loop trail system (Crystal Spring Trail), and manage Big Spring to support sustainable ecological and recreational functions.

This project has not been officially opened to the public due to the location and proximity to the wastewater treatment plant. Prior to opening to the public, one of the first tasks at hand was to secure the wastewater treatment plant. This task has been completed.

On September 22, 2015, the Town Council officially proclaimed the trail system in the Big Springs Natural Area, the Crystal Spring Trail. At that time, the Parks and Recreation Commission had not considered designating the type of use.

Now that the wastewater treatment plant has been secured, Staff is making progress towards the goal of opening the site to the public and would like a recommendation from the Commission on designating the type of use of the Crystal Spring Trail. Types of use to consider include: Shared use/Multi use, Hiking/Pedestrian, Bicycles, Equestrians and Motorized/Non-motorized.

Recommendation: Staff recommends that the Commission designate a type of use for the Crystal Spring Trail located in the Big Springs Natural Area.



Staff Report

Agenda Item: **WORKSESSION: COMMUNITY SERVICES DEPARTMENT –**
A worksession to discuss plans to move forward as a result of the Community Services Commission's 10/25/2016 Joint Worksession with Town Council.

Staff Contact: Human Resources & Community Services Director Janet Perry
Community Services Supervisor Dawn Norman
Community Services Administrative Assistant Joni Westcott

Meeting Date: November 9, 2016

Background: At the August 10, 2016, Community Services Commission Meeting, the Commission requested to hold a joint worksession with the Clarkdale Town Council to discuss the Community Services Department's priorities and the future of the Clark Memorial Library.

On October 25th, 2016, the Commission made a presentation to the Town Council and recommended the top 10 priorities of the department:

1. Concerts in the Park
2. Old-Fashioned 4th of July
3. Verde River @ Clarkdale
4. Halloween
5. NAZBA Blues Competition
6. Movies in the Park
7. Volunteer Program
8. Holiday Light Display
9. Santa Comes to Clarkdale
10. Caroling in the Park

In conclusion of the joint worksession and based on all relative factors, the Town Council directed the Commission to develop evolutionary concepts for the Community Services Department's potential going forward.

Staff has worked to establish the beginning framework necessary to implement a plan with actions required for next steps, and will present that to the Commission.

Recommendation: This item is scheduled as a worksession only, and no official action is necessary from the Commission.