



The Town of Prescott Valley  
Parks and Recreation Department  
7501 E. Skoog Blvd.  
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**Parks and Recreation Commission  
Regular Meeting**

7401 E. Skoog Blvd, Auditorium  
6:30 p.m., Tuesday, February 11, 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, Vice-Chairperson Brett Poliakon, Commissioner Ron Brinkman, Commissioner Elaine Fahlman, Commissioner Scott Byrum, Commissioner Kay Gorman and Commissioner Bill Pierce. Members absent: None. Staff Present: Brian Witty, Parks & Recreation Director, Kathy Wise, Administrative Support II and Mike Svez, with PROS Consulting.

**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 Brinkman made a motion to approve the February 11, 2020 agenda as presented.** Commissioner Fahlman 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 January 12, 2020 regular meeting. Hearing none he asked for a motion to approve the minutes as presented.

**Commissioner Fahlman made a motion to approve the January 12, 2020 regular meeting minutes as presented.** Commissioner Brinkman seconded the motion. Motion carried unanimously by those members present.

**5. Announcements/Presentations – 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. Master Plan Presentation – M. Svez, Pros Consulting

Mr. Svez presented additional results of surveys and research for the Master Plan. The following is the main bullet points of items being covered during the report to the commission.

- Levels of Service Methodology
- Master Plan Community Impact
- Level of Service Assumptions
- Capital Improvement Plan
- Park Maintenance Assessment
- Program Assessment
- Next Steps



Mr. Svetz said that all of the information will be posted to the project website.

b. Programs, Classes and Special Events

Some of the classes being offered to the public are as follows:

- Adult Dance-Exercise classes
- Art Classes
- Dog Obedience
- Fight for Fitness
- MVS – We’re hiring
- Seated Volleyball
- Walking Club

**6. Department Update – For Review and Possible Action**

a. Director’s Report, January, 2020 – *B. Witty, Director*

**Director’s Report to the Parks and Recreation  
and Arts and Culture Commission – January, 2020**

**ADMINISTRATION:**

**Accomplishments and Highlights for the Month:**

- Finalize NAZ Suns sublease agreement for utilization of the new gymnasium at the B&G Club
- Met with telecom company in review of possible cell tower placement at Community Center Park
- Spoke with Mayor Palguta in review of offer for added activity element to EGGstravaganza
- Completed updates to the 2019 volunteer participation report and streamlined 2020 collection processes
- Spoke with HSUD staff in review of adult volleyball league operations
- Submitted department monthly report for distribution
- Approved department payroll requests
- Attended weekly Department Head meeting with Town Manager
- Met with Exerplay representatives in review of splash pad development and operations
- Met with Kurt Mee, CXT, in review of restroom facility for Mtn. Valley Park
- Hosted New Year’s Eve celebration in partnership with PVPD and CAFMA
- Updated APRA membership records for staff and commissioner registrations
- Facilitated town council materials for staff introductions and Santa Fe Station Park updates
- Hosted Polar Bear Splash event at Mtn. Valley Splash Aquatic Center
- Secured completed artwork for final element for dog park renovations
- AZGFD Heritage Grant application in route with notification to be received in April
- 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
- Attended Arts and Culture monthly committee meeting
- Attended annual Community Budget Open House meetings
- Met with Buzz Gummer, Parks and Recreation Commission Chairperson in review of monthly agenda development
- Attended Arts and Culture committee meeting
- Attended PV Historical Society board meeting
- Met with Lindsay Elliot, Arts and Culture Commission Chairperson in review of monthly agenda development



- Electrical conduit to Santa Fe Station Park completed by APS awaiting services by Universal Homes to complete for utility connections to then power site
- Attended FRIENDS board meeting in review of American Legion Park ribbon cutting ceremony
- Met with United Way coordinator in review of fundraising program
- Spoke with staff and Arts and Culture Commissioners Smith and Sinclair in review of materials related to Lakeshore sculpture project
- Attended Arts and Culture Commission regular meeting
- Met with Mike Svetz, PROS Consulting and staff in review of CIP assessment; parks maintenance assessment; and programming assessment in the collection of data for analysis
- Met with staff in review of FY20/21 budget development planning
- Attended Town Council work study in the presentation of Level of Service and inventory analysis
- Attended Town Council budget retreat
- Met with staff in review of facility use and staff conflicts at B&G Club
- Reviewed application materials for Aquatics Coordinator with staff
- Spoke with Sue Brogaard, PV Pickleball Association in review of court rules, use, and request for additional public services.
- Attended coordination meeting in development of Rhythm and Brews (formerly Battle of Bands) in partnership with Chamber of Commerce
- Approved numerous department direct pay and accounts payable requests
- Spoke with Findlay Automotive Group in review of title sponsorship of Rhythm and Brews special event
- Submitted recreation and park division reports to master plan consultant
- Met with staff in review of annual evaluations
- Completed department monthly reports

### **ARTS AND CULTURE:**

#### **Accomplishments/Highlights/Improvements for the Month:**

- Compiled YAM and FAF applications
- Began planning lay out of YAM in Civic Center and Library
- Coordinated with the Library Art Club to include them in YAM
- Met with Candace from the Event Spot in regard to DDDN
- Planned all DDDN decorations and worked with our volunteers to start making them
- Bid and planned catering for our DDDN
- Started collecting donations for DDDN
- Sent out volunteer request form to A&C Commission for YAM
- Found a 6 person jury for YAM and coordinated their involvement
- Worked with Hope to contact the Event Center about coordinating the Drive in Movie
- Updated the Movies Under the Stars Sponsorship Packet
- Developed a Moves List for Sponsors
- Contacted all major movies Sponsors and sent out Packets
- Began contacting bands and scheduling for Theater on the Green Summer Concert Series
- Began contacting and scheduling bands for Northern Arizona Coffee Fest
- Planned February-July Public Art Shows for the Library
- Developed EGG/FAF marketing packet
- Finished Susan Popko art donation and had plaques made
- Attended the Mayor Radio to speak about YAM and classes
- Started two new classes with Hector Rivera for adult dance



- Planned with LaToya and the Mayor to make a promo video for our classes
- Developed a comprehensive Fundraising Plan for the Arts and Culture Commission with a specific focus on 2020-2021 goals and fundraising including the Lakeshore Sculpture
- Met with Nancy, Brian and Ed Reilly to continue planning process for the Lakeshore Sculpture
- Began transferring class/teacher responsibilities to Bryce

### **AQUATICS:**

#### **Accomplishments/Highlights/Improvements for the Month:**

- An excellent Polar Bear Splash Event was conducted. The weather was nice and warm, but the water was only 35 degrees.
- Opened seasonal staffing requests seeking lifeguards, office and concessions position

### **ATHLETICS:**

#### **Accomplishments/Highlights/Improvements for the Month:**

- **Civic Rec**
  - Winter Volleyball began- 4/5 leagues at max capacity with waitlist
  - Polar Bear Splash- preparing and day of
  - Applied to Pitch Hit & Run
  - Registration for Spring Softball begins
  - Preparing/planning for Spring Volleyball & Basketball
  - Looking to hire Umpires for upcoming Softball
  - Accepted position of Aquatics Coordinator, beginning transition
  - Beginning Budget Preparation
- **Field Allocation**
  - 1<sup>st</sup> quarter of field allocation completed
  - February Allocation communicated to schools, organizations & teams

### **COMMUNITY EDUCATION/OUTDOOR RECREATION:**

#### **Accomplishments/Highlights/Improvements for the Month:**

- Fight for Fitness started this month. The class is based on practices such as kickboxing and Tai Bo and can be adapted for all fitness and ability levels.
- Seated Volleyball also started this month. Our instructor is John Sanford and the program is designed for participants of all ages and physical abilities are welcomed to join.
- Met with Sue Brogaard and got caught up with how she and the other potential instructors were coming along in their progress. 3 of them are now certified to teach pickleball and we are working on scheduling, times, and what the classes will look like.
- We met with the new Site Director, Rhonda Hollister, of the Boys & Girls Club. With her being new to her position we were able to chat about how our department and their organization work together with programs and upcoming events such as Pitch, Hit & Run.
- 2 new instructor proposals – one for a youth beading camp and one for youth and adult karate.
- Lifeguard Instructor re-certification class was rescheduled to February.

### **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 park
- 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
- Check fences on Iron King Trail
- Level/place/compact AB for sidewalk at Fence Line
- Paint over old graffiti spots at Skate Park
- Cut and remove broken sidewalk at CASA
- Set forms and pour concrete at Fence Line
- Cut and remove broken sidewalk at Fence Line
- Begin cutting broken sidewalk at various Stoneridge parks
- Work on pricing out new turf vacuum
- Prep for New Year's eve event
- Repair lights in RR at Granville Park
- Install new security light at Granville
- Spread DG at Santa Fe
- Spread landscape rock at Santa Fe
- Broom parking lot at Santa Fe
- Remove old signs from Sunflower
- Put rear stinger on John Deere 110 tractor
- Sod cut mound and edges at Antelope baseball field
- Add new infield mix to Antelope baseball field
- Replace 2 handicap parking signs at Antelope
- Trim bushes at Viewpoint Park
- Cut/excavate pad for restroom at Santa Fe
- Lay out utility locations for RR at Santa Fe
- Trench for utilities at Santa Fe for RR
- Begin installing water/sewer lines for Santa Fe RR
- Raise base pins at Antelope BB field
- Raise home plate at Antelope BB field
- Remove fence from north side of Antelope baseball field
- Add top soil around new ramada at American Legion
- Install drip line at Santa Fe Station Park
- Deliver items to the pool for Polar Bear Splash
- Continue to pick up and load up Christmas trees at MVP
- Replace photocell and shorted wire connection on walking path lights at MVP MUP
- Install new LED light at Urban Forest walking path
- Install new LED light at Viewpoint

**SPECIAL EVENTS:**

**Accomplishments/Highlights/Improvements for the Month:**

- Polar Bear Splash Event:
  - Finish prep and pick up of donations
  - Prep and clean pool
  - Work at the event
  - Clean up
  - Event review with staff
- Prep for Daddy Daughter:



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- Decorations being made by volunteers
- Sponsorships and donations being sought by volunteers and staff
- All arrangements/vendors finalized
- Registration opened and was promoted
- Staff and volunteers scheduled for the event
- Prep for Rhythm & Brews:
  - Met with Chamber to discuss sponsorships
  - Started receiving band applications – the newspaper did an article about the event and bands have already started sending us their info in hopes of being a part of the show
- Prep for Gold Fever Day:
  - Met with PD to split duties and go over the event
  - Confirmed Sharlot Hall participation – they will be increasing the amount of people and activities they have from last year
  - Bryce created marketing materials for the event
- Prep for EGGstravaganza:
  - Eggs ordered and in office
  - 4-H group discussion for petting zoo
  - Bella has received applications for Family Arts Fest
- Initiated Northern Arizona Coffee Festival process:

**Special Event Applications in process in January 2020:**

<b>Event</b>	<b>Date</b>	<b>Internal/External</b>	<b>Location</b>	<b>Attendance</b>
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 January 2020:**

<b>Event</b>	<b>Date</b>	<b>Internal/External</b>	<b>Location</b>	<b>Attendance</b>
New Year's Eve Celebration	12/31/19	Internal	Open field off Glassford & Lakeshore	

Director Witty highlighted some of the items within the department's reports that included: Staff is working on new activities and a new community event named Rhythm & Brews. Findlay has agreed to be the title sponsor. Other upcoming activities include: Daddy/Daughter Date Night, Northern AZ Coffee Festival (new event), and athletics.

Director Witty reported that our current Athletics Coordinator will be moving into the Aquatics Coordinator position. Her background is largely in aquatics and she is in process of transition.



- b. Chairperson Report:  
Chairperson Gummer looked at variety of surveys and shared information on site cameras as technology. Also a survey reporting the negative effects on humans and animals from using Roundup for weed control.

### **7. Tree Advisory Board Business**

- a. Chairperson's Report –*B. Gummer, Chairperson*  
Chairperson Gummer said that Dana Diller is our volunteer arborist for the Tree Advisory Board. Mr. Diller wasn't available to attend the meeting but hopefully he can attend the next meeting.
- ~~b. Volunteer Arborist Introduction –*B. Gummer, Chairperson*~~

### **8. Old Business**

- a. Santa Fe Station Park constructions updates – *B. Witty, Director*
- Do not have an expected delivery date on the restroom yet.
  - All underground infrastructure is in place.
  - A subcontractor is establishing a pedestal for energy coming to the site (conduit) pulled into the park to connect the restroom, pickleball courts, parking light etc.
  - Playground and pickleball courts are under high usage.
- b. AZGFD Heritage Grant update - *B. Witty, Director*  
Funded through Heritage Fund Arizona, citizens voted for getting out to parks and facilities; reinvesting in our fisheries etc. Our request has been accepted into the program and is under review. We should hear in April.

### **9. New Business**

- a. FRIENDS of PV Parks and Recreation ribbon cutting at American Legion Park, February 20<sup>th</sup>  
Approximately \$50,000 was been raised for a complete renovation of American Legion Park. The FRIENDS value and honor our veterans. They didn't want a blighted environment. Before the renovations the property was full of weeds which were being mowed. Use by the community was miniscule. With staff time and expertise we have grass from corner to corner. Fund raising resulted in a new ramada. We are also looking at reinvesting in the playground to bring the park to the standard that the community expects. Ribbon cutting will be on Thursday, February 20<sup>th</sup> at 4:30pm to 5:00pm.

### **10. Other**

None.

### **11. Unscheduled Public Appearances**

Laurie Sebring, a resident of Granville said that the Agua Fria Park is right behind her property. She was concerned a park was coming in. They were told when they purchased their home that its state land and in a flood plain and would never be built. Seeing the plans for the facility she was alarmed. She's not against park space but doesn't want ballfield lights in here backyard. For future consideration to go back to the survey and reconsider if our demographics are not going to change that much, possibly consider night sky, open space and walking trails.



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Commissioner Brinkman thanked her for her comments. He added that the park concept talk started about 23 years ago. It's state land now but in the future there may be funds to develop the area and the public will be involved. He added that at Bob Edwards Park the lighting does not go out to the community. Mrs. Sebring said that they would prefer that fields and parking be placed closer to the roads.

Robert Sebring, a resident of Granville concerned about a park because the developers have diverted all of their water runoff in that area. He's seen a raging river as well as standing water like a lake. Population growth and age group is mostly in the 50-60 year range. We aren't using those amenities. He suggested our consultant should factor in the growth is mostly an older population and younger families can't afford home costs. Most of the population wouldn't use these type of facilities.

Billie Marie S. Douglas, lives on Bronco Lane. She's concerned that the survey might not be as accurate with the age groups. She suggested that the Iron King Trail is perfect for piking. With the water runoff situation the Army Corp of Engineers and FEMA should be checking on that as well. She sees articles about houses. She would like to see more about the amenities that would bring people visit and stay in hotels. We have something besides houses. She would like to see move trails to hike and bike to be a destination to come and visit.

## **12.Next Meeting**

- a. Regular Meeting: Tuesday, March 10 2020, 6:30pm, Auditorium

## **13.Adjournment**

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

**Vice-Chair Poliakon made a motion to adjourn the February 11, 2020 meeting.**  
**Commissioner Brinkman seconded the motion.** Motion carried unanimously by those members present. Meeting was adjourned at 8:27 p.m.

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Chairperson Buzz Gummer

Respectively submitted by: Kathy Wise, Administrative Support II  
February 14, 2020

To see the entire commission meeting presentation copy and paste the link listed below to your web browser.

[https://pvaz.granicus.com/player/clip/2808?view\\_id=12:](https://pvaz.granicus.com/player/clip/2808?view_id=12)