

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

**REGULAR MEETING
ANNOTATED MINUTES
AGENDA ITEM**

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**CITY COUNCIL CHAMBERS 10:00 AM
NOVEMBER 02, 2016
COMMISSION ACTION**

I. PROCEDURES

- A. Call to Order Chair Carol Glassburn called the meeting to order at 10:02 a.m.
- B. Pledge of Allegiance The pledge was recited.
- C. Roll Call Chairperson Carol Glassburn, Vice-Chair Patty Williams, Commissioners Rodger Ely, Kerry-Lynn Moede, Teresa Rodriguez, and Tad Wygal were present. Also present were City Manager Skylor Miller, Public Works Director Kyle Christiansen, Parks and Recreation Director Rose Newbold, and City Clerk Pamela Galvan.
- D. Approval of Minutes: Regular meeting from August 3, 2016 Commissioner Rodriguez made a motion to approve the minutes as presented. Commissioner Ely seconded the motion, the motion carried 6-0.
- E. Adopt Agenda Commissioner Williams made a motion to approve the agenda as presented. Commission Ely seconded the motion, the motion carried 6-0.

II. PRESENTATIONS ***NONE***

III. PUBLIC PARTICIPATION ***NONE***

IV. AGENDA ITEMS

- F. Update regarding Monument Park additional monuments: *Rodger Ely*
-) Rodger reported that it is in progress. There is a December 7th kick off at 11:00 a.m.
 -) Rodger has letters from 1937 through 1939 that were sent to shipman.
 -) The next set of bricks will be installed within a week; by Veterans Day. The bricks are available for the community to purchase and have installed. These are one of the final items to be installed in the park.
 -) The Veterans Association has completed their participation at this point.
- G. Update CIP for 2017 projects goals: *Rose Newbold & Kyle Christiansen*
-) Rose proceeded to go through the list of items.
 -) Bucksinner is moving to a project as the bathroom is almost complete.
 -) Each of the safety issues were addressed for Bucksinner, Cataract, rodeo grounds and the horse stables.
 -) Carol Glassburn inquired on the electrical issues at the rodeo barn. Dockter Electric is going to do the work for the City.
 -) Patty Williams inquired on the age of the rodeo barn; it is unknown; guessed circa 1960's.
 -) Rodger pointed out the temporary fencing is that is up at the

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- rodeo parking is ethically not pleasing to the community; perhaps a permanent fence can go up in the future.
-) Carol Glassburn suggested that the Commission perform a spring inspection of the community and report back their findings.
 -) The floor in the recreation center is going before Council for authorization this Thursday the 10th.
 -) Carol Glassburn asked Skylor Miller his recommendation on the future of the tennis courts. Rose said the courts will need to be completely rebuilt at a cost of \$30,000.00. Addressing the tennis courts will be addressed again in 3 years.
 -) The Commission will put together a wish list to go before Council in February 2017.
- H. Discussion “Reindeer Christmas Trees”: *Carol Glassburn or Rose Newbold*
-) Rose spoke of the tree the Chamber used to put up outside the Visitor Center for photo opportunities
 -) The Commission discussed who would purchase, if they go that direction, or other options they might have. They spoke of illuminated reindeer in place of a tree to go with the sleigh.
 -) The decision was made to forgo a tree this year and go with illuminated reindeer.
- I. Update on Buckskinner Park: *Rose Newbold*
-) Buckskinner previously discussed in item G.
- J. Discussion and recommendation for rental fee schedule increases: *Rose Newbold*
-) Rose pointed out that the rental fees have not been raised since 2013. Much discussion ensued on the rates and Rose arrived at them.
 -) Tables, chairs and the stage joined the discussion; what and how to charge.
 -) Rose is going to update the fee schedule with items and fees they agreed upon.
- Commissioner Williams made a motion to approve the new fee schedule for Parks and Recreation beginning 1.1.2017. Commissioner Ely seconded the motion, and it carried 6-0.
- K. Update on plans for Rodeo Barn & Grounds: *Kyle Christiansen*
-) Rodeo and grounds were previously discussed in item G.
- L. Report from Recreation Director: *Rose Newbold*
-) Written report provided.
- M. Update on filling empty seat on commission: *Carol Glassburn*
-) The City will run an ad in the local paper and post on the Cities website.

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- N. Discussion of topics to include on the February 2017 agenda: *Carol Glassburn*
-) Discussion on how to market the Parks; ad mailer in with water bill. "Do you know you can rent our parks for the day?"
 -) Marketing plan; talk with Heather Herman.
 -) Spring inspection; dates and times.
 -) Bark park.
 -) Update on Monument and Buckskinner parks.
- O. Set next meeting date, time, location and assignments
-) February 1, 2016 at 10:00 a.m.
- V. **ADJOURN**
-) The meeting was adjourned at 11:50 a.m.

Chairperson Carol Glassburn

ATTEST:

Administrator