

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

REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

CITY COUNCIL CHAMBERS 10:00 AM
MAY 6, 2015
COMMISSION ACTION

- I. PROCEDURES:**
- A. Call to Order Carol Glassburn called the meeting to order at 10:00 a.m.
 - B. Pledge of Allegiance Led by Carol Glassburn.
 - C. Roll Call Chairperson Carol Glassburn, Vice Chairperson Patty Williams, Commissioners Teresa Rodriguez, Mike Dulay, Rodger Ely and Tad Wygal were present. Also present were Public Works Director Kyle Christiansen, Recreation Director Rose Newbold, Maintenance Foreman John Castro and Deputy City Clerk Pamela Galvan.
 - D. Approval of Minutes: Regular meeting from December 3, 2014 Teresa Rodriguez made a motion to approve the minutes. Mike Dulay seconded the motion, and carried 5-0.
 - E. Adopt Agenda Patty Williams made a motion to adopt the Agenda. Rodger Ely seconded the motion, and it carried 5-0.
- II. PRESENTATIONS NONE**
- III. PUBLIC PARTICIPATION NONE**
- IV. AGENDA ITEMS**
- A. Update Cureton Park & Landscaping by Jack in the Box: *Kyle Christiansen and Rose Newbold*
 - Kyle Christiansen pointed out the last things to be done are the driveway ramps and clean out of the concrete drain. The Commission approved the landscape work by Jack in the Box.
 - Cureton Park is almost done with seeding to be done next week. The lights are up, and the tower is not yet completed. Carol mentioned that \$500.00 towards the tower has been donated from various groups.
 - John Castro noted the frames will be going up over the softball dugouts for shade.
 - Carol Glassburn commends the look of Grand Canyon Boulevard.
 - B. Discussion of Tennis Court improvement plan: *Carol Glassburn*
 - Carol Glassburn spoke of a service organization that will possibly take on the tennis court improvement project. She will need a list of items and preliminary figures to make it happen.
 - The Commission recognizes the need to have it resurfaced, cleaned up, and minimal cost for a net and fencing repair.
 - Mike Dulay mentioned he had spoken to a resident who suggested lighting be installed there to eliminate kids hanging out at night. Fellow Commissioners didn't feel that the idea of lighting would be widely accepted by the neighborhood.

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

REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM

CITY COUNCIL CHAMBERS 10:00 AM
PAGE 2
MAY 6, 2015
COMMISSION ACTION

- C. Discussion of signage options for all City parks: *Rose Newbold*
- Patty Williams suggested placing a sign “Closed at dusk.”
 - John Castro reported that his initial estimate for resurfacing the tennis courts is \$7,500 - \$8,000. This includes striping.
 - At its next meeting, the Commission needs to delve deeper into the clean-up and pricing, etc.
 - The resurfacing process was discussed and noted as a costly process.
 - Rose Newbold presented the Commission with a mockup of the sign to be placed at Cureton Park. All Commissioners approved. There will be a dedication and the wording on the sign was specifically requested by the Cureton family. The sign is 4x6 in size. Two signs will be placed, one on Grand Canyon Blvd. and the other on the corner of Grand Canyon Blvd. and Edison. Rose went over the various sizes of signs to be placed at various locations. The signs will be mounted on railroad iron, constructed by Sheldon Johnson.
 - Carol will write a recommendation to the Council.

Patty Williams made a motion that they make a formal recommendation to Council regarding the signs. Teresa Rodriguez seconded the motion, and it carried 5-0.

- D. Discussion of Cowpunchers In-Kind for 2015: *Kyle Christiansen and Rose Newbold*
- Rose Newbold reported that the Cowpunchers have completed all of the In-Kind work. They completed the announcers’ booth, painting of the cook shack, and welded fences. They will be providing control over the rodeo and a work crew to maintain the bathrooms. They will be putting up the orange temporary fencing. The Cowpunchers are the only ones allowed to be in the rodeo grounds; others may camp on the corner property at Rodeo Rd. and Airport Rd.
 - The electrical work is continuing in the rodeo barn.
 - Fencing has been placed around the Fire Dept. to define it from the rodeo grounds.
 - Other interior rodeo barn work is waiting due to budget issues.
- E. Report from Recreation Director: *Rose Newbold*
- Rose Newbold went through her report with the Commission, highlighting the newest addition of annual events with the Flagstaff Kennel Club.
- F. Set next meeting date, time, location and assignments
- The next regular meeting was scheduled for Wednesday, August 5th, 10:00 a.m. in City Council Chambers; there may be a special meeting prior to this quarterly meeting in August.

V.

ADJOURN

The meeting was adjourned at 10:45 a.m.

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

**REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM**

PAGE 3

**CITY COUNCIL CHAMBERS 10:00 AM
MAY 6, 2015
COMMISSION ACTION**

Chairperson Carol Glassburn

ATTEST:

Deputy City Clerk

DRAFT

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

REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

CITY COUNCIL CHAMBERS 10:00 AM
AUGUST 05, 2015
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 Pledge was led by Carol Glassburn.
 - C. Roll Call Chairperson Carol Glassburn, Vice Chairperson Patty Williams, Commissioners Mike Dulay (arrived 10:04) and Tad Wygal were present. Commissioners Teresa Rodriguez and Rodger Ely were absent. Also present were City Manager Brandon Buchanan, Parks and Recreation Director Rose Newbold and Deputy City Clerk Pamela Galvan.
 - D. Approval of Minutes: Regular meeting from May 6, 2015 Mike Dulay made a motion to approve the minutes. Patty Williams seconded the motion, and carried 4-0.
 - E. Adopt Agenda Mike Dulay made a motion to adopt the Agenda. Patty Williams seconded the motion, and it carried 4-0.
- II. PRESENTATIONS NONE**
- III. PUBLIC PARTICIPATION NONE**
- IV. AGENDA ITEMS**
- F. Update Cureton Park:
 - Carol Glassburn said that it looks gorgeous.
 - The final cost for the playground improvements is \$80,000.00.
 - There is \$4,300.00 for two Cureton and two Monument Park sign's.
 - Parking needs to be improved at Cureton Park for Flagstaff Kennel Club event. Edison Avenue residents were unhappy with the recent event and the parking. The school may provide parking along with directional signs to events.

Brandon Buchanan and Rose Newbold
 - G. Review all projects on spreadsheet: Carol Glassburn
 - No spreadsheet was available for review.
 - H. Review Glassburn Park update: Brandon Buchanan and Carol Glassburn
 - Carol Glassburn commended Brandon Buchanan on an excellent idea to place a boxcar to serve as a bridge in the Park. It will be painted and signs attached; thanks to Al and Brandon. The doors will be removed on both ends and lighting will be installed inside for nighttime illumination.
 - J. Report from
 - Rose Newbold reviewed her report with the Commission with

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

REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM

CITY COUNCIL CHAMBERS 10:00 AM
PAGE 2
AUGUST 05, 2015
COMMISSION ACTION

Recreation Director:
Rose Newbold

emphasis on a busy and successful summer recreation program.

K. Discussion of topics to include on the November 2015 agenda: *Carol Glassburn*

- Cureton Park has a dog agility event this weekend. It begins this Friday the 7th.
- The Commission is still short a member.

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

- The next regular meeting is scheduled for Wednesday, November 4, 2015, at 10:00 a.m. in Council Chambers.

V.

ADJOURN

The meeting was adjourned at 10:25 a.m.

Chairperson Carol Glassburn

ATTEST:

Deputy City Clerk

DRAFT

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

REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM

PAGE 1

CITY COUNCIL CHAMBERS 10:00 AM
NOVEMBER 04, 2015
COMMISSION ACTION

- I. PROCEDURES:**
- A. Call to Order Patty Williams called the meeting to order at 9:58 a.m.
 - B. Pledge of Allegiance The Pledge was recited.
 - C. Roll Call Vice Chairperson Patty Williams, Commissioners Tad Wygal, Mike Dulay, Teresa Rodriguez and Rodger Ely were present. Chairperson Carol Glassburn was absent. Also present were Public Works Director Kyle Christiansen, Maintenance Foreman Rob Brothers, Parks and Recreation Director Rose Newbold and Deputy City Clerk Pamela Galvan.
 - D. Approval of Minutes: Regular meeting from August 05, 2015 Teresa Rodriguez made a motion to approve the minutes. Mike Dulay seconded the motion, and carried 5-0.
 - E. Adopt Agenda Teresa Rodriguez made a motion to adopt the Agenda. Mike Dulay seconded the motion, and it carried 5-0.
- II. PRESENTATIONS NONE**
- III. PUBLIC PARTICIPATION NONE**
- IV. AGENDA ITEMS**
- F. Update on Tennis Court improvements and Rotary assistance: *Carol Glassburn*) Ms. Newbold mentioned that the Rotary Club is not in a position to help right now.
 - G. Review Glassburn Park update: *Brandon Buchanan & Kyle Christiansen*) Mr. Christiansen noted the bridge is in and that electricity has been run to the railcar. There is a private donor for some of the concrete work to be done. Traffic is increasing in the area and a crosswalk will be painted. The railcar will be painted in the spring and is going to include the William's logo on it as well.
 - H. Review bird nesting issue at Cataract Park: *Kyle Christiansen & Rob Brothers*) Mr. Brothers has a solution to the problem and will be installing a shroud around the current deterrent.
 - I. Update signage for City parks: *Rose Newbold*) Ms. Newbold noted the signs are ordered and are being shipped soon. Once they are received, they will go to Sheldon Johnson for mounting at Monument and Cureton parks.
 - J. Review all projects on CIP spreadsheet: *Brandon Buchanan & Kyle Christiansen*) Rose Newbold reviewed her report with the Commission, going through each line item.
 - K. Report from) Rose went through her report from the Parks & Recreation

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

REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM

PAGE 2

CITY COUNCIL CHAMBERS 10:00 AM
NOVEMBER 04, 2015
COMMISSION ACTION

Recreation Director: Department.
Rose Newbold

- L. Discussion of empty seat on Commission:) Ms. Williams noted that she has not seen any advertisement for the open seat. Ms. Galvan will advise the City Clerk.
Carol Glassburn
- M. Discussion of topics to include on the February 2016 agenda:) Bark Park
Carol Glassburn) Report on empty seat interest
) Glassburn Park enhancements; personalized bricks
) Update on Tennis court
) Update on signs
- N. Set next meeting date, time, location and assignments) The next regular meeting is scheduled for Wednesday, February 03, 2016, at 10:00 a.m. in Council Chambers.
- V. **ADJOURN**) The meeting was adjourned at 10:55 a.m.

Co-Chairperson Patty Williams

ATTEST:

Deputy City Clerk

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

**REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM**

PAGE 1

**CITY COUNCIL CHAMBERS 10:00 AM
FEBRUARY 4, 2015
COMMISSION ACTION**

I. PROCEDURES:

- A. Call to Order Carol Glassburn called the meeting to order at 10:00 a.m.
- B. Pledge of Allegiance Led by Carol Glassburn.
- C. Roll Call Chairperson Carol Glassburn, Vice Chairperson Patty Williams, Commissioners Teresa Rodriguez, Mike Dulay and Rodger Ely were present. Commissioner Tad Wygal arrived late. Also present were City Manager Brandon Buchanan, Public Works Director Kyle Christiansen, Recreation Director Rose Newbold and Maintenance Foreman John Castro.
- D. Approval of Minutes: Regular meeting from December 3, 2014 Teresa Rodriguez made a motion to approve the minutes of December 3, 2014. Rodger Ely seconded the motion, and carried 5-0.
- E. Adopt Agenda Teresa Rodriguez made a motion to adopt the Agenda. Patty Williams seconded the motion, and carried 5-0.

II. PRESENTATIONS NONE

III. PUBLIC PARTICIPATION NONE

IV. AGENDA ITEMS

- F. Update Cureton Park & Landscaping by Jack in the Box: *Kyle Christiansen and Rose Newbold (Brandon Buchanan was able to attend and provided the plans and presentation of the landscaping project)*
- Brandon Buchanan brought the plans for the landscaping that is being placed in and around the area at the east bound onramp to I-40 and Grand Canyon Blvd., west of the Jack in the Box. All Commissioners present were very impressed with the plan and agreed that it will be a great improvement to that area.
 - Kyle Christiansen reviewed the current state of the improvements at Cureton Park, including the new multi-use field, irrigation plans, fences, sidewalks, lighting and the parking lot that will be created at Edison and 3rd Street, south of the Little League field.
 - Rose Newbold went over the initial plan for the new playground picnic area. This would include the ramada that will be recycled from Cataract Park, a new playground with swings, picnic tables, trash cans and locking BBQ's. Initial estimated cost is \$75,000 to \$80,000.
- G. Review all Projects on spreadsheet: *Carol Glassburn*
- Carol Glassburn thanked City staff for their work on prioritizing the improvements needed for all the Recreation facilities, noting that costs will be adjusted, as the majority of the initial spreadsheet was estimated costs only. Brandon Buchanan agreed that this will be useful with planning and budgeting for these improvements. Carol Glassburn stated that the Clean and Beautiful Committee has \$10,000 designated to donate to the City for beautification purposes. The City may use these funds at their discretion.

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

**REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM**

**CITY COUNCIL CHAMBERS 10:00 AM
FEBRUARY 4, 2015
COMMISSION ACTION**

PAGE 2

- H. Discussion of Tennis Court improvement plan: *Carol Glassburn*
- John Castro reported that his initial estimate for resurfacing the tennis courts is \$7,500 - \$8,000. This includes striping.
- I. Discussion of signage options for all City parks: *Rose Newbold*
- Rose Newbold informed the Commission that the signs that were in the original sign plan from 2009 would be extremely costly, approximately \$10,000 to \$12,000 per sign. A new option, costing approximately \$1,500 to \$2,000 per sign, is being proposed. A sample of the materials used for these types of signs (HDPE) was passed around. The Commission agreed that this material would work well for the park signage. The Commission told Rose to proceed with acquiring quotes on the actual signs for Cureton Park, Bucksinner Park, Monument Park and possibly Glassburn Train Park. One or more signs can be purchased as funds become available.
- J. Discussion of appointment of P & R Chairman and Vice Chairman: *Carol Glassburn*
- Mike Dulay made a motion that Carol Glassburn remain as Chairperson. The motion was seconded by Teresa Rodriguez and carried 5-0. Rodger Ely made a motion that Patty Williams continue as Vice Chairperson. The motion was seconded by Mike Dulay and carried 5-0. Tad Wygal arrived after this vote.
- K. Discussion of County Work Crew schedule & Projects: *Carol Glassburn*
- Carol Glassburn stated that the listing provided was going to be a useful tool for all parties involved. Carol asked that the west end triangle be included in the listing. Rose Newbold stated that she would make that change immediately. Carol Glassburn requested that the report of hours and uses for this work crew be kept by Rose Newbold for reporting purposes. Rose will create this spreadsheet and will keep it current.
- L. Discussion of Cowpunchers In-Kind for 2015: *Kyle Christiansen and Rose Newbold*
- Rose Newbold provided the Commissioners with copies of the cover letter with the agreed upon In-Kind work that Cowpunchers will complete this year. Kyle Christiansen and Rose Newbold have worked with the Cowpunchers board on grounds control and water issues. Carol Glassburn stated that the Chamber Ambassadors will be available to help with control but that they will not have enough personnel for all areas and the Cowpunchers will need to provide more people to complete the control plan. Rose will be sure that the Cowpunchers are aware that more personnel will need to be provided by them for this purpose.
 - Tad Wygal arrived and was quickly informed of what had transpired throughout the meeting. He inquired about the usage and equipment that will be available on the multi-purpose field as it relates to the T-Ball League. Brandon relayed to him that the field, being multi-use would be grass (no infield), a portable backstop would be available when T-Ball needed it, and the bases would be of the removal sandbag variety.

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

REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM

CITY COUNCIL CHAMBERS 10:00 AM
PAGE 3
FEBRUARY 4, 2015
COMMISSION ACTION

- M. Report from Recreation Director: *Rose Newbold*
- Rose Newbold showed the most recent community event listing to the Commission and requested that the Commissioners convey to everyone that they may encounter in the community that this information can be easily found on the City website www.williamsaz.gov and the www.williamschamber.org websites. Rose has produced 30+ contracts for the events currently scheduled in 2015.
- N. Old Business
- None
- O. New Business
- Patty Williams informed the Commission that Edie Phillips had recently passed away. Edie was involved in many community clubs and organizations and she was very involved with the Friends of the Williams Aquatic Center. Patty asked if a tree with a dedication plaque could be placed at the pool in her honor. It was agreed that this would need to be funded by another organization, not the City, and that it would need to be a tree that required minimal maintenance. It was agreed by all present that this would be a fitting tribute to Edie.
- P. Set next meeting date, time, location and assignments
- The next meeting will be on May 6, 2015 at 10:00 a.m. in Council Chambers.
- V. **ADJOURN** The meeting was adjourned at 10:45 a.m.

Chairperson Carol Glassburn

ATTEST:

Recreation Director