

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

**ANNOTATED MINUTES  
AGENDA ITEM**

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**JANUARY 5, 2012  
COMMISSION ACTION**

***I. PROCEDURES:***

- A. Call to Order Vice-Chairperson Jim Winbourn called the meeting to order at 10:00 a.m.
- B. Pledge of Allegiance
- C. Roll Call Present were Vice-Chairperson Winbourn, and Commissioners Bobby Patricca, Teresa Rodriguez, Patty Williams, and Jeff D'Arpa (late).. This constituted a quorum. Carol Glassburn and Teresa Rodriguez were absent. 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: December 1, 2011 Patty Williams made a motion to approve the minutes of December 1, 2011. The motion was seconded by Bobby Patricca, and it carried 4-0.
- E. Adopt Agenda Patty Williams made a motion to adopt the agenda as presented. The motion was seconded by Jeff D'Arpa, 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, Brandon Buchanan, and Gene Owens came up with plans for the Stage Area landscaping that would include evergreen trees and boulders. They looked at available water bibs and electrical outlets. Their ideas include having a gravel surface, and using the 24 spruce trees that may be donated to the City. Vendors at various events would be able to use the area. Jim Winbourn noted that there's "no second chance to make a first impression." There was a consensus for Jim Winbourn to finalize the plans so they can be taken before City Council as soon as possible.
- G. Discussion and recommendation regarding Monument Park improvements and usage of lights originally purchased for Glassburn Park for the Monument Park improvement project: Jim Winbourn and Carol Glassburn Jim Winbourn explained that he had met with an arborist from NAU who said the spruce trees in the Park are o.k., but they need dirt on them. His recommendation is to build up the soil around the trees. The aspen trees are diseased. Brandon Buchanan said that because of the roots on the surface interconnecting the trees, building boxes around the trees would not work. They may decide to flatten the hill, but they will keep a knoll for drainage. Their goals are:
- a. Save trees
  - b. Get rid of safety issues
  - c. Make Park more user-friendly

Councilman Wurgler added that Council will look to the City

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- Manager to figure out the feasibility and how to make it happen. If the City Manager says it is doable, then Councilman Wurgler will take it to Council.
- H. Discussion and current status of Cataract Lake County Park: Carol Glassburn  
Brandon Buchanan said that the County Recreation Department meeting scheduled for January 18<sup>th</sup> regards the awarding of bids. The timeline includes completion of the Park by October 2012. This item will be on the next meeting's agenda so Carol Glassburn can give a report on the January 18<sup>th</sup> meeting.
- I. Discussion and recommendation of fee for usage of City Stage: Carol Glassburn  
Rose Newbold provided a schedule of Williams' facilities fees, and it is attached. Brandon Buchanan said there is interest in having the Chamber of Commerce manage the Babbitt-Polson Community Stage because it will be a venue for tourism activities. Jim Winbourn said he would like to table this item so that he might have a discussion with Carol Glassburn, Rose Newbold, and Gioia Goodrum.
- J. Discussion and update on Rec Park completion: Carol Glassburn  
Jim Winbourn introduced this item by noting that Rose Newbold has been waiting a long time for the Rec Park to be finished, and she has gotten concrete quotes six times. The biggest question is what material to use in the non-concreted area. He asked Rose Newbold for a punch list to be completed to finish the area. Then they will meet with Brandon Buchanan to get it done. Before that, the two of them will sit down to see if any groundwork needs to be done.
- K. Discussion regarding for the City to provide the landscape fabric and rock necessary to complete the recently landscaped area on Railroad Avenue: Jim Winbourn  
Jim Winbourn noted that that the City is looking at less than \$500 if the landscape fabric on hand will not cover the area of focus. Gene Owens said the City has no landscape fabric on hand.
- L. Report from Recreation Director: Rose Newbold  
Rose Newbold reviewed the attached report. Bobby Patricca asked what the pool issue is so he can report to Friends of the Aquatic Center. Ms. Newbold explained that because the pool is larger than 300', it requires the installation of a second ADA- compliant entrance. The second entrance needs to be in a different area than the existing one.
- M. Old Business  
None
- N. New Business  
None
- O. Set next meeting date, time, location and assignments  
The next meeting will be on Thursday, February 2, 2012, at 10:00 in Council Chambers.

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***III. ADJOURN***

Commissioner Williams made a motion to adjourn that was seconded by Commissioner Patricca. The motion carried 4-0, and the meeting was adjourned at 11:20 a. m.

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Chairperson Carol Glassburn

ATTEST:

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City Clerk

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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 28<sup>th</sup> will be Spring Clean-Up Day. There will be a Clean & Beautiful meeting at noon on Tuesday, February 7<sup>th</sup>, 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 24<sup>th</sup> 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 14<sup>th</sup> are not sold out. The dinner and show will be held at the Sultana. Tickets for the Centennial Train on the 14<sup>th</sup> 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.

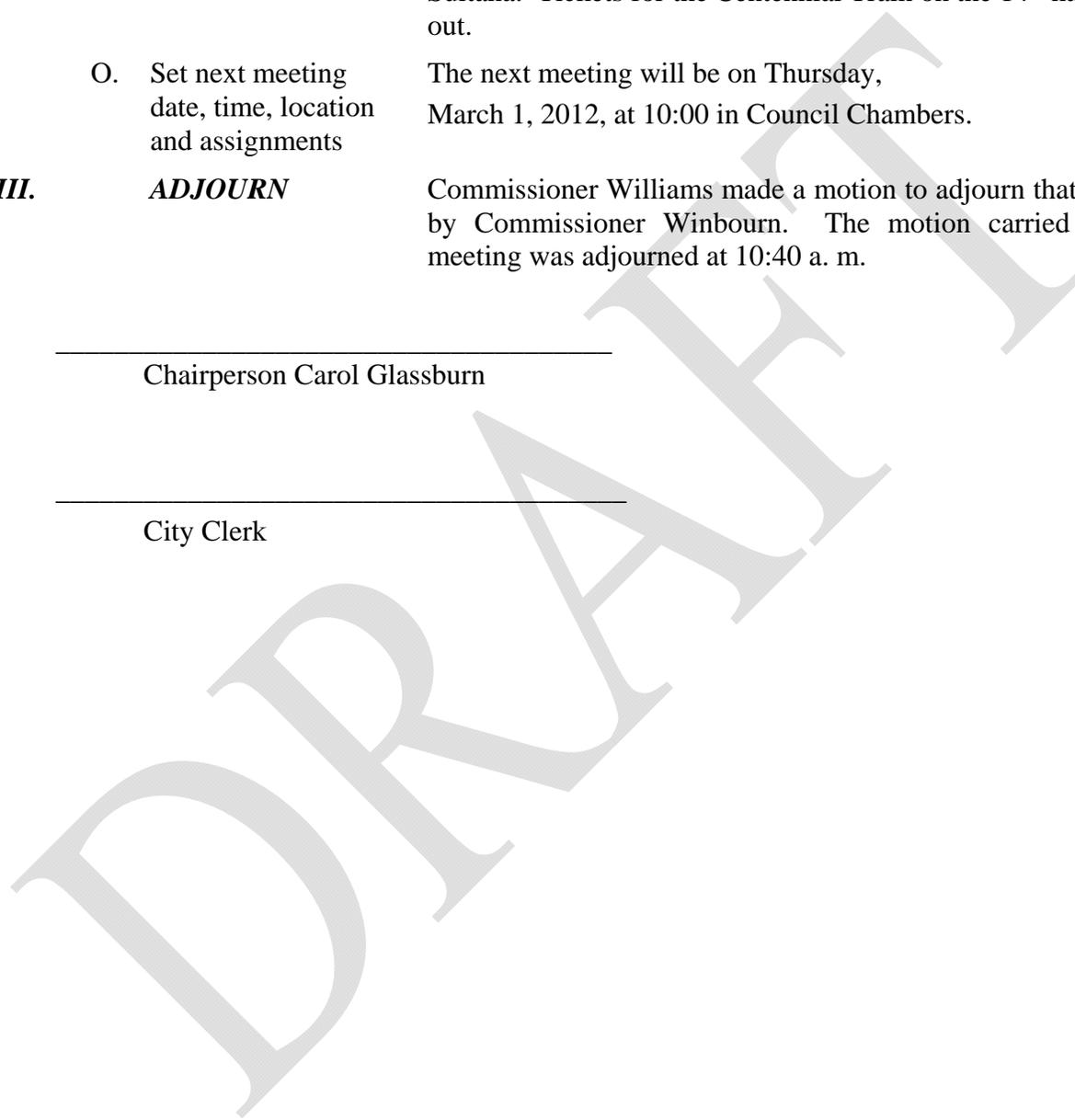
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Chairperson Carol Glassburn

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City Clerk

ATTEST:



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**March 1, 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 and Commissioners Jeff D'Arpa, Bobby Patricca, Teresa Rodriguez, Patty Williams and Tad Wygal. 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. Councilman James Wurgler was present.
- D. Approval of Minutes: February 2, 2012 Patty Williams made a motion to approve the minutes of February 2, 2012. The motion was seconded by Teresa Rodriguez, and it carried 6-0.
- E. Adopt Agenda Teresa Rodriguez made a motion to adopt the agenda as presented. The motion was seconded by Patty Williams, and it carried 6-0.

***II. PUBLIC PARTICIPATION***

NONE

- F. Welcome new Commissioner , Tad Wygal: Parks and Rec Commission Carol Glassburn welcomed Tad Wygal as a Commissioner and noted that everyone's time is valuable so their meetings are not long ones.
- G. Update current status of landscape plan of "Stage" area with potential for donated "Smokey the Bear" sign: Jim Winbourn and Carol Glassburn This item will come before City Council at its next meeting  
Brandon Buchanan said he was asked to provide a plan with paving the parking lot with some landscaping.  
Clean and Beautiful has allotted \$10,000 for the park. Carol Glassburn is researching park furniture, benches, trash cans, etc. There is no objection to paving except that it increases temperatures.
- H. Update current status of Cataract Lake County Park: Carol Glassburn Carol Glassburn said that the IGA with Coconino County is being worked on, thanks to Brandon Buchanan. This item will be on the City Council Agenda for its next meeting.
- I. Discussion and recommendation for In-Kind from Cowpunchers: Trina Runston & Rose Newbold The Cowpunchers plan to complete \$2,500 worth of in-kind work. The City will get materials over to the Rodeo Grounds. Cowpunchers plan to have all painting and refurbishing done by Memorial Day. Brandon and Gene made a "to-do" list for the Cowpunchers.
- J. Discussion and update on Rec Park completion: Rose This project is rolling right along. They are waiting for warmer weather to arrive before pouring the concrete. The half pipe has been completed in the Skate Park, and two more areas need to be re-done.

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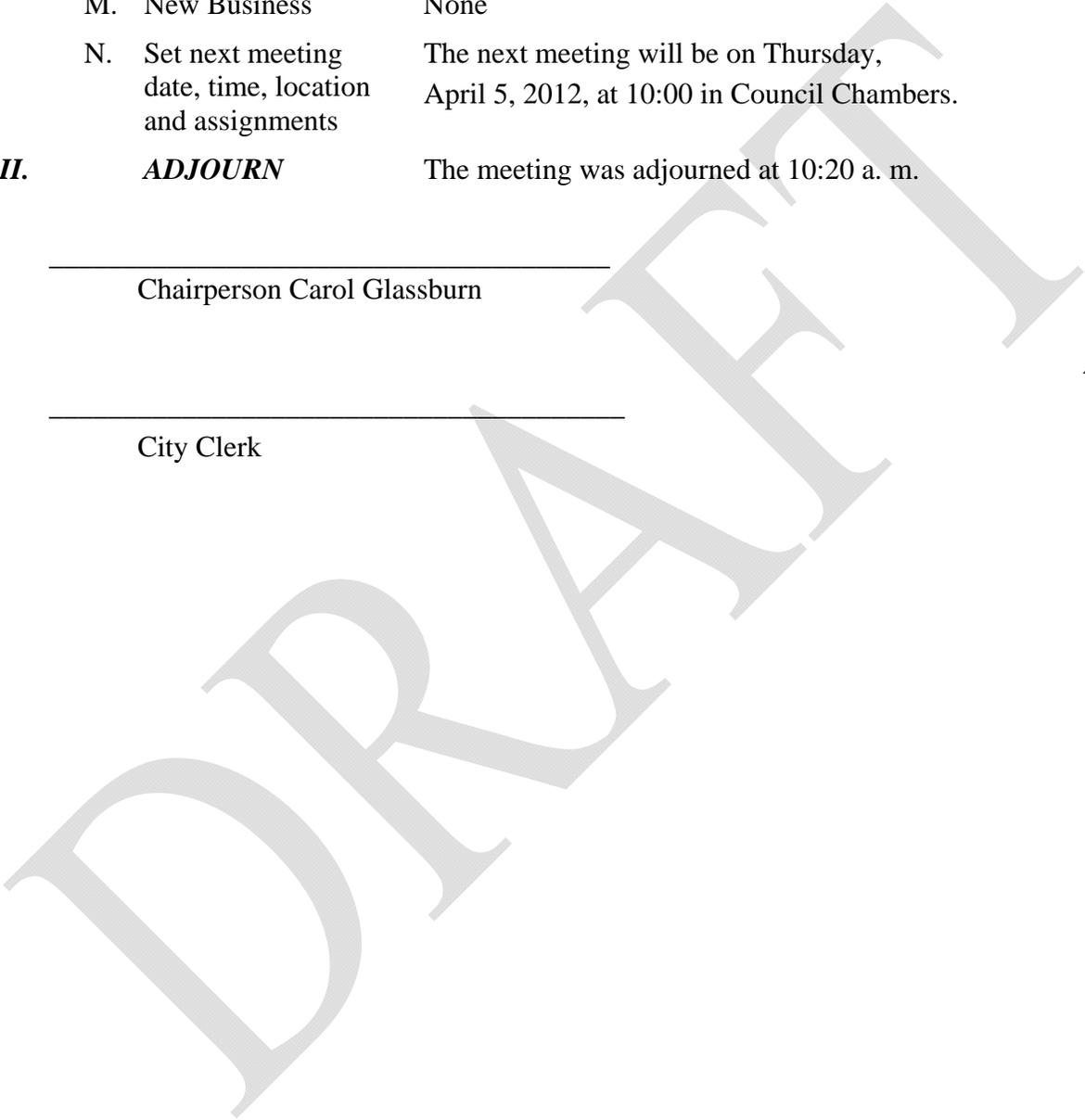
**March 1, 2012  
COMMISSION ACTION**

- |             |   |   |
|-------------|---|---|
|             | Newbold   | They plan to complete this work by May.   |
| K.          | Report from<br>Recreation Director:<br>Rose Newbold         | Recreation Director's report attached.  |
| L.          | Old Business  | None  |
| M.          | New Business  | None  |
| N.          | Set next meeting<br>date, time, location<br>and assignments | The next meeting will be on Thursday,<br>April 5, 2012, at 10:00 in Council Chambers. |
| <b>III.</b> | <b>ADJOURN</b>  | The meeting was adjourned at 10:20 a. m.  |

\_\_\_\_\_  
Chairperson Carol Glassburn

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City Clerk

ATTEST:



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**May 3, 2012  
COMMISSION ACTION**

***I. PROCEDURES:***

- A. Call to Order Chairperson Carol Glassburn called the meeting to order at 9:59 a.m.
- B. Pledge of Allegiance The group recited the Pledge of Allegiance.
- C. Roll Call Present were Chairperson Glassburn and Commissioners Jeff D'Arpa, Teresa Rodriguez, Patty Williams and Tad Wygal. This constituted a quorum. Commissioner Patricca was not in attendance. Staff members present were Recreation Director Rose Newbold, City Manager Brandon Buchanan, and Administrative Assistant Pamela Galvan. Councilman James Wurgler was present.
- D. Approval of Minutes: March 1, 2012 & April 1, 2012 Jeff D'Arpa made a motion to approve the minutes of March 1, 2012 & April 1, 2012. The motion was seconded by Teresa Rodriguez, and it carried 5-0.
- E. Adopt Agenda Teresa Rodriguez made a motion to adopt the agenda as presented. The motion was seconded by Patty Williams, and it carried 5-0.

***II. PUBLIC PARTICIPATION***

NONE

- F. Acceptance of resignation from Jim Windourn
  - Carol Glassburn announced the resignation of Jim Winbourn.Teresa Rodriguez made a motion to accept Jim Winbourn's resignation and Jeff D'Arpa seconded the motion. The motion carried 5-0.
- G. Appointment of Vice Chair
  - Patty Williams offered to fill the Vice Chair position.The Commission unanimously voted yes.
- H. Update current status of landscape plan of "Stage" area: Brandon Buchanan
  - Utilities will be going in this weekend.
  - Regular street lights will be installed.
  - Water will be in today.
  - Paving should be done by the Bar-B-Q weekend.
  - There was additional discussion about lighting.
- I. Update current status of Cataract Lake County Park: Carol Glassburn
  - Chairperson Glassburn will be attending the County Parks & Rec meeting tonight and will report tomorrow.
  - Construction is being pushed back to the end of June.
  - Project needs additional \$200,000.00.
  - City funding \$7,000.00 for electrical.
  - Pits are ready.
  - Ramada is coming down.
- J. Discussion and update on Rec Park completion: Rose
  - Recreation Park looks good; completed.
  - Waiting on playground timbers.

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**May 3, 2012  
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- Newbold
- Gravel will fill in where the weeds are.
  - Rose thanked everyone for a job well done.
- K. Report from Recreation Director: Rose Newbold
- Rose proceeded to go through her report with the Commission.
  - Williams Youth Center Project has a fund balance of \$1,545.00 and still receiving donations.
  - April was a busy month. City and the Chamber are working to keep the events updated.
  - The month of May will include events surrounding National Train Days, etc.
  - Kiwanis Community Yard Sale is cancelled.
  - The pool is being de-hibernated and opening May 26<sup>th</sup>
  - Friends of the Aquatic Center have pledged \$2,000.00 toward free swim lessons to the community.
  - The shade structure is going up at the shooting range.
  - The city crew is hauling cinder from the Moonset pit to the range for grooming purposes.
  - The grant fund programs are ending this month; searching for funds to keep the programs alive. Lost grants worth \$7,000.00; need \$6,000.00 to bring back 3 programs.
  - Equipment has been donated by previous grant funds for programs.
  - The Recreation Park is as complete as it can be until the landscape timbers arrive.
- L. Old Business
- There was an inquiry on application yet received. Pamela Galvan noted “one” had been received thus far.
  - Habitat for Humanity is having a rummage sale on the weekend of June 2, 2012.
  - Coconino County will be holding a waster pick up at the rodeo grounds.
- M. New Business
- Chairperson Glassburn expressed her thoughts on changing the commissions’ schedule of monthly meetings, to perhaps semi-monthly or even quarterly. Feels it is no longer necessary because of the efficiency of The City Manager and the Parks & Rec Director; goals are accomplished.
  - Monument Park is on hold.
  - Cost of stage parking lot (90,000.00) has people upset.
  - Clean and Beautiful will help with Monument Park later this summer.

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**May 3, 2012  
COMMISSION ACTION**

- Football team to help with Monument Park.

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

The next meeting will be on Thursday,  
July 5, 2012, at 10:00 in Council Chambers.

**III. ADJOURN**

The meeting was adjourned at 10:24 a. m.

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Chairperson Carol Glassburn

ATTEST:

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City Clerk

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

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**May 29, 2012  
COMMISSION ACTION**

***I. PROCEDURES:***

- A. Call to Order Chairperson Carol Glassburn called the meeting to order at 2:00 p.m.
- B. Pledge of Allegiance The group recited the Pledge of Allegiance.
- C. Roll Call Present were Chairperson Glassburn and Commissioners Bobby Patricca, Teresa Rodriguez and Tad Wygal. City staff members present were City Manager Brandon Buchanan and Recreation Director Rose Newbold. Present from Coconino County Parks and Recreation were Director Judy Weiss and Construction Projects Manager Jeff Stein. Mike Cowen was present from the public.
- D. Adopt Agenda As this was a special meeting, called specifically for the purpose of bringing the Commission up to date on the current status of the Cataract Lake County Park project, it was not necessary to adopt the agenda.

***II. PUBLIC PARTICIPATION***

Mike Cowen participated in the discussion during item E. below.

- E. Coconino County Parks and Recreation Staff will provide an update on the Cataract Lake County re-development: Judy Weiss (& Jeff Stein) Judy Weiss reviewed the process that has brought the project to the current state and turned over the meeting to Jeff Stein to explain the specifics of the 90% Design Package. Discussion ensued after which Commissioner Teresa Rodriguez made the motion to send this Commissions recommendation to the Coconino County Board of Supervisors in support of the 90% Design Package. This motion was seconded by Commissioner Bobby Patricca and approved by all Commissioners present.

***III. ADJOURN***

The meeting was adjourned at 2:40 p.m.

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Chairperson Carol Glassburn

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City Clerk

ATTEST:

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

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**August 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 and Commissioners Teresa Rodriguez, Patty Williams, Bobby Patricca and Tad Wygal. This constituted a quorum. Commissioner D'Arpa was not in attendance. Al Richmond was present. Staff members present were Recreation Director Rose Newbold and City Manager Brandon Buchanan,
- D. Approval of Minutes: May 3, 2012 & May 29, 2012 Teresa Rodriguez made a motion to approve the minutes of May 3, 2012 and May 29, 2012. The motion was seconded by Bobby Patricca, and it carried 5-0.
- E. Adopt Agenda Teresa Rodriguez made a motion to adopt the agenda as presented. The motion was seconded by Bobby Patricca, and it carried 4-0.

***II. PUBLIC PARTICIPATION*** NONE

- F. Update current status of landscape plan of 'Stage' area: Brandon Buchanan Almost done – waiting for Larry Pittenger's crew to finish up drainage ditch area. Then some trees and ground cover will be planted. This should pretty well finish up the project. The 3-D Smokey the Bear did not work on the north side of the building, so it was installed at the corner of the Visitors' Center Building at Railroad Avenue and Grand Canyon Blvd. along with a sign that shows the current fire danger.
- G. Update current status of Cataract Lake County Park: Carol Glassburn Carol Glassburn, Tad Wygal, Rose Newbold, and Brandon Buchanan attended the groundbreaking which was a good one. Work was scheduled to begin on the Park this week. Brandon Buchanan said the City will pay the \$6,000 it will cost to run electric lines to the bathrooms. Because of available credits, this amount came in less than the \$15,000 originally estimated. This will leave some money for contingencies or for some extra amenities.
- H. Update current status of Monument Park landscaping: Brandon Buchanan Copies of Park plans were distributed. Rather than relocate the statue of Bill Williams, its current location will be reinforced. The biggest expense will be concrete for the ramps. This year the hope is to do the planter and get the dirt leveled up so the trees are healthy. In addition, a Veterans' statue will be installed. Once preparations are completed for Labor Day, this project will be started.

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**August 2, 2012  
COMMISSION ACTION**

- M. New Business Carol Glassburn asked if she might move to this Agenda item. There was no objection. Al Richmond presented a preliminary idea for the Railroad Museum. They have the remainder of a transportation grant with which they've been bringing in all the rolling stock for the Museum. The Transportation Enhancement Review Committee decided it wanted something built with these funds, approximately \$37,000. There are two potential sites on the east end of Glassburn Park for what is being proposed. With BNSF's approval, a temporary display can be constructed and moved when necessary. The proposal is to bring in two cars – one is a box car and one is a tank car that is almost a hundred years old. The original lettering will be restored, and interpretative signage will accompany the display. The box car will deal with Arizona's history. Logos of the State's major railroads will appear on the box car. A little landscaping and a driveway leading from Railroad Avenue to the display will be added. There are two potential sites, one closer to the east end of the Park and another closer to the west end of the Park. Either would give visitors a good photo opportunity.
- Another set of cantilevers has been obtained, and a second archway can be constructed at the east entry into town, like the one on Grand Canyon Blvd.
- No recommendation to Council by this Commission was requested. The purpose of the presentation was just to get the idea considered. The Commissioners all agreed that this is a great idea. Al Richmond said that if everything comes together, this project could be completed by the end of October, or it may take until early next year.
- I. Review inspections of the City's park areas for potential projects: Carol Glassburn The Commission has a three-year Plan. Copies will be provided for the Commissioners who don't have one. Carol Glassburn asked everyone to review the Plan. Inspections were done of all the park areas, and this Plan resulted. Questions arose about collection cans initially sponsored by the now-defunct Elks Club. Brandon Buchanan will see if they're being emptied by the City's Maintenance Department. Carol Glassburn said this Plan was done in 2009, and the Commissioners should review it for potential updates or changes. She asked for Brandon Buchanan's input. After the Plan is discussed, she will complete a 2012 Revised Plan. This will appear as an Agenda item for the next meeting.
- J. Discussion and recommendations for 2013 Cowpunchers Rodeo Grounds improvements for their 'In-Kind' fees: Carol Glassburn In the past the Commission has worked with the Cowpunchers on improvements. However, Brandon Buchanan and Gene Owens have gone over to the Rodeo Grounds and reviewed with the Cowpunchers improvements that are desired. She asked Brandon what the Commission's role will be in this. He said that the Commission's suggestions are welcomed. Rose Newbold suggested that Gene Owens assess what improvements are needed each year, have

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**August 2, 2012  
COMMISSION ACTION**

Brandon Buchanan sign off on his list, and give the list to the Commissioners to work out with the Cowpunchers. Brandon Buchanan reminded that the City will be spending about \$5,000 for pigeon remediation at the Rodeo Grounds. It was noted that pigeons are also roosting at the rear of the new Community Stage.

K. Report from  
Recreation Director:  
Rose Newbold

- Today is the last day of the Summer Recreation Program.
- Next week will be the last week of the pool's current schedule. After that, it will go to a Friday, Saturday, Sunday schedule. There will be people there a couple of days during the week prior to hibernation of the pool to accommodate the High School Physical Education Department.
- The HOG Rally went off without a hitch. It will not be held here next year.
- The Railhead Shooters was a success as usual.
- The Agility Competition at Cureton Park was a success, and they plan to return at the end of September.
- HAMFEST has already signed a contract for next year.
- A music festival is planned at the Stage on Labor Day Weekend.
- Patty Williams suggested that signage be placed at the Stage parking lot, reminding that no overnight parking is allowed.
- In September, there will be a Junior Rodeo and World Softball Tournament the week after Labor Day.
- Patty Williams will get with Rose Newbold to discuss celebrating "Day of the Cowboy" next year.

L. Old Business None

N. Set next meeting date, time, location and assignments The next meeting is scheduled for September 6, 2012, at 10:00 a.m.

**III. ADJOURN** The meeting was adjourned at 10:51 a. m.

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Chairperson Carol Glassburn

ATTEST:

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City Clerk

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

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**September 6, 2012  
COMMISSION ACTION**

***I. PROCEDURES:***

- A. Call to Order Chairperson Carol Glassburn called the meeting to order at 10:05 a.m.
- B. Pledge of Allegiance The group recited the Pledge of Allegiance.
- C. Roll Call Present were Chairperson Glassburn and Commissioners Teresa Rodriguez and Bobby Patricca. This did not constitute a quorum. Staff members present were Recreation Director Rose Newbold, City Manager Brandon Buchanan, and City Clerk/HR Director Susan Kerley.
- D. Approval of Minutes: August 2, 2012 This item will be tabled until the October meeting.
- E. Adopt Agenda Quorum not present.

***II. PUBLIC PARTICIPATION*** NONE

***III. AGENDA ITEMS***

- F. Update current status of Cataract Lake County Park: Carol Glassburn
- They are already calling for footing inspections – it is moving right along.
  - One surviving ramada will be used at Cureton Park with sides for storage building.
- G. Review inspections of City park areas for potential projects: Carol Glassburn
- The inspections have been done and a report given to Brandon Buchanan at the last meeting even though the City does not have money to do the projects.
  - A review of projects was completed so some might be put into the next budget.
  - Brandon Buchanan asked for help of the Commission to prioritize projects during the winter.
  - Bobby Patricca added that Friends of the Aquatic Center think the City needs to keep the Pool Pak in mind for the next budget.
  - Carol Glassburn asked if it would help for the Parks and Rec Commission to meet with the Friends of the Aquatic Center or maybe include them in the P & R Retreat to let the Friends know the facts about costs of operating the pool. She will work with Bobby Patricca to set up a joint meeting.

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

**ANNOTATED MINUTES  
AGENDA ITEM**

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**September 6, 2012  
COMMISSION ACTION**

- H. Discussion regarding “operator” item 13 on the Williams Facilities and Fees schedule adopted 3/11/10: Brandon Buchanan  
It was determined that Item 13 should be eliminated because the City has no one available to serve as operator. The Fee Schedule will be reviewed in detail at the next meeting, and it will be a good project for the next couple of months.
- I. Report from Recreation Director:  
The Report (attached) from Rose Newbold included:
  - The Taste of Williams will be at the end of the month at Bearizona.
  - The pool season ended on September 1<sup>st</sup>.A grant was received from Williams Unified School District for Wednesday night basketball and game and craft nights.
- J. Old Business  
No applications for Commissioner have been received.
- K. New Business  
Brandon Buchanan reported that the City has been hauling boulders into Monument Park. Phase I will be completed this year and Phase II should be completed next spring.  
\$60,000 worth of stadium lights were bought for \$1,500 at an NAU auction.  
Approval was received from BNSF to move the train cars to Glassburn Park.
- L. Set next meeting date, time, location and assignments  
Carol Glassburn said it can be decided at the next meeting whether the Commission should meet every month or every other month during the winter. Fees need to be worked on and a retreat is needed. If the group meets and plans during the winter, then numbers for various projects will be available for the budget in the spring.  
The next meeting is scheduled for October 4, 2012, at 10:00 a.m.
- IV. ADJOURN**  
The meeting was adjourned at 10:45 a. m.

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Chairperson Carol Glassburn

ATTEST:

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City Clerk

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

**ANNOTATED MINUTES  
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**October 04, 2012  
COMMISSION ACTION**

***I. PROCEDURES:***

- A. Call to Order                      No Quorum present the meeting was cancelled at 10:15 a.m.
- B. Pledge of Allegiance
- C. Roll Call                              No roll call taken, however those present were: Vice-Chairman Patty Williams, Commissioners Bobby Patricca and Tad Wygal. This did not constitute a quorum. Staff members present were Recreation Director Rose Newbold, City Manager Brandon Buchanan, and Administrative Assistant Pamela Galvan.
- D. Approval of Minutes: August 2, 2012 & September 6, 2012                      This and all other items are tabled until the November meeting. A request to add “attendance” to the November agenda was made.
- E. Adopt Agenda

***II. PUBLIC PARTICIPATION***                      NONE

***III. AGENDA ITEMS***

- F. Ongoing status of Cataract Lake County Park: Carol Glassburn & Brandon Buchanan                      •
- G. Review, discuss and possible recommendation regarding changes to the Williams facilities and Fees schedule adopted 3/11/10: Carol Glassburn                      •
- H. Discussion and decision of the date, time and place for the Parks & Recreation Commission Retreat planned for the purposes of reviewing city P&R facilities,                      •

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

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**October 04, 2012  
COMMISSION ACTION**

prioritizing and  
setting future goals  
for this Commission:  
Carol Galssburn

- I. Report from Recreation Director: Rose Newbold •
- J. Old Business •
- K. New Business •
- L. Set next meeting date, time, location and assignments •

***IV. ADJOURN***

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Chairperson Carol Glassburn

ATTEST:

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Administrative Assistant

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

**ANNOTATED MINUTES  
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**November 01, 2012  
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, and Tad Wygal were present. Absent were Patty Williams and Jeff D'Arpa.
- D. Approval of Minutes: August 2, 2012, September 6, 2012, and October 4, 2012 Bobby Patricca made a motion to approve the minutes of August 2<sup>nd</sup>, September 6<sup>th</sup>, and October 4<sup>th</sup>. The motion was seconded by Tad Wygal and carried 4-0.
- E. Adopt Agenda Teresa Rodriguez made a motion to adopt the Agenda, and it was seconded by Tad Wygal. The motion carried 4-0.

***II. PUBLIC PARTICIPATION*** NONE

***III. AGENDA ITEMS***

- F. Ongoing status of Cataract Lake County Park: Carol Glassburn & Brandon Buchanan
- Carol Glassburn will meet tonight with the County Parks & Rec Dept. and will see a video of the progress on Cataract Lake Park.
  - She received a call from a citizen concerned that the boat dock will be out of the water most of the year. Brandon Buchanan said that once the project is finished, the City can work out the clearances.
  - Carol will talk to the County people tonight about planning a dedication or some event to mark the opening of the Park in the spring.
- G. Review, discussion, and possible recommendation regarding changes to the Williams facilities and Fees schedule adopted 3/11/10: Carol Glassburn
- Fees have not been looked at for three years.
  - Rose Newbold will make changes to be effective in 2013 and they will be discussed at the upcoming Retreat.
  - Bobby Patricca said the Friends of the Aquatic Center question why facilities other than the pool don't have to pay for themselves.
  - Rose Newbold will provide a schedule that shows City costs to operate each facility and the current fee schedule for the Retreat.
  - Carol Glassburn will call Sheriff Bill Pribil to tell him how much we need the inmate program.
  - Brandon Buchanan said he would expect a recommendation

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

**ANNOTATED MINUTES  
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**November 01, 2012  
COMMISSION ACTION**

on fees and future projects by January 1, 2013

- H. Discussion and decision of the date, time and place for the Parks & Recreation Commission Retreat planned for the purposes of reviewing city P&R facilities, prioritizing and setting future goals for this Commission:  
Carol Galssburn
- Carol Glassburn suggested having a four-hour retreat in Council Chambers. She will arrange to have sandwiches brought in for lunch.
- I. Discussion of attendance issues:  
Carol Glassburn
- Susan Kerley was asked to create a chart of attendance, and Carol Glassburn will call some of the members.
- J. Report from Recreation Director:  
Rose Newbold
- See Attached
- J. Old Business
- The Railroad Park needs weed removal. Missing fence in Glassburn Park needs replacement.
- K. New Business
- Carol Glassburn said that at the recent Chamber Retreat the suggestion was made to erect the brown Historic Route 66 signs on Highway 64 to bring people into town. She will call ADOT to discuss.
  - Brandon Buchanan asked Carol to get a price on a sign with “Williams, AZ” for the Route 66 sign in Glassburn Park.
  - Bobby Patricca suggested putting an arch on Route 66 and working with ADOT to put something on each side of I-40 replicating the “Grand Canyon Highway” sign on the north side of I-40 and a sign with “Williams” on the south side of I-40.
  - Officer Tad Wygal said that Highway 64 is designated as a high-speed roadway so ADOT may not put anything on the road.
  - Carol Glassburn said she received a call from the principal of Williams High School, saying a group of kids want to start a

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

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**November 01, 2012  
COMMISSION ACTION**

Youth Clean & Beautiful. To accommodate the kids, the meetings will be the first Tuesday of the month at 11:45 a.m. at the High School. They want to have one clean up each month, and they have asked for \$100 for start-up expenses.

- Brandon Buchanan said a picnic ramada from Cataract Park may be able to be moved to Glassburn Park.
- The next meeting will be the Retreat on Thursday, December 6, 2012, from 10:00 a.m. to approximately 2:00 p.m.

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

**IV. ADJOURN**

Teresa Rodriguez made a motion to adjourn, seconded by Bobby Patricca. The motion carried 4-0. The meeting was adjourned at 10:55 a.m.

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Chairperson Carol Glassburn

ATTEST:

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Administrative Assistant

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

**ANNOTATED MINUTES  
AGENDA ITEM**

**PAGE 1**

**December 6, 2012  
COMMISSION ACTION**

***I. PROCEDURES:***

- A. Call to Order Carol Glassburn called the meeting to order at 10:10 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. Jeff D'Arpa was absent.
- D. Approval of Minutes: November 1, 2012 Teresa Rodriguez made a motion to approve the minutes of November 1, 2012. The motion was seconded by Tad Wygal and carried 5-0.
- E. Adopt Agenda Patty Williams made a motion to adopt the Agenda, and it was seconded by Bobby Patricca. The motion carried 5-0.

***II. PUBLIC PARTICIPATION***

Mike Dulay was present and was included in the discussion of the agenda items below.

***III. AGENDA ITEMS***

- F. Review, discussion and recommendation for City Council, regarding changes to the Williams Facilities and Fees schedule as adopted on 3/11/10: Carol Glassburn
  - Discussion by all commissioners and city staff ensued regarding the possibility of percentage across the board increases and other formulas or options. The final determination was to make minimal increases this cycle due to the current economy. The commissioners were concerned that city costs are covered but that organizations and individuals can still afford to bring their events into the City facilities. Cataract Park Ramadas were added to the fee schedule. The current Aquatic fees were reviewed and after discussion it was agreed that the recommendation would be to leave the fees as they are currently and add a 'Seasonal Pass' option for \$120.00. Tad Wygal made a motion that was seconded by Patty Williams to send the agreed upon recommendations from the Commission to the City Council for approval. The motion passed 5-0.
- G. Review, discussion and recommendation of City P&R facility improvements, resulting in project prioritization of future goals for this Commission: Carol Glassburn
  - The Clean and Beautiful youth group are working with Brandon Buchanan on a plan for cost effective improvements for Cureton Park. The Commissioners agreed that the priorities for the Commission in 2013 will be to assist with the improvement planning for Cureton Park and provide any assistance possible towards the completion of Monument Park.

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

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**December 6, 2012  
COMMISSION ACTION**

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

- A motion was made by Patty Williams and seconded by Teresa Rodriguez that the January meeting not be held due to the Holidays and the number of commissioners that would not be available. The next meeting will be Thursday, February 7, 2013 at 10:00 a.m. Motion carried 5-0.

**IV. ADJOURN**

Tad Wygal made a motion to adjourn, seconded by Patty Williams. The motion carried 5-0. The meeting was adjourned at 11.55 a.m.

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Chairperson Carol Glassburn

ATTEST:

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Administrative Assistant