



The Town of Prescott Valley
Parks and Recreation Department
7501 E. Skoog Blvd.
Prescott Valley, AZ 86314
928.759.3090
Fax 928.759.5505

**Parks and Recreation Commission
Regular Meeting**

7401 E. Skoog Blvd, Auditorium
6:30 p.m., Tuesday, January 14, 2020

Minutes

1. Call to Order & Welcome –

Chairperson Gummer called the meeting of the Parks & Recreation Commission to order at 6:30 p.m.

2. Roll Call

Members present: Chairperson Buzz Gummer, Commissioner Elaine Fahlman, Commissioner Ron Brinkman, Commissioner Kay Gorman, and Commissioner Scott Byrum. Members absent: Vice-Chairperson Brett Poliakon and Commissioner Bill Pierce. Staff Present: Brian Witty, Parks & Recreation Director and Kathy Wise, Administrative Support II. Guest Speaker: Parks & Recreation Master Plan consultant Mike Svetz, PROS Consulting.

3. Approval of Agenda

Chairperson Gummer asked if there were any changes to the agenda. It was requested to move item 8a to 5b. With no other changes Chairperson Gummer asked for a motion to approve the agenda as amended.

Commissioner Brinkman made a motion to approve the January 14, 2020 agenda as amended. Commissioner Byrum seconded the motion. Motion carried unanimously by those members present.

4. Approval of Minutes:

Chairperson Gummer asked if there were any changes to the minutes for the November 12, 2019 regular meeting. Hearing none he asked for a motion to approve the minutes as presented.

Commissioner Brinkman made a motion to approve the November 12, 2019 regular meeting minutes as presented. Commissioner seconded the motion. Motion carried unanimously by those members present.

Chairperson Gummer asked if there were any changes to the minutes for the November 19, 2019 work study meeting. Hearing none he asked for a motion to approve the minutes as presented.

Commissioner Brinkman made a motion to approve the November 19, 2019 work study meeting minutes as presented. Commissioner Fahlman seconded the motion. Motion carried unanimously by those members present.

5. Scheduled Announcements – Commission, Public and Staff

(If discussion by the Commission is necessary, that item will be moved to another place on the agenda and considered separately.)

a. Programs, Classes and Special Events

- Spring sports starting soon! Volleyball, Softball, 3v3 Basketball
- The Magic of Microgreens – New class in January



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- Daddy/Daughter Date Night – February, 21st, 2020, \$40 per couple/\$20 for additional daughters
- b. Department Master Plan Update – *Mike Svetz, PROS Consulting*
Mr. Svetz presented the results of surveys and research for the Master Plan:
 - Recreation Programs and Services Prioritized Needs from high to low priority
 - Park, Facility, and Amenity Prioritized Needs
 - Art and Culture Services Prioritized Needs
 - Parks classifications are as follows: Mini Parks, Special Use Parks, Community Parks and Neighborhood Parks
 - Breakdown of levels of service by population, planned communities, inventory, and acreage.
 - Next steps in the master plan development: recreation program assessment; park maintenance assessment; capital improvement plan; and funding strategies.

6. Department Update – For Review and Possible Action

- a. Director’s Report, November & December, 2019 – *B. Witty, Director*

Director’s Report to the Parks and Recreation and Arts and Culture Commission – November 2019

ADMINISTRATION:

Accomplishments and Highlights for the Month:

- Met with Parks division staff in review of Eagle Scout park renovation planning
- Approved numerous department direct pay and accounts payable requests
- Spoke with Ashley Stoval, NAZ Suns, and Nicole Kennedy, B&G Club, in review of facility rules and placement of Phoenix Suns Charity signage
- Approved department payroll requests
- Met with Zachary Moss, Arts and Culture Commission applicant, in review of commission operations
- Attended Town Council meeting seeking approval of National Association of Realtors grant award for Mtn Valley Dog Park improvements.
- Met with Sue Brogaard, PV Pickleball Association in review of court development and instructor certification.
- Attended Arts and Culture Commission meeting
- Attended final B&G Club walkthrough construction meeting
- Attended Town Council meeting seeking award of ramada contract for Santa Fe Station Park improvements.
- Attended weekly Department Head meeting with Town Manager
- Spoke with Mike Pantalione, Yavapai College, in review of field use for National Championship training
- Attended Santa Fe Station construction coordination meeting with Boyd Robertson, Public Works Deputy Director
- Conducted weekly department leadership team meeting with Jason Elmer, Parks and Recreation Manager; Nick Groblewski, Parks Supervisor, Hope Hooper, Recreation Supervisor; and Karen Smith, Asst. Town Manager
- Submitted grant application to the Arizona Game and Fish Department’s Heritage Fund for Fain Lake and Urban Lake improvements
- Approved signage proofs for American Legion donations and Santa Fe Station rules and entryways.



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- Attended Town Council presenting Eagle Scouts efforts on the Mtn. Valley Park Dog Park improvements and introducing Mike Svetz, PROS Consulting, in review of Mater Plan Community Survey needs assessment.
- Completed department monthly reports
- Met with park staff to completed site layout for dog park renovation project
- Met with Eagle Scout candidates for final review of project organization for renovation day and remaining fundraising efforts
- Spoke with Krista Reimer in review of corrective action warranty items for Santa Fe Station Park
- Presented at the fall session of the Citizens Academy
- Ordered site furnishings for American Legion and Santa Fe Station parks
- Hosted coordination meeting in development of a renewal of Battel of the Bands
- Attended FRIENDS of PV Parks board meeting
- Assisted Eagle Scouts in the coordination of volunteers, materials and projects related to the renovation of the dog park in Mtn. Valley Park
- Met with the owner of Freedom Fabrication in review of Eagle Scout designs for artwork
- Attended the annual United Way Kick-off and Chili competition
- Met with Bill Osborne, Capital Projects Coordinator, Ryan Judy, Deputy Town Manager, and Nick Groblewski, Parks Supervisor, in review of Bob Edwards Park warranty items
- Spoke with Ashley Stoval, NAZ Suns, and Nicole Kennedy, B&G Club, in review of facility use agreements
- Coordinated setup and materials for annual Halloween event
- Meet with Chris and Ellen in review of motorcycle show proposal
- Hosted the annual New Year's Eve coordination meeting with Public Works, Police and CAFMA
- Met with Buzz Gummer, Parks and Recreation Commission Chairperson in review of monthly agenda development
- Attended the mandatory AZ Community Foundation meeting
- Met with Heidi Foster, Communications Relations Coordinator, in review of department marketing
- Completed public service announcements for department services
- Met with staff and Arts and Culture Commissioners Smith and Sinclair in review of materials related to Lakeshore sculpture project
- Attended annual budget retreat with Town Council, Town Manager and department administrators
- Presented to LinQ, Arts and Culture Commission Chairperson in review of monthly agenda development
- Prepared Commission meeting packets
- Attended APRA leadership training
- Met with Mike Svetz, PROS Consulting in review of needs assessment results
- Reviewed options of possible camera system for Mtn. Valley Park with Jason Elmer, Parks and Recreation Manager and Nick Groblewski, Parks Supervisor
- Attended Parks and Recreation Commission meeting
- Met with Mike Svetz, PROS Consulting in review of programming assessment with recreation staff
- Met with Mike Svetz, PROS Consulting in review of maintenance assessment with parks staff
- Met with Mike Svetz, PROS Consulting in review of levels of service and equity mapping with department leadership team and Karen Smith, Assistant Town Manager
- Met with Mike Svetz, PROS Consulting in review of Master Plan survey results
- Attended Arts and Culture Commission work study meeting
- Met with PV Historical Society in review of Fain Park mining exhibit
- Secured headliner for spring concert event



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- Met with Karen Smith, Assistant Town Manager, in review of department work flow
- Met with Dee Smith, MUSCO, in review of FY 20/21 planning and site review with corporate representatives
- Attended Parks and Recreation Commission work study meeting
- Attended Arts and Culture committee meeting
- Attended CASA board meeting
- Attended B&G Club Grand Opening/Ribbon cutting ceremony

ARTS AND CULTURE:

Accomplishments/Highlights/Improvements for the Month:

- Conducted search for new dance instructor
- Phone interview multiple candidates for dance instructor
- Conducted interview with Hector Rivera for dance instructor position
- Coordinated a Christmas Tree donation for the Arts and Culture Commission
- Finalized Piano Recital Date/time
- Met with Teen Librarians about a possible internship program
- Worked on developing teen internship program
- Met with artist Gene Galazan about a potential art donation
- Coordinated an art donation from a local estate
- Finalized marketing for Polar Bear Splash
- Brought on Hector Rivera as our new dance instructor
- Planned 2020 class dates with all instructors
- Attended the Master Plan discussions
- Met with PD about gold Fever Days
- Planned NYE games with Marissa
- Finalized all YAM and FAF promos and paperwork for teachers
- Finalized Create A Tree participants

AQUATICS:

Accomplishments/Highlights/Improvements for the Month:

- Pool officially shut down on November 8th.
- Swim team had their state championships the weekend following the 8th, one person qualified from the team for state.
- Bruno and the Parks crew, led by Jason, shut down the pool operations for the season the week following the pool closure.
- All seasonal staff have been processed out of the system by HR with help from rec staff.
- The Aquatics coordinator position was posted online through pvaz.net as well as external websites in hopes of filling that position in time for the spring opening.
- Bryce let the exterminator in at the end of the month and scheduled herself to be available for all scheduled upcoming exterminator visits. While there, she and other rec staff adjusted pool covers as needed and did a general check of the pool area and office.

ATHLETICS:

Accomplishments/Highlights/Improvements for the Month:

- **Civic Rec**
 - Planning for Winter sports
 - Registration open and filling for Winter Volleyball
 - Continuing to schedule and adjust lights based on needs of teams & organizations
 - Preliminary plans for Rhythm & Brews
 - Seeking donations for Polar Bear Splash
 - Preliminary planning for Daddy Daughter Dance
 - Prepping for holidays and holiday events in Town



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- **Field Allocation**
 - Field allocation materials submitted
 - Materials under review
 - Allocation to be completed in December

COMMUNITY EDUCATION/OUTDOOR RECREATION:

Accomplishments/Highlights/Improvements for the Month:

- Our new Shing Yi & Ba Gua class with instructor Lloyd Day started this month. Similar to Tai Chi, Shing Yi focuses on bringing alignment and focus to the body and mind. Classes are held Wednesday and Fridays from 11:00 – 12:00.
- This month was the last trip for our Day Trip program. There were 6 participants in total and all of them expressed how much they enjoyed the trips.
- Be a Better Basketball Player with Roy Jenkins is the first Parks and Recreation program starting in the new Boys & Girls Club gym. The instructor is very excited to run his program at the new gym.

PARKS:

Accomplishments/Highlights/Improvements for the Month:

- Polish all stainless steel in our restrooms at various parks
- Replenish janitorial supplies
- Clean all shop areas
- Clean up storage rooms at various parks
- Broom/blow off sidewalks at various parks
- Remove trash/debris from Urban Forest Lakes
- Gopher control at Antelope, CASA, Civic, Bob Edwards, Sunflower
- Blow off sidewalks/parking lots at Mtn. Valley
- Mark corners on soccer fields at Edwards, Viewpoint, Pronghorn, Amp, Antelope
- Repair broken sprinkler heads at Civic
- Mow all turf areas
- Drag fields at 4-plex and Amp for practices
- Line trim weeds at Legion, South, North, Sunflower, CASA, Andersen, Fain, MVP, Antelope, Viewpoint, Urban Forest
- Line trim grass around trees and ditches at Civic Center, Antelope, Bob Edwards
- Replace drip emitters at various trees- MVP MUP
- Trim trees throughout MVP and Urban Forest
- Mark heads at all parks for aeration
- Inspect irrigation lines at Santa Fe
- Check fences on Iron King Trail
- Collect water meter readings for all parks
- Repair broken rear deck on AR-3 mower
- Attend Weekly construction update meetings for Santa Fe Station Irrigation
- Seed Santa Fe Station Park turf areas
- Trench for new main water line at Castle
- Repair corral fencing at Santa Fe to block off seeded areas
- Oil change on AR-522
- Oil change on AR-3
- Oil change and fuel filter change on Bobcat UTV
- Oil change on Ventrac tractor
- Oil change on Kioti UTV
- Replace restroom lights at Viewpoint with LED fixtures
- Help install pink lights at Event Center for Breast Cancer Awareness



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- Fabricate RR partition for Tonto North
- Paint and install RR partition at Tonto North
- Fabricate new irrigation clock box for Stoneridge
- Spread DG around Pickleball at Santa Fe
- Compact DG around Santa Fe
- Cut/excavate ramada pad at American Legion
- Level/place/compact AB for ramada pad at American Legion
- Clean up leaves at Antelope Park
- Clean up leaves at MVP
- Clean up leaves at Granville
- Clean up leaves at Tonto South
- Clean up leaves at American Legion
- Paint over old graffiti spots at Skate Park
- Spray weeds at MVP
- Spray weeds at Boys & Girls Club
- Spray weeds at Bob Edwards
- Truck and deliver AB to American Legion for ramada pad
- Spread EWF at Viewpoint playground
- Spread EWF at Pronghorn playground
- Spread EWF at Bob Edwards playground
- Spread EWF at Tonto South playground
- Trim shrubs at Granville
- Trim shrubs at Viewpoint
- Winterize/drain all restrooms in preparation for winter storm
- Open RR and pressurize water lines after winter storm
- Help PW in snow plow/removal

SPECIAL EVENTS:

Accomplishments/Highlights/Improvements for the Month:

- Recreation staff preparing for Pictures with Santa and the Festival of Lights on December 6th. They secured volunteers for photographers and assistant, volunteer elves, and created a schedule for staff for the evening. Alyssa Conley volunteered creating decorations throughout the month for this event. Bella has decided to increase the decorations for this event to create a fun atmosphere for the kids.
- Staff also prepared for Polar Bear Splash. Rec staff worked on getting donations for PBS online and through local businesses. Items needed for this event that are usually on hand were reviewed to ensure that new supplies could be ordered as needed in a timely fashion. Several staff members helped with advertising for this event as well.
- Leadership met with the Chamber each Monday to begin planning and operations for the new Rhythm & Brews Event.
- Rec. staff started planning with PD for the 2020 Gold Fever Day/Badges & Bobbers event.
- Arts and Culture staff started planning for Youth Art Month

Special Event Applications in process in November 2019:

Event	Date	Internal/External	Location	Attendance
Relay for Life	6/5-6/6/20	External	Civic Center Grounds	300



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Special Events held on Town property in November 2019:

Event	Date	Internal/External	Location	Attendance
None				

Submitted By: Brian Witty, Director of Parks and Recreation
 December 17, 2019

**Director’s Report to the Parks and Recreation
 and Arts and Culture Commission – December 2019**

ADMINISTRATION:

Accomplishments and Highlights for the Month:

- Approved department payroll requests
- Met with Facilities Division in review of custodial needs at B&G Club
- Spoke with Ashley Stoval, NAZ Suns, and Nicole Kennedy, B&G Club, in review of facility use agreements
- Conducted weekly department leadership team meeting with Jason Elmer, Parks and Recreation Manager; Nick Groblewski, Parks Supervisor, Hope Hooper, Recreation Supervisor; and Karen Smith, Asst. Town Manager
- Met with Karen Smith, Assistant Town Manager, in review of department work flow
- Reviewed recruitment requisition for Aquatics Coordinator
- Attended coordination meeting in development of a renewal of Battle of the Bands in partnership with Chamber of Commerce
- Met with Nicole Kennedy and Joe Baynes, Boys and Girls Club, in review of updating facility lease agreement for gymnasium annex.
- Attended Valley of Lights grand opening.
- Spoke with staff and Arts and Culture Commissioners Smith and Sinclair in review of materials related to Lakeshore sculpture project
- Finalized pickleball signage package with ZUMAR
- Attended Town Manager monthly community meeting
- Attended Arts and Culture monthly committee meeting
- Attended weekly Department Head meeting with Town Manager
- Attended Town Council meeting seeking approval of Santa Fe Station Park Irrigation/Landscape contract change order for well site service road.
- Attended Town Council meeting in support of Community Development Block Grant application seeking support for renovation of facility and parking lot leased by the Boys and Girls Club if Central Arizona.
- Developed RFCA’s for staff introductions and Santa Fe Station Park construction updates at Town Council meeting.
- Met with Sue Brogaard, PV Pickleball Association in review of court development and instructor certification.
- Attended the annual Festival of Lights, Create-A-Tree, and Pictures with Santa event at the Civic Center in partnership with the PV Chamber of Commerce.
- Approved numerous department direct pay and accounts payable requests
- Completed fireworks permit documentation in cooperation with provider, Risk Management, and CAFMA
- Attended a volunteer orientation meeting hosted by Volunteer Central and Human Resources for updating the department on operational protocols and reporting structure.



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- Met with Play It Safe Playgrounds representatives in review of splash pad development and operations
- Met with Findlay Automotive Group in review of title sponsorship of Rhythm and Brews special event operating as updated Battle of the Bands special event
- Secured American Red Cross Adult and Infant First Aid/CPR/AED certification
- Confirmed Zach Moss as newest addition to the Arts and Culture Commission filling one of the two vacant alternate positions
- Submitted recreation and park division reports to master plan consultant
- Met with park and capital project staff in review of two year warranty walk thru's for Bob Edwards Park
- Attended annual Community Budget Open House meetings
- Met with staff in review of annual evaluations
- Attended appreciation celebration for Dan Smith who left the organization in December
- Assisted staff with the toy wrapping party in support of donors
- Conducted final walk thru of annual New Year's Eve celebration with Public Works, Police, and CAFMA staff
- Hosted annual staff appreciation/holiday potluck luncheon
- Met with Exerplay representatives in review of splash pad development and operations
- Met with Mike Svetz, PROS Consulting in review of needs assessment results
- Completed department monthly reports

ARTS AND CULTURE:

Accomplishments/Highlights/Improvements for the Month:

- Create A Tree Install with A&C Commission
- Met with artist Susan Popko to authenticate art donations
- Meeting with Cathy Severson about taking over the Fall for the Arts Show
- Created marketing for Polar Bear Splash
- Got donations for PBS
- Completed CPR/AED training
- Developed two new adult dance classes with Hector Rivera
- Decorated for Pictures with Santa
- Planned and put on the Holiday Piano Recital
- Planned games for the NYE event
- Contacted Public Art Display artists for 2020

AQUATICS:

Accomplishments/Highlights/Improvements for the Month:

- Recreation staff removed pool covers from the pool in preparation for Polar Bear Splash.
- The pool was vacuumed and brushed before the Polar Splash Event.
- The Aquatics coordinator position was posted online through pvaz.net as well as external websites in hopes of filling that position in time for the spring opening.

ATHLETICS:

Accomplishments/Highlights/Improvements for the Month:

- **Civic Rec**
 - Planning for Winter Sports
 - Registration open and filling for Winter Volleyball
 - Continuing to schedule and adjust lights based on needs of teams & organizations
 - Seeking donations for Polar Bear Splash
 - Preliminary planning for Daddy Daughter Dance



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- Planning and working Pictures with Santa
 - Created ornament for Parks & Recreation Christmas Tree
 - Radio Show with the Mayor as well as Marnie
 - Assisting with Piano Recital
 - Completing Field Allocation
- **Field Allocation**
 - 1st quarter of field allocation completed
 - January Allocation communicated to schools, organizations & teams

COMMUNITY EDUCATION/OUTDOOR RECREATION:

Accomplishments/Highlights/Improvements for the Month:

- The Parks and Recreation department was awarded the President's Award from the Prescott Astronomy Club for supporting their members by providing a safe space to observe and educate the community about the night sky and astronomy.
- Registration opened for our new upcoming classes including Seated Volleyball, Fight for Fitness, and Magic of Microgreens.
- Festival of Lights and Pictures with Santa was a success. I helped with decorations for Pictures with Santa and with assisting the photographer as well.
- We have been prepping for this month for upcoming events including the New Year's Eve celebration and Polar Bear Splash in January.

PARKS:

Accomplishments/Highlights/Improvements for the Month:

- Polish all stainless steel in our restrooms at various parks
- Replenish janitorial supplies
- Clean all shop areas
- Clean up storage rooms at various parks
- Broom/blow off sidewalks at various parks
- Remove trash/debris from Urban Forest Lakes
- Gopher control at Antelope, CASA, Civic, Bob Edwards, Sunflower
- Blow off sidewalks/parking lots at Mtn. Valley
- Mark corners on soccer fields at Edwards, Viewpoint, Pronghorn, Amp, Antelope
- Drag fields at 4-Plex and Amp for practices
- Replace drip emitters at various trees- MVP MUP
- Trim trees throughout MVP and Urban Forest
- Inspect irrigation lines at Santa Fe Station Park
- Check fences on Iron King Trail
- Repair hydraulic leak on AR-3 mower
- Attend weekly construction update meetings for Santa Fe Station Irrigation
- Trench for new main water line at Castle (Barlow Massicks)
- Repair corral fencing at Santa Fe to block off seeded areas
- Cut/excavate for sidewalk at American Legion
- Level/place/compact AB for sidewalk at American Legion
- Clean up leaves at Antelope Park
- Clean up leaves at MVP
- Clean up leaves at Granville
- Clean up leaves at American Legion
- Paint over old graffiti spots at Skate Park
- Cut and remove broken sidewalk at CASA
- Set forms and pour concrete at CASA



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- Cut and remove broken sidewalk at American Legion
- Set forms and pour sidewalk at American Legion
- Remove forms from CASA and American Legion
- Install new gate for cattle at Fain Park
- Replace tire swing at American Legion
- Repair leaking toilet at Viewpoint Park
- Begin cutting broken sidewalk at various Stoneridge parks
- Trim trees at Barlow Massicks
- Finish main water line install at Barlow Massicks
- Assemble tables for American Legion ramada
- Install tables for American Legion ramada
- Truck AB to MVP and Viewpoint for future concrete work
- Build pickleball racket holders
- Attend meeting about security camera at Skate Park
- Work on pricing out new turf vacuum

SPECIAL EVENTS:

Accomplishments/Highlights/Improvements for the Month:

- For the Festival of Lights, we ran the Pictures with Santa portion of the event and helped with the Girl & Boy Scouts set up. We had an increase in the amount of people who attended the event from the last 3 years. Our volunteer Alyssa helped Bella to create additional decorations for this event that were very well received. Keith volunteered at the event and was a fan favorite – if Keith can join us next year we will need someone to stay with him to ensure he has support through the event. Everything went well and we had a lot of compliments from the public.
- New Year’s Eve went very well, we had around 400 people attend the event which surpassed what we could have expected. Staff has already discussed how we can plan better for a large crowd next year. Games were well received, fire and PD were very helpful, and staff had no major concerns or issues through the night – including no injury.
- Daddy Daughter preparation happened to make sure that the online listing can go live on 1/1/20.

Special Event Applications in process in December 2019:

Event	Date	Internal/External	Location	Attendance
Relay for Life	6/5-6/6/20	External	Civic Center Grounds	300
YRMC Picnic Event	9/18 & 19/2020	External	Civic Center Grounds	750+

Special Events held on Town property in December 2019:

Event	Date	Internal/External	Location	Attendance
Festival of Lights	12/06/19	External	Civic Center Grounds	unknown

Submitted By: Brian Witty, Director of Parks and Recreation
 January 8, 2020



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Director Witty highlighted some of the items within the department's reports that included:

- Developing facility rules signage and placement for the Boys & Girls Club. Working with the Sun's charity organization in regards to their donor wall and were able to co-mingle a lot out of that opportunity.
- Presented to council and received their approval and acceptance of the grant from the National Association of Realtors for the dog park upgrades.
- Received Council approval for the construction of the ramada for Santa Fe Station Park.
- Met with staff at Yavapai Community College and we have secured the National Men's Junior College Tournament.
- A review of the Fain Park mining equipment exhibit with the Historical Society on the development of site, rehabilitation of some of the equipment, and acquisitions of additional mining equipment mining
- Attended coordination meeting with Chamber for the revival of Battle of the Bands now named Rhythm & Brews.
- Review of Boys & Girls Club and Suns lease agreements.
- Change order for well site roadway at Santa Fe Station Park.
- Community Development Block Grant is in process for the rehabilitation of the original Boys & Girls Club facility including a rebuild of the parking lot and courtyard area.
- Congratulations to Dan Smith, parks maintenance worker, has secured a new position and left our employ and we had a celebration on his last day. We'll miss him but congratulate him on his new endeavor.

7. Tree Advisory Board Business

a. Chairperson's Report –*B. Gummer, Chairperson*

a. Tree City and Growth Award application– *B. Gummer, Chairperson*

Chairperson Gummer shared a park user survey compiled by the National Recreation and Parks Association. To hear the entire survey listen to the recording of the commission meeting at:
https://pvaz.granicus.com/player/clip/2794?view_id=12

~~b. Volunteer Arborist Introduction –*B. Gummer, Chairperson*~~

c. Advisory Board Meeting

a. 2020/2021 Strategy Development – *B. Gummer, Chairperson*

- Staff submitted the application for recertification of the Tree City designation.
- Notification to be received in late January or early February.
- Criteria for Tree City and Growth Award and the benefits of these designations.
- Notices to be sent to Advisory Board regarding 2020 and 2021 planning and 5 year focus.

8. Old Business

~~a. Department Master Plan Update –*Mike Svez, PROS Consulting*~~

b. Santa Fe Station Park construction updates - *B. Witty, Director*

- By the end of this month or the first half of February the restroom facility will be put in place.
- After restroom is installed, ramada will be coming in and the completion of the sidewalks.



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- Anticipating mid-summer/early fall for bringing in the turf.
- Park signage has been ordered and arriving soon.
- Staff make preparations in the next budget period of other site amenities.
- Tentative ribbon cutting event in March well ahead of our Arbor Day celebration.

9. New Business

- a. AZGFD Heritage Grant application - *B. Witty, Director*
 - Applying for grant in a partnership with the community fishing program at Fain Park and the Urban Lakes. If successful we will buy a new aeration systems for the Urban Lakes.
 - Access AZ Game & Fish website stocking schedules and other places to fish throughout Arizona.

10. Other

None

11. Unscheduled Public Appearances

12. Next Meeting

- a. Regular Meeting: Tuesday, February 11, 2020, 6:30pm, Auditorium

Director Witty invited the commission and the public to American Legion Park on February 20th for a ribbon cutting to celebrate the completion of the new ramada. We will be showcasing the Friends of Prescott Valley Parks and Recreation organization. A formal invitation will be coming out soon.

13. Adjournment

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

Commissioner Fahlman made a motion to adjourn the January 14, 2020 meeting. Commissioner Byrum seconded the motion. Motion carried unanimously by those members present. Meeting was adjourned at 8:01 p.m.

Chairperson Buzz Gummer

Respectively submitted by: Kathy Wise, Administrative Support II
January 23, 2020