



Town of Prescott Valley
Parks and Recreation Department
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Parks and Recreation Commission
WORK STUDY
7501 E. Civic Circle, Conf. Rm. 330
3:30 p.m., Tuesday, September 25, 2018

Minutes

1. **Call to Order & Welcome** –*Chairperson Gummer*
Chairperson Gummer called the meeting of the Parks & Recreation Commission to order at 3:30 p.m.
2. **Roll Call**
Members present: Commissioner Ron Brinkman, Commissioner Elaine Fahlman, Commissioner Kevin Trovini, Chairperson Buzz Gummer and Commissioner Pat Fraher. Members absent: Commissioner Danny Avalos, and Vice-chair Brett Poliakon. Staff Present: Brian Witty, Parks & Recreation Director; and Kathy Wise, Administrative Supervisor.
3. **Approval of Agenda-**
Chairperson Gummer asked if there were any changes to the agenda. Hearing none he asked for a motion to approve the agenda as presented.

Commissioner Fahlman made a motion to approve the September 25, 2018 Work Study agenda as presented. Commissioner Brinkman seconded the motion. Motion carried unanimously by those members present.
4. **Department Master Plan**
Director Witty said that our focus today is to receive feedback from the commission on the items we discussed and materials presented at the last meeting. He is looking to have a draft plan completed by December.

Commissioner Fahlman asked for a page of definitions. We are talking about the town but where is it mentioned: Town of Prescott Valley, State of Arizona, etc.

- Commissioner Fahlman explained that we need to be uniform in the information such as “the commission” listed in one place then “the Parks & Recreation commission” in another; staff should be “department staff”. Director Witty recommended that it be stated as town staff because other departments may also be participating.
- The following is a list of definitions for staff and commission consideration:

1. Definitions

- The Town of Prescott Valley; The Town: is located in the State of Arizona, the County of Yavapai. Coordinates 34° 36' 8" N
112° 19' 19" N
- The Prescott Valley Town Council; the council: an elected governing body consisting of the Mayor and 6 council members.
- The Prescott Valley Parks & Recreation Commission; the commission: An appointment body by the town council consisting of 7 members.

- The Parks & Recreation Department; the department: A department within the town government to oversee and maintain all parks appurtenances and all recreation activities including sports, education and entertainment.
- Staff: All personnel within the town supporting the work of the department.
- Stakeholders: All individual and groups having a director or indirect interest in the master plan.
- Consultant: Professional firm contracted with the town to prepare the master plan.

I. Introduction

Commissioner Falhman suggested the following changes:

- "hire a" be changed to "contract with" and adding "for updating"
- Strike the third sentence from the first paragraph
- Mission Statement – end of 1st statement change staff to town staff
- #1 under Master Plan Update: Delete 1st sentence beginning with "Update", ends with "Plan". Delete last sentence "as it is now almost sixteen years old."

II. Background

Possible re-write of paragraph to remove overly expressive language and references to Prescott. Suggested changes:

1. Add ranges after Mingus Mountain.
2. Add population
3. Delete (*and at least 15 degrees cooler!*) and (*and at least 15 degrees warmer!*).
4. Delete last sentence *Historic Prescott...*

III. Scope of Services

It was requested to include regional items such as:

- Yavapai Regional Medical Center East Campus (YRMC)
 - Mountain Valley Regional Rehabilitation Hospital
 - Yavapai College East Campus
 - Northern Arizona Regional Training Academy
 - Northern Arizona Council of Governments (NACOG)
 - Northern Arizona University (NAU)
 - Central Yavapai Fire District (CYFD)
1. Parks System Open Space and Trails
Add ", trails" after park system and...
 8. There was some discussion to delete this item and make the park development guidelines available to the consultant. It was decided to leave this item in for now.
 12. Site Specific Development Recommendations
It was decided to delete this item from the list. There may be a possible alternate request added instead.
 13. Other Development Recommendations
It was discussed to add Agua Fria to this item.
 15. General Design Guidelines/Principles
After parks, delete "on" and change it to "open" space...

IV. Public Involvement

4. Change "Two (2)" to "One (1)"; Delete the "(s)" on meetings; Delete (see page 6, item 12 B).

This item (Aqua Fria) was considered by staff and commission to be an added alternate.

6. Director Witty said he would request that the report to Town Council be a joint Executive Session with the Parks and Recreation Commission which would take place prior to the adoption of the Master Plan.
7. The commission asked for staff to define who the stakeholders would be. To name a few, Director Witty said:
 - Community Partners (Chamber, CASA, Boys & Girls Club, etc.)
 - Youth Organizations (Little League, Youth Football & Cheer, Soccer, etc.)
 - IGA organizations (HUSD, Yavapai College, NAU, etc.)

Director Witty said these organization and other groups would be considered stakeholders especially if they have direct, almost daily involvement with the department.

V. Deliverables

1. Detailed plan of work. (Outline of consultant work)
2. Include in description "accessibility to amenities".
3. Scope of Work. – Would include short, mid and long term goals.
9. Delete "District" in both sentences

5. Other

Chairperson Gummer reflected on all of the additions and improvements that have occurred in the recent years. He thanked the commission for their dedication and thanked staff for all the hard work and accomplishments. The commission agreed and thanked staff as well especially for the work on developing the outline for the master plan.

6. Adjournment

With no further questions or comments, Chairperson Gummer asked for a motion to adjourn the meeting.

Commissioner Brinkman made a motion to adjourn the September 25, 2018 Work Study meeting. Commissioner Fraher seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 5:35 p.m.

Chairperson Buzz Gummer

Respectfully submitted by: Kathy Wise, Administrative Supervisor
September 26, 2018